



**Quaid-i-Azam University, Islamabad
(Office of the Project Director, CPJRC)**

REQUEST FOR PROPOSAL

**HIRING OF ENGINEERING/ ARCHITECTURAL
CONSULTANCY SERVICES FOR DESIGN VETTING
AND TOP SUPERVISION OF THE PSDP PROJECT
“Establishment of China-Pakistan Joint Research Centre
(CPJRC) on Earth Sciences, Quaid-i-Azam University,
Islamabad”.**

(May-2026)

**QUAID-I-AZAM UNIVERSITY, ISLAMABAD
(OFFICE OF THE PROJECT DIRECTOR)**

**Establishment of China-Pakistan Joint Research Centre (CPJRC)
on Earth Sciences, Quaid-i-Azam University, Islamabad**

REQUEST FOR PROPOSAL FOR HIRING OF CONSULTANCY FIRM

LETTER OF INVITATION (LOI)

Name and Address of Consultant: -----

1. INTRODUCTION

- 1.1 The Consultancy firms duly registered on EPADS of PPRA, having valid registration with PEC & PCATP are hereby invited to submit a technical and financial proposal for Engineering/ Architectural consulting services required for the Assignment named in the attached LOI Data Sheet (referred to as “Data Sheet” hereafter) annexed with this letter. Your Proposal could form the basis for future negotiation and ultimately a contract between your firm and Client named in the Data Sheet.
- 1.2 A brief description of the Assignment and its objectives are given in the Data Sheet. Details are provided in the attached TOR.
- 1.3 The Client has been entrusted the duty to implement the Project as Executing Agency by the Government and funds for the PSDP Project have been approved in the budget for utilization towards the cost of the Assignment, and the Client intends to apply part of the funds to the eligible payments under the contract for which this LOI is issued.
- 1.4 To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the Client before submitting a proposal. You must fully inform yourself of local conditions/Site and take them into account in preparing your proposal.
- 1.5 Please note that:
 - i) The cost of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and
 - ii) The Client is not bound to accept any of the proposals submitted.
- 1.6 We wish to remind you that in order to avoid conflict of interest:
 - i) Any firm providing goods, works, or services with which you are affiliated or associated is not eligible to participate in bidding for any goods, works or services (other than the services and any continuation thereof) resulting from or associated with the project of which this Assignment forms a part; and

- ii) Any previous or ongoing participation in relation with the project by your firm, its professional staff, its affiliates or associates under a contract may result in rejection of your proposal. You should clarify your situation in that respect with the Client before preparing the proposal.

2. DOCUMENTS

- 2.1 To prepare a proposal, please use the attached Forms/ Documents listed in the Data Sheet.
- 2.2 Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than seven (7) days before the submission of proposal. Any request for clarification in writing shall be sent to the Client's address indicated in the Data Sheet.
- 2.3 At any time before the submission of proposals, the Client, may for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment. The amendment shall be in writing to all invited consulting firms. The Client may at its discretion extend the deadline for submission of proposals.

3. PREPARATION OF PROPOSAL

- 3.1 You are requested to submit a Technical and Financial Proposal. Your Proposal shall be written in English language.

Technical Proposal

- 3.2 In preparing the technical proposal, you are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information shall be at your own risk and result in rejection of your proposal.
- 3.3 During preparation of the technical proposal, you must give particular attention to the following:
 - i. Consultancy Firms registered on EPADS of PPRA and having valid registration with PEC & PCATP can apply only. Joint ventures with other firms are not allowed.
 - ii. Subcontracting part of the Assignment to other consultants is not allowed.
 - iii. Max five similar assignments (HEIs only) of Category C-I will fetch the full marks against the firm's similar experience. Not more than two ongoing projects will be considered for technical evaluation.
 - iv. Max five general assignments (other than HEI's) of building projects only of Category C-I of same services offered will fetch the full marks against the firm's general experience. Not more than two ongoing projects will be considered for technical evaluation.
 - v. The key professional staff proposed shall be permanent employees of the firm.
 - vi. Proposed staff should have experience preferably under conditions similar to those prevailing in the area of the Assignment.

- 3.4 Your technical proposal shall provide information, using the attached formats under Appendix-I. Additional information in support of your proposal may also be provided.
- 3.5 The technical proposal shall not include any financial information. The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR shall be included in the technical proposal.
- 3.6 Mandatory Documents to be attached with Technical proposal are as under,
 - i. Valid Certificate of registration of a Firm with PEC and PCATP.
 - ii. National Tax Number of consultant(s).
 - iii. A certificate / affidavit that the firm has not been blacklisted or debarred by any Government / Autonomous / International Body.

Financial Proposal

- 3.7 The financial proposal should include all the costs associated with the Assignment. These normally cover remuneration for staff in the field and at headquarters, per diem, housing, transportation for mobilization and demobilization, services and equipment (vehicles, office equipment, furniture and supplies), printing of documents. Your financial proposal should be prepared using the formats attached as Appendix-II, else the proposal of applicant firm will be rejected.
- 3.8 Costs may be expressed in Pak Rs. Inclusive of all taxes.
- 3.9 All the prevailing applicable Govt. taxes will be deducted from the consultancy Fees.

4. SUBMISSION OF PROPOSAL

- 4.1 You shall submit one original technical proposal and one original financial proposal and the number of copies of each indicated in the Data Sheet. The proposal shall be in book binding form, properly page numbered (Loose, Ring and spring binding not acceptable). Each proposal shall be in a separate envelope indicating original or copy, as appropriate. All technical proposals shall be placed in an envelope clearly marked "Technical Proposal" and the financial proposals in the one marked "Financial Proposal". These two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE PURCHASE COMMITTEE."
- 4.2 In the event of any discrepancy between the copies of the proposal, the original UPLOADED ON EPAD shall govern. The original and each copy of the technical and financial proposals shall be prepared in indelible ink and shall be signed by the authorized Consultant's representative. The representative's

authorization shall be confirmed by the written power of attorney accompanying the proposals.

- 4.3 The proposal shall contain no interlineation or overwriting except as necessary to correct errors made by the Consultants themselves. Any such corrections shall be initialized by the person or persons signing the proposal.
- 4.4 The completed technical and financial proposals shall be delivered on or before the date stated in the Data Sheet. The same may also be uploaded on EPADS of PPRA before the deadline.
- 4.5 The proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. During this period, you shall keep available the professional staff proposed for the assignment. The Client shall make its best effort to complete negotiations at the location stated in the Data Sheet within this period.
- 4.6 In case of sudden holiday on bid opening day, bid will be opened on next working day but uploading on EPADS on the specified day is mandatory.
- 4.7 The Technical & Financial Bids must be uploaded on EPADS of PPRA before the deadline. In case of non-compliance, the hard copies submitted will not be opened.

5. PROPOSAL EVALUATION

- 5.1 A two-envelope procedure shall be adopted in the ranking of the proposals. Firms shall be ranked using combined technical & financial scores.

Technical Proposal

- 5.2 The evaluation committee appointed by the Client shall carry out its evaluation, applying the evaluation criteria and point system specified in the below table & annexed technical proposal forms as under. Each responsive proposal shall be attributed a technical score (St). The weightage of the respective component shall be as under:

S. No.	Sub-Head	Max. Marks	Passing Marks (70%)
i.	Company Profile	15	10.5
ii.	Firm's Experience	50	35
iii.	Personnel Capabilities	35	24.5
	Total	100	70

i. COMPANY PROFILE

Sr. No.	Criteria	Marks
1	Financial Soundness Average Turn over for any three of last six years (Attach copy of Audited Bank Statements or Bank Account Statements or Certificate from Bank as Documentary Evidence)	Max. 10 Marks a) Full (10) Marks will be awarded if each financial year's turnover is more than PKR 2,000 million or above. b) 5 Marks will be awarded if each year's turnover is between PKR 1,000 million to 2,000 million. c) No mark will be awarded if turnover is less than PKR 1,000 million.
2	ISO Certification	Max. 03 Marks a) 03 Marks will be awarded if the firm has Valid ISO Certifications. b) No Marks will be awarded in absence of said ISO certification.
3	Firm Presence in Islamabad/Rawalpindi	Max. 02 Marks a) 02 marks if the applicant has fully functional design and construction supervision office particularly in Islamabad / Rawalpindi. b) No mark will be awarded, if no permanent office in Islamabad / Rawalpindi. The Evaluation Committee may visit the Consultants' office to assess the firms' presence and technical capabilities before awarding the marks
Max Marks		15

ii. FIRM'S EXPERIENCE

Sr. No.	Criteria	Marks
1	Specific / Similar Experience (Attach copy of Completion Certificate/ Consultancy Agreement as documentary evidences)	Max. 20 Marks a) 05 marks will be awarded up-to maximum of 20 marks for each Building Project with Min. Rs. 2,000 Million cost in last 10 years. b) 2.5 marks will be awarded upto maximum of 20 marks for each Building

		Project with Min. Rs. 1,000 Million cost in last 10 years. c) No marks will be awarded if given criteria is not fully complied.
2	In-Hand Similar Project (Attach copy of Consultancy Agreement as documentary evidence)	Max. 10 Marks a) 02 marks will be awarded up-to a maximum of 10 marks for each In-Hand Building Project of Similar Nature with Min. Rs. 2,000 million cost and above. b) 01 marks will be awarded up-to a maximum of 10 marks for each In-Hand Building Project of similar nature with Min. Rs. 1,000 million cost and above. c) No marks will be awarded if given criteria is not fully complied.
3	General Civil Works and Construction Supervision (Attach copy of Completion Certificate/ Consultancy Agreement as documentary)	Max. 15 Marks a) 03 marks will be awarded for each completed Civil Construction Project having cost more than Rs. 2,000 million and above in the last 15 years. b) 1.5 marks will be awarded for each completed Civil Construction Project having cost more than Rs. 1,000 million and above in the last 15 years. c) No marks will be awarded if given criteria is not fully complied.
4	International Projects or Projects funded by international donor agencies/ departments	Max. 05 marks a) 2.5 mark will be awarded for each completed Project outside Pakistan or funded by International Donor Agency / Department having cost more than Rs. 1,000 million. b) No marks will be awarded if given criteria is not fully complied.
Max Marks		50

iii. QUALITY OF FIRM'S PERSONNEL EXPERISE

Sr. No.	Criteria	Marks
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1	Project Manager / Team Leader	Max. 05 Marks MSc. Engineer or above qualification with Minimum 25 years of experience.
2	Architect	Max. 04 Marks Masters in Architecture or above qualification with Minimum 15 years of experience.
3	Structural Design Engineer	Max. 04 Marks MSc. in Structural Engineering qualification with Minimum 20 years of experience.
4	Electrical Design Engineer	Max. 03 Marks MSc. in Electrical Engineering qualification with Minimum 15 years of experience.
5	Infrastructure Design Engineer	Max. 03 Marks MSc. in Civil Engineering qualification with Minimum 15 years of experience.
6	Geotechnical Engineer	Max. 03 Marks MSc. in Geotechnical Engineering qualification with Minimum 15 years of experience
7	Quantity Surveyor	Max. 03 Marks B. Tech in Civil Technology qualification with Minimum 15 years of experience
8	Resident Engineer	Max. 03 Marks 3-marks for MSc. in Civil / Construction Engineering qualification with Minimum 15 years of experience
9	Assistant Resident Engineer	Max. 03 Marks BSc Civil Engineering qualification with Minimum 10 years of experience
10	Site Inspector Civil	Max. 02 Marks DAE or above in Civil Technology with minimum 10 years' of experience
11	Site Inspector Electrical	Max. 02 Marks DAE or above in Electrical Technology with minimum 10 years' of experience
Max Marks		35

Note:

1. Submit CPR Tax Challan for last six months of the proposed staff along with other documentary evidences in proof of permanent employment with the firm for more than six months. No mark shall be awarded in the absence of submission of CPR Tax Challan.

2. No mark will be awarded, if the minimum qualification and experience criteria for each proposed position are not met.

Weightages:

Technical Proposal: 76%

Financial Proposal: 24%

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

Financial Proposal

For Quality cum Cost Based Selection

5.3 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.

5.4 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:

$$Sf = \frac{100 \times Fm}{F}$$

(F = amount of specific financial proposal)

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

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

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

6. AWARD OF CONTRACT

6.1 The contract shall be awarded the lowest declared advantageous bidder and approved by the competent authority. Upon successful completion of initialing of the draft contract, the Client shall promptly inform the other Consultants that their proposals have not been selected.

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

DATA SHEET

LOI Clause #	
1.1	<p>The name of the Assignment is:</p> <p style="text-align: center;">Hiring of Engineering/ Architectural Consultancy Services for the DESIGN VETTING AND TOP SUPERVISION OF PSDP Project “Establishment of China-Pakistan Joint Research Centre (CPJRC) on Earth Sciences, Quaid-i-Azam University, Islamabad”</p> <p>Name of the Client: Project Director, CPJRC, Quaid-i-Azam University, Islamabad Cell No. 0303:5218203</p>
1.2	<p>Brief Description and Objectives of the Assignment:</p> <p>Quaid-i-Azam University (once named University of Islamabad) was established in July 1967 under the Act of National Assembly and started teaching and research programs for PhD and M. Phil degrees. It was, however, gradually and later decided to offer Masters, graduate and now started undergraduate program also. The University, for its International repute, faculty and programs attracts a large number of students from all over the country. As it is a federal public sector university and offers admission to a measured number of students from all regions of the country hence it is also known as Mini Pakistan. Quaid-i-Azam University is ranked no. 01 in Pakistan by Higher Education Commission (HEC) continuously since 2014. At present QAU intends to hire a consultancy firm for the works/ tasks briefly detailed below:</p> <p>Hiring of Engineering/ Architectural Consultancy Services for the design vetting and top supervision of PSDP Project “Establishment of China-Pakistan Joint Research Centre (CPJRC) on Earth Sciences, Quaid-i-Azam University, Islamabad”.</p> <ul style="list-style-type: none"> . Design vetting of the Master planning with detail topographic Survey (50-Acers of allocated land for CPJRC). . Geotechnical investigation of the Site of the Buildings. . Design vetting of Detailed Architectural/ Engineering designing of various buildings/ Infrastructure with Cost Estimates, Bill of Quantities (BoQ), Tender Documentation <i>It includes the following Tasks:</i> <ul style="list-style-type: none"> . <i>Research lab/Academic Area -ST covered area of approx. 87865 Sft</i> . <i>Detail Building design, Architectural/ Structural/ Services/ Firefighting etc vetting including BOQ, Estimates, Tender documents, Evaluation of Bids etc.</i> . <i>To get approval of the Design & Building Plans of the Academic</i>

LOI Clause #	
	<p><i>Block etc. from the BCS of CDA.</i></p> <p><i>Innovation and facilitation Block – Covered area 23160 sft.</i></p> <p><i>Boundary wall of approx. 3200 Rft with Retaining wall in some portion, Gates, Guard rooms & Electric Room</i></p> <p><i><u>External Development Works including utilities (Electricity connection, Gas, Water etc.).</u></i></p> <p><i>ICT services and Office Equipments</i> <i>Network infra. Computer/ Data storage & office related items</i> <i>Data center establishment with NoC 24/7 IT services model</i> <i>PBX voice Network and Biometric system Access setup</i></p> <p>VI) Providing Top Supervision during Construction Or Providing detail Construction Supervision</p> <p><i>(The University may opt for either Top or detail Supervision during construction).</i></p>
2.1	<p>Forms/ Documents to prepare Proposal are:</p> <p>Technical Proposal</p> <p>Form-1: Avg. Annual Turnover for last 6 years Form-2: Company's Offices Form-3: Summary of Specific/ Similar Experience Form-4: Details of Similar Experience Form-5: Summary of General Experience Form-6: Details of General Experience Form-7: Summary of International Experience or works with International Donors/ Agencies Form-8: Details of International Experience or works with International Donors/ Agencies Form-9: Summary of Key Personnel Form-10: Detailed Curriculum Vitae of Key Personnel Form-11: Approach & Methodology proposed for performing the Assignment Form-12: Work Plan/ Activity Schedule Form-13: Comments and Suggestions on TOR and facilities to be provided by the Client --- Conceptual Design --- Any other relevant data/ information</p> <p>Financial Proposal</p> <p>Form-14 & 15: Financial Proposal</p>
2.2	<p>The address of the Client for seeking clarification is: Project Director(CPJRC) Quaid-i-Azam University, Islamabad Cell No. 0303:5218203</p>

LOI Clause #	
4.1	<p>The address of the Client for submission of Proposal is: Project Director (CPJRC) Quaid-i-Azam University, Islamabad Cell No. 0303:5218203</p> <p>The number of copies required of Technical and Financial Proposal: Original: <u>One</u> Copy: <u>One</u></p>
4.4	<p>Date and Time for Proposal submission are: As mentioned in the advertisement</p>
4.5	<p>Validity of the Proposal: 120 days from the date of submission of Proposal</p>
5.5	<p>T, the weight given to the technical proposal = 80 P, the weight given to the financial proposal = 20</p>
7.2	<p>Expected Date of Commencement of Services: July, 2026 Location of Assignment: Quaid-i-Azam University, Islamabad</p>

APPENDIX-I

TECHNICAL PROPOSAL FORMS

FORM-1

AVERAGE ANNUAL TURNOVER FOR LAST 06 YEARS

All individual firms and all partners of a joint venture are requested to complete the information in this form. The information supplied should be the annual turnover of the Applicant (or each member of a joint venture), in terms of the amounts billed to clients for each year for work in progress or completed over the past five years.

Use a separate sheet for each partner of a joint venture.

Annual Turnover

Year	Turnover (in actual currency)	Equivalent Rupees in Millions.
1.		
2.		
3.		
4.		
5.		
6.		

Attach audited financial statements for the last six years or any supporting document (for individual applicant or each partner of joint venture).

FORM-2

COMPANY'S ESTABLISHED OFFICES

Sr.	Office Location	Postal Address	Contact No.

FORM-3

SUMMARY OF SPECIFIC/ SIMILAR EXPERIENCE

SN	Name of the Project	Location Province/ Country	Client	Project Cost (m. Rs.)	Project Duration (pl. mention start and end dates)	Completed as: (Single Firm)	Total Cost of Services as Single Firm (m. Rs.)	Scope of Services (i.e. Master Planning, Detail Design, bidding documents construction supervision etc.)	Additional Information (if any)

FORM-4

DETAILS OF SIMILAR EXPERIENCE

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

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

FORM-5

SUMMARY OF GENERAL EXPERIENCE

SN	Name of the Project	Location Province/ Country	Client	Project Cost (m. Rs.)	Project Duration (pl. mention start and end dates)	Completed as: (Single Firm)	Total Cost of Services (m. Rs.)	Scope of Services (i.e. Master Planning, Detail Design, bidding documents construction supervision etc.)	Additional Information (if any)

FORM-6

DETAILS OF GENERAL EXPERIENCE

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

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

FORM-7

SUMMARY OF INTERNATIONAL EXPERIENCE OR WORKS WITH INTERNATIONAL DONORS/ AGENCIES

SN	Name of the Project	Location Province/ Country	Client	Project Cost (m. Rs.)	Project Duration (pl. mention start and end dates)	Completed as: (Single Firm)	Total Cost of Services (m. Rs.)	Scope of Services (i.e. Master Planning, Detail Design, bidding documents construction supervision etc.)	Additional Information (if any)

FORM-8

DETAILS OF INTERNATIONAL EXPERIENCE OR WORKS WITH INTERNATIONAL DONORS/ AGENCIES

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

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

FORM-9

SUMMARY OF PROPOSED KEY PROFESSIONALS

Sr. No.	Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

FORM-10
DETAILED CURRICULUM VITAE OF KEY PERSONNEL

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

Signature:

Dated: day/month/year

FORM-11

APPROACH & METHODOLOGY PROPOSED FOR PERFORMING THE ASSIGNMENT

- (a) Technical Approach & Methodology*
- (b) Organization and Staffing*

(a) Technical Approach and Methodology

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

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

(b) Organization and Staffing

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

FORM-12

WORK PLAN/ ACTIVITY SCHEDULE

Items of Work/Activities	Monthly Schedule from date of assignment (in the form of a Bar Chart)														
	1	2	3	4	5	6	7	8	9	10	11	--	--	--	n

FORM-13

COMMENTS & SUGGESTIONS ON TOR & FACILITIES TO BE PROVIDED BY THE CLIENT

1.

2.

3.

etc.

APPENDIX-II
FINANCIAL PROPOSAL FORM

FORM-14

FINANCIAL PROPOSAL

The Financial Bid/ Proposal for providing Consultancy Services of each Task should be quoted by the Consultant on the following format:

S. #.	Task	Quantity	Unit	Unit Rate (Rs.)	Amount (Rs.)
1.	Task-I <u>Master planning with detail Topographic Survey of the allocated land for NISS (100-Kanals)</u>	-Acres	Acre		
2	Task-II Geotechnical Investigation of the Site of Buildingsetc.	12-Bores	Bore		
3	Task-III <u>Researchlabs/Academic Area- (87865 Sft), Innovation And Facilitation Block (23160 sft)</u> i) Detailed Architectural, Structural and other engineering designs of the Academic Block building with allied services/Infrastructure/ Firefighting system (HVAC) including Cost Estimation, Bill of Quantities, Tender Documentation & Evaluation of Bids. ii) Approval of the Design & Plans of the Buildings from the BCS of CDA as per rules.	87865 Sft	Sft		
4	Task -IV <u>Boundary Wall- 3200 Rft</u> Detailed Architectural, Structural and other engineering designs of the Boundary wall i/c some portion of Retaining wall with allied services/ Infrastructure including Cost Estimation, Bill of Quantities, Tender Documentation & Evaluation of Bids.	3200	Rft		
	Task-IV <u>Innovation and Facilitation Block- (23160 Sft)</u>	23160	Sft		

	<p>i) Detailed Architectural, Structural and other engineering designs of the Academic Block building with allied services/Infrastructure/Firefig hting system including Cost Estimation, Bill of Quantities, Tender Documentation & Evaluation of Bids.</p> <p>ii) Approval of the Design & Plans of the Buildings from the BCS of CDA as per rules.</p>				
5.	<p>Task-V Detailed Architectural, Structural and other engineering designs of various External development Works,including Utilities (Electricity Connection, Gas, Water connection etc)----- including Cost Estimation, Bill of Quantities, Tender Documentation and evaluation of Bids</p>	Lump Sum	Lump sum		
	<p>i- ICT services and Office Equipments Network infra. Computer/ Data storage & office related items</p> <p>ii- Data center establishment with NoC 24/7 IT services model</p> <p>iii- PBX voice Network and Biometric system Access setup</p>				
7.	<p>Task-VII Top Supervision during Construction Phase (10-Visits)</p>	10-Visits	Per Visit		
8.	<p>Task-VIII Providing Detail supervision</p>				

	during Construction (Man-month basis) Detail at Form-15	Man-Month basis	Man-Month	Detail at Form-15	
				Grand Total	
Amount in Words:					

Note:

1. Quantities mentioned above are for comparative analysis of Proposals only, while payment to the Consultants shall be made as per actual.
2. 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 the word and figures, the former will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be deemed to be included in the prices of other activities or items.

FORM-15

DETAIL SUPERVISION (ON MAN-MONTH BASIS)

S. #.	Task	No. of Posts	No. of Months	Salary per month (Rs.)	Amount (Rs.)
1.	Resident Engineer (RE) (BPS-18)	01- No.	36-months		
2	Material Engineer (BPS-17)	01-No.	36-Months		
3	Asstt: Resident Engineer (Civil & MEP) BPS-16	02-Nos.	36-Months		
4	Supervisors (Civil & MEP) BPS-11	02-Nos.	36-Months		
5	Surveyor BPS-11	01-No.	36-Months		
6.	Computer Operator/WPO BPS-7	01-No.	36-Months		
7	Office Boy/N.Q (BPS-1)	01-No.	36-Months		
				Total Detail Supervision (Form-15) Rs.	

**TERMS OF REFERENCE (TOR's)
For**

HIRING OF CONSULTANCY FIRM FOR DESIGN VETTING AND TOP SUPERVISION OF THE PSDP PROJECT “Establishment of China-Pakistan Joint Research Centre (CPJRC) on Earth Sciences, Quaid-i-Azam University, Islamabad”.

1. INTRODUCTION TO QUAID-I-AZAM UNIVERSITY

Quaid-i-Azam University (QAU) is ranked no. 01 by Higher Education Commission (HEC) for the year 2016. The University was established with the idea of creating a center of excellence in basic sciences and selected social science disciplines, where research and training could be undertaken at international standards. Therefore, from the beginning, the University laid emphasis on programs leading to research degrees i.e. M. Phil and PhD. The MSc. program was later introduced in such a manner that it provided the pipeline of majority students admitted for MPhil/PhD.

Quaid-i-Azam University was established in 1965 as a national institution for higher learning. University is recognized in Pakistan and abroad, as an Institution of high standards. Some major existing facilities at QAU are as under:

- i. Total Land of the University is 1709 Acres 4 Kanal 12 Marla in which 100-Kanals land has been allocated for NIISS.
- ii. Total existing Academic blocks 30+ with covered area of 248,850+ Sft.
- iii. 25 Departments and 07 National Centers
- iv. Students enrollment of 12000+
- v. Faculty position of 299+ with 75% holding PhD
- vi. 15 Nos. Hostels accommodating 35% students

2. APPOINTMENT OF CONSULTANTS

Quaid-i-Azam University intends to hire the consultancy services for the design vetting and top supervision of PSDP Project “**Establishment of China-Pakistan Joint Research Centre (CPJRC) on Earth Sciences, Quaid-i-Azam University, Islamabad**”.

The Job include the following Tasks.:

S. No.	Task	Basis
1.	Task-I Master planning with detail Topographic Survey of the allocated land for CPJRC (-Acres)	-Acers
2.	Task-II	12- Bores

	Geo technical investigation of the Site proposed for the Academic Block of NIISS etc.	
3	Task-III <u>Research labs/Academic Area- (87865 Sft)</u> i) Detailed Architectural, Structural and other engineering designs of the Academic Block building with allied services/Infrastructure/Firefighting system including Cost Estimation, Bill of Quantities, Tender Documentation & Evaluation of Bids. ii) Approval of the Design & Plans of the Buildings from the BCS of CDA as per rules.	57,133 Sft.
	Task-III <u>Innovation and Facilitation Block- (23160 Sft)</u> i) Detailed Architectural, Structural and other engineering designs of the Academic Block building with allied services/Infrastructure/Firefighting system including Cost Estimation, Bill of Quantities, Tender Documentation & Evaluation of Bids. ii) Approval of the Design & Plans of the Buildings from the BCS of CDA as per rules.	
4.	Task -IV <u>Boundary Wall- 3200 Rft</u> Detailed Architectural, Structural and other engineering designs of the Boundary wall i/c some portion of Retaining wall with allied services/ Infrastructure including Cost Estimation, Bill of Quantities, Tender Documentation & Evaluation of Bids.	3200- Rft
5.	Task-V Detailed Architectural, Structural and other engineering designs of various External development Works,including Utilities (Electricity connection,gas,Water etc) -----including Cost Estimation, Bill of Quantities, Tender Documentation and evaluation of Bids	
6.	Task-VI i- ICT services and Office Equipments Network infra. Computer/ Data storage & office related items ii- Data center establishment with NoC 24/7 IT services model iii- PBX voice Network and Biometric system Access setup	
7.	Task-VII Top Supervision during Construction Phase (10-	10 visits

	Visits)	
8.	Task-VIII Providing Detail supervision during Construction	

Note: The University may opt for Top or Detail Supervision during construction

3. SERVICES TO BE PROVIDED BY THE CONSULTANTS AND THEIR RESPONSIBILITIES

The Consultant will provide the following services against each Task:

Task-I: Master Planning with detail Topographic Survey of the allocated land for CPJRC (50-Acers)

Task-II: Geo technical investigation of the Site proposed for the Academic Block of CPJRC etc. (12- Bors)

Task-III: Detailed designing and estimation of Research Labs/ Academic Area (87865 Sft)

Detailed Architectural/ Engineering designing of the Research Labs/ Academic Area, innovation and facilitation block Infrastructure with Cost Estimates, Bill of Quantities (BoQ), Evaluation of contractor Quoted prices, Tender Documentation and Bid evaluation which include:

- a. *Prepare the approved General plans, Schematic design of all the building along with the statement of probable construction cost and submission to Client*
- b. *Prepare from the approved Schematic Design/Design Vetting and top supervision, the final Design and Development Documents, consisting of working drawings including plans, elevations and such other drawings, outline specifications to fix and illustrate entire building in its essentials as to kind of materials, type of structure, mechanical and electrical systems and such other works as may be required by the Client for approval. The working drawings shall comprise the following:*
 - i) *Detailed drawings of the buildings*
 - ii) *Architectural drawings (internal and external)*
 - iii) *Structural Design, Drawings and Calculations for record and check*
 - iv) *Detailed Drawings related to Internal and External Water Supply, Sanitation and Drainage, Internal and External Electrification, HVAC points, Gas Installation and Communication System, Fire Fighting system etc*
 - v) *Detailed Drawings related to approach roads/ footpaths, Car Parking, landscaping, compound walls, gates and security posts etc. where required.*
 - vi) *Prepare Detailed Cost Estimates including Rate Analysis of Non Schedule Items*

- vii) *Prepare detailed Bill of Quantities (BoQs), Estimates, Technical Specifications and Tender Documents including Terms and Conditions of Contract and evaluation of Bids.*
- viii) *Any other documents necessary for the proper implementation and construction of the buildings.*
- ix) *Approval of the design and Plans of Academic Block etc. from the Building Control Section (BCS) of CDA as per rules.*
- x) *To defend the design/plans before the Technical Committee and Building Committee.*
- xi) *To prepare As Built Drawings after Construction.*

Task-IV. Detailed designing and estimation of Boundary Wall (3200-Rft)

- a. *Preparation of detailed design drawings/design Vetting of boundary wall in including Retaining wall in some portion*
- b. *Preparation of detailed design of Guard rooms and Electric Room.*
- c. *Preparation of detailed design of Main entrance and security checkup arrangements.*
- d. *Preparation of Cost Estimates, Bill of Quantities, Technical Specifications and Tender Documents including Terms and Conditions of Contract and evaluation of Bids.*
- e. *To defend the design/plans before the Technical Committee and Building Committee.*

Task-V: Detailed designing and estimation/design vetting of External development works

- a. *Preparation of detailed design drawings External Development Works including utilities (Electricity, gas, Water etc)*
- b. *Preparation of Cost Estimates, Bill of Quantities, Technical Specifications and Tender Documents including Terms and Conditions of Contract and evaluation of Bids.*
- c. *To defend the design/plans before the Technical Committee and Building Committee.*
- d. *To prepare As Built Drawings after Construction.*

Task-VI: ICT services and Office Equipment

Network infra. Computer/ Data storage & office related items

Data center establishment with NoC 24/7 IT services model

PBX voice Network and Biometric system Access setup

Task-VII: Providing Top Supervision during Construction

- a. *Visit to site of work by Consultants' professional in Foundation Checking, at Plinth Level, at Roof slab pouring, during plastering/ flooring stage, on completion of work and as and when needed by the Client if any clarification is required on site of work.*
- b. *Providing additional details and drawings during construction phase where necessary*
- c. *Interpreting and clarifying the existing details/ specifications, contract conditions, analyzing and recommending rate for any non-contract item*
- d. *Assisting the Client in resolving any dispute arising out or related to the construction contract document prepared by the Consultants*

Task-VIII: Providing Detail Supervision during Construction

Additional Responsibilities

- a. *Consultants will assume complete and undivided responsibility for the technical viability/ adequacy of the scheme/ schemes, structural soundness of the buildings and the capacity/ design and layout of all the internal and external utilities*
- b. *Consultants shall work out and ensure correctness of the quantities to be exhibited in the BoQ/ Tender Documents to an accuracy of $\pm 5\%$.*
- c. *The Consultants shall conform all their drawings/ designs as per the Govt./ CDA bye-laws and Building Codes.*
- d. *The Consultants shall affirm and guarantee that they are skilled and fully qualified and that they shall make use of all such skills and qualification in the best professional standards and skills.*
- e. *The Consultants shall be fully responsible for the correctness and suitability of their design and the safety of the structure and services built according to their design and specifications. The approval of the design by the Client shall not absolve the Consultants of their responsibilities.*
- f. *The Consultants will have to defend its proposal/ design before the Building Committee of QAU and Technical Committee of Higher Education Commission (HEC) as and when required.*
- g. *The Consultant will have to keep all the record ready and will have to address/defend the External Audit to be conducted by the Federal Audit (Works).*
- h. *The Consultant will have to address/defend the observations raised by the Monitoring Teams of HEC and Planning Commission.*

4. PROVIDING DATA AND APPROVAL BY THE CLIENT

- a. *Within seven (07) days of the award/ after signing the Agreement, the Client shall provide to the Consultants the consolidated requirement of the proposed Tasks etc. and other relevant data whereupon the Consultants shall prepare the preliminary Proposal with drawing and submit the same to the Client for approval within 30 days.*

- b. *The Client shall provide Topographic Survey and Geotechnical Investigations available with the Client.*
- c. *The Client shall arrange outside parties of repute at their own for carrying out topographic surveys and geotechnical investigations, wherever required.*

5. DELIVERABLES

The Consultants shall provide to the Client the following:

- a. *Five complete sets of all the data i.e. Updated Master Plan, Horticulture Plan and Beautification Plan, Working Drawings including 3D Perspective views of the various Buildings in the form of transparencies/ tracings/ soft copies for printing by the University*
- b. *Five complete sets of Design Calculations and criteria for the structural designs*
- c. *Five complete sets of Tender Documents including cost Estimates, BoQs and Specifications*
- d. *The documents supplied by the Consultants hereinabove shall become and remain the property of the Client and the Client shall have the right to utilize them for its future works the way it likes. However, the Consultants will assume no responsibility of the Works other than for which the fee is being paid to the Consultants.*
- e. *Preparation of the additional sets for inviting tenders shall be done by the University at its own cost/ arrangement.*

6. REMUNERATIONS TO THE CONSULTANTS

The Client shall pay to the Consultants in installments of the respective part of work completed as under:

For Tasks-I

1.	<i>After signing of the Consultancy Agreement</i>	<i>25% of total fee</i>
2.	<i>After submission of preliminary Master Planning/Topographic Survey</i>	<i>30% of total fee</i>
3.	<i>After submission of Final Master Plan Topographic Survey</i>	<i>45% of total fee</i>

For Tasks- II

1.	<i>After signing of the Consultancy Agreement</i>	<i>25% of total fee</i>
2.	<i>After mobilization on site and submission of the Preliminary Geo-investigation Report</i>	<i>30% of total fee</i>
3	<i>After submission of Final Geotechnical investigation Report</i>	<i>45% of total fee</i>

For Tasks-III

1.	<i>After signing of the Consultancy Agreement</i>	<i>15% of total fee</i>
2.	<i>After submission of preliminary architectural drawings and layouts</i>	<i>15% of total fee</i>

3.	<i>After submission of detailed structural drawings</i>	<i>30% of total fee</i>
4.	<i>After submission of detailed working drawings of internal/ external services i.e. Electrification, HVAC, Water Supply, Drainage, Sanitary and Sewerage system. Telephone, Sui gas, Firefighting, Landscaping etc.</i>	<i>15% of total fee</i>
5.	<i>After submission of cost estimates, BoQ, Specifications and Tender documents and evaluation of Bids</i>	<i>15% of total fee</i>
6.	<i>Retention money to be released after completion of the actual work on site by the Contractor and submission of As Built Drawings by the Consultant</i>	<i>10% of total fee</i>

For Tasks-IV

1.	<i>After signing of the Consultancy Agreement</i>	<i>15% of total fee</i>
2.	<i>After submission of preliminary architectural drawings and layouts</i>	<i>15% of total fee</i>
3.	<i>After submission of detailed structural drawings</i>	<i>30% of total fee</i>
4.	<i>After submission of detailed working drawings, of the Boundary Wall, Gates, Guard rooms/ Electric Room, etc.</i>	<i>15% of total fee</i>
5.	<i>After submission of cost estimates, BoQ, Specifications and Tender documents and evaluation of Bids</i>	<i>15% of total fee</i>
6.	<i>Retention money to be released after completion of the actual work on site by the Contractor</i>	<i>10% of total fee</i>

For Tasks-V

1.	<i>After signing of the Consultancy Agreement</i>	<i>15% of total fee</i>
2.	<i>After submission of preliminary architectural drawings and layouts</i>	<i>15% of total fee</i>
3.	<i>After submission of detailed structural drawings</i>	<i>30% of total fee</i>
4.	<i>After submission of detailed working drawings of internal/ external services i.e. Electrification, Water Supply, Drainage, Sanitary and Sewerage system. Approach Roads/ Footpaths, Car Parking area, Landscaping etc.</i>	<i>15% of total fee</i>
5.	<i>After submission of cost estimates, BoQ, Specifications and Tender documents and evaluation of Bids</i>	<i>15% of total fee</i>
6.	<i>Retention money to be released after completion of the actual work on site by the Contractor and submission of As Built drawings by the Consultant</i>	<i>10% of total fee</i>

For Tasks-VI

1.	<i>After signing of the Consultancy Agreement</i>	<i>15% of total fee</i>
2.	<i>After submission of preliminary architectural drawings and layouts and design of the Solar System</i>	<i>15% of total fee</i>
3.	<i>After submission of detailed structural drawings of the Solar System</i>	<i>30% of total fee</i>
4.	<i>After submission of detailed working drawings of the Solar System (150KW)</i>	<i>15% of total fee</i>
5.	<i>After submission of cost estimates, BoQ, Specifications and Tender documents and evaluation of Bids.</i>	<i>15% of total fee</i>
6.	<i>Retention money to be released after completion of the actual work on site by the Contractor and submission of As Built drawings by the Consultant</i>	<i>10% of total fee</i>

For Task- VII

1.	<i>Top supervision during Construction</i>	<i>Per visit</i>
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For Task- VIII

1.	<i>Detail supervision during Construction</i>	<i>-----</i>
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7. TIME PERIOD

S. No.	Task	Time Period after signing of Consultancy Agreement
1.	Task-I to VI	Within 3 months after approval of the preliminary design from the Technical Committee
2.	Task-VII & VIII	As and when basis during physical execution of works at site

The time limit, however, excludes the time taken by the Client for approval of submissions from its forums/HEC or any other relevant department/ agency.

8. TERMINATION

8.1 Termination By the Client

The Client may terminate this Contract, by not less than thirty (30) days written notice of termination to the Consultants, to be given after the occurrence of any of the events specified in paragraphs (a) through (e) hereunder and sixty (60) days in the case of the event referred to in paragraph (f) hereunder:

- (a) if the Consultants do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or

within any further period as the Client may have subsequently approved in writing.

- (b) if the Consultants become (or, if the Consultants consist of more than one entity, if any of their members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary.
- (c) if the Consultants fail to comply with any final decision reached as a result of arbitration proceedings.
- (d) if the Consultants submit to the Client a statement which has a material effect on the rights, obligations or interests of the Client and which the Consultants know to be false.
- (e) if, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (f) if the Client, in its sole discretion, decides to terminate this Contract.

8.2 Termination By the Consultants

The Consultants may terminate this Contract by not less than thirty (30) days written notice to the Client; such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (d) hereunder:

- (a) if the Client fails to pay any monies due to the Consultants pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Consultants that such payment is overdue.
- (b) if the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultants may have subsequently approved in writing) following the receipt by the Client of the Consultants' notice specifying such breach.
- (c) if, as a result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (d) if the Client fails to comply with any final decision reached as a result of arbitration proceedings.

8.3 Payments upon Termination

In the event of termination of the Contract by Client, the Client shall reimburse the Consultants full value of services or part thereof performed, calculated on the basis

of remuneration and mode of payment in Para 6 hereto within thirty (30) days from the date of expiry of termination notice period, in so far as such services have been previously paid for.

9. FORCE MAJEURE

Neither party hereto shall be held responsible for any delay of failure to perform any nor all of the obligations imposed upon such party caused by case of force Majeure. In this case, the time of performance of agreement will be extended by a period corresponding to that duly justified and the obligations of the other party shall be extended by an equivalent period, provided that should an extension exceed or is likely to exceed ninety days, either of the parties hereto may terminate this agreement and the provision of Para 8 shall apply to such termination. The expression "Force Majeure" shall mean cause or causes beyond control of either party that may intervene after the formation of the contract agreement and which may cause delay or in way impede its performance, namely industrial dispute, floods or any other natural catastrophe, fire, mobilization, war, insurrection, embargo, requisition, strike or any other circumstances beyond the control of the parties.

10. ARBITRATION

10.1 If any dispute, reference or question shall at any time arise between the parties in respect of the interpretation of this agreement or concerning anything herein contained or arising out of this agreement or as to the rights, liabilities or duties of the said parties hereunder, the same shall be referred to arbitration by a sole arbitrator, to be agreed between the parties within thirty (30) days of the arising of the dispute, failing which the dispute shall be referred to an umpire nominated by the arbitrators before entering upon the reference. The decision of the sole arbitrator, two arbitrators, or the umpire, as the case may be, shall be final binding on the parties and the provisions of the Arbitration Act 1940 shall apply and be deemed to be incorporated in this agreement. The venue of arbitration shall be at Islamabad.

10.2 Work under this agreement shall, if reasonably possible, continue during the arbitration proceedings and no payments shall be withheld on account of such proceedings unless the same is the subject matter of reference.

11. ASSIGNMENT

The Consultants shall not sublet any of their task assignment under this Agreement without the permission of the Client.

12. PENALTY ON DELAY

In case of willful delay from the Consultants' side, a penalty of Rs. 5,000/- per day up to a maximum of 10% of the Contract Price will be applicable subject to the approval of the competent authority of QAU.

13. Taxes

All the Govt: Taxes will be applicable on the Consultancy contract as admissible under the law.