

HIRING OF CONSULTANTS

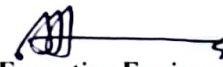
Dated 26/04/2022

The Executive Engineer Central Civil Division-III Pak PWD Quetta invites Expression of interests to hire the reputable consultants/ consulting firms Registered with Pakistan Engineer Council and PCATP, on SINGLE STAGE TWO ENVELOPE as per PPRA Rules for the work "Establishment of Custom Check posts / warehouses at Ziarat cross, Rakhni, Manikhwa, Qamardin Karez and Badini Balochistan" for the following jobs :-

- To provide qualified staff (Surveyor, Supervisor, Sub-Engineer, & Graduate Engineer) at site of work (Stationed)
- To supervise all activities at site of work according to the design/specification
- To prepare the bill of quantities executed at site of work along with the field staff of the department
- To ensure Quantity / Quality of work at site
- To conduct the topographical survey and contouring survey

The consultants are required to submit the following particulars/ documents dully attested in their brochure along with the application for pre-qualification on production of Rs 5000/- (Five thousand only) in the shape of pay order / cash in office of Executive Engineer Central Civil Division-III Pak PWD Saryab Road Quetta up to 17/05/2022.

- List of full time technical and supervisory staff along with their brief CVs.
- Registration as Consultant with Pakistan Engineering Council, Islamabad up to date.
- NTN/Registration Certificate with FBR and last three years clearance certificate on ATL
- Detail of works of similar nature already completed and satisfactory completion certificate from the concerned authority / department the detail of works in hand and satisfactory progress certificate from the client.
- Details of equipment, design software, tools available with the consultant.
- Financial stability, with 100 million turnover certificate from the bank.
- An affidavit on Rs 100 Judicial stamp paper that the firm's non involvement in any arbitration / litigation and adverse decision by any Government agency/department
- Any other relevant information to facilitate in decision making
- The Consultant firm providing wrong information will be liable to legal and disqualification.
- **Method of Procurement:** Single stage Two envelope procedure (i.e one containing Technical proposal & other containing Financial Proposal) The technical bid containing all necessary information of the firm required in evaluation criteria along with a CDR amounting to Rs 500000/- Five hundred thousand only) as bid security should be enclosed in a sealed cover with the name of work written on the top of envelope "**Technical Bid**" & "**Financial Bid**" in two separate sealed envelopes.
- Technical and Financial proposals should reach in the office of the undersigned up to 18/05/2022 at 2:00PM. Technical Bids will be opened in the presence of participating firms and their representatives on the same day at 2:30PM
- The technical bid of bidders declare successful by the evaluation committee will be informed along with the date and time and venue of opening of financial bids whereas financial bids of unsuccessful bidders will be returned unopened with the intimation of their failure.
- The employer i.e Chief Engineer (West) Pak PWD Quetta and employer's representatives i.e undersigned reserve the right to reject any or all the applications for prequalification in accordance with rule 33 of PPRA rules


Executive Engineer
Central Civil Division-III
Pak PWD Quetta

**GOVERNMENT OF PAKISTAN
PAKISTAN PUBLIC WORKS DEPARTMENT**

NO.EE.CCD.III/AB/ 165

Dated. 26/04/2022.

To,

The Director,
Press Information Department,
Government of Pakistan Quetta.
Ph:0819203424

Subject: - **HIRING OF CONSULTANTS**

Enclosed please find herewith the hiring of consultant for publication in daily leading News papers (one Urdu and one English).

The bill in triplicate along with copies of newspapers and PPRA's copy of uploading in which insertion is made, may be submitted to this office for payment.

Encl: - as above.

Executive Engineer,
Central Civil Division No. III,
Pakistan P.W.D., Quetta,
Ph: No: 081-9211102.

Copy to: -

1. The Chief Engineer (W) Pak PWD Quetta.
2. The Superintending Engineer (QS), Director General's Office, Pak PWD Islamabad.
3. The Superintending Engineer, Central Civil Circle, Pak PWD Quetta.
4. PPRA, G-5/2 Islamabad/Website (by fax)
5. The Divisional Accounts Officer of this office.
6. Notice Board


EXECUTIVE ENGINEER.

**GOVERNMENT OF PAKISTAN
PAKISTAN PUBLIC WORKS DEPARTMENT**

**Name of Work: ESTABLISHMENT OF CUSTOMS CHECK POSTS /
WAREHOUSES (ZIARAT CROSS, RAKHNI, MANIKHAWA, QAMAR-UD-DIN
AND BADINI), BALOCHISTAN.**

S. No	Job Description	Premium
1.	<p><u>DETAIL SUPERVISION</u></p> <ul style="list-style-type: none">• To provide qualified staff (Surveyor, Supervisor, Sub-Engineer & Graduate Engineer) at site of work (Stationed).• To supervise all activities at site of work according to the design/specification.• To prepare the bill of quantities executed at site of work alongwith the field staff of the department.• To ensure quantity/Quality of work at site.• To review the structural design of all the component and if required will have to redesign the same.• To conduct the topo graphical survey and counterimg survey.	<p>_____% of the total cost.</p>

Working of Contract

GOVERNMENT OF PAKISTAN PAKISTAN PUBLIC WORKS DEPARTMENT

HIRING OF CONSULTANTS For ENGINEERING CONSULTANCY SERVICES

Project Name:- ESTABLISHMENT OF CUSTOMS CHECK POSTS / WAREHOUSES
(ZIARAT CROSS, RAKHNI, MANIKHAWA, QAMAR-UD-DIN AND BADINI),
BALOCHISTAN .

ISSUED TO M/S: _____

ISSUED ON DATE: _____

Executive Engineer,
Central Civil Division No-III,
Pak: PWD, Quetta.

of the works, for, which no separate remuneration will be paid to the Consultant (The Consultancy charges for supervision phase will be cover the same).

- a. Documents to be supplied by the Consultants:
- b. In addition to the copies of the documents to be supplied by the Consultants to the client for approval, the consultants shall provide the following documents as approved by the "Client"
- c. A set of Fifteen copies of each drawing to be provided free of cost.
- d. A set of as built drawing to be provided free of cost after the completion of project.
- e. To provide a Model of Project free of cost before start of project for approval.
- .f. Fifteen sets of tender and contract documents and reports prepared by Consultants for the work to be provided free of cost..

19 Care and diligence.

- a. The Consultants 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.
- b. 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 or their associates of their responsibilities under this article.
- c. If the "Client" suffers any losses due to proven faults, errors, delay or omissions in design on the part of Consultants or any of their associates upto the satisfaction of the project, Consultants shall be liable to make good all such losses.

whenever any material is not available. Preparing and issuing new detailed drawings whenever it is deemed necessary to make the adjustments in the construction.

- d. The "Client" may require the consultant at any stage to modify or make variations in any plans, and consultants shall make any modifications or variations in any plan, studies, drawings, specifications and other documents after the same have been approved by the client. The Consultants shall be paid the actual expenses incurred.
- e. The consultancy charges would be in terms of percentage of total cost of project assigned to the consultant.
- f. The final cost of works shall be determined after acceptance of the contract price by the client. In the event that change occurs with the approval of the client (upward or downwards) in the contract price, then the cost of the works will be adjusted accordingly. The adjusted completion price shall stand as the final cost of completed building and the Consultants fees shall be finalized accordingly.
- g. The consultant is required to quote separate rates for the preparation of feasibility i.e. complete design, drawings, Architectural / structural drawings, working drawings, plumbing / electrical drawings master plan, detail site survey, schematic drawing, detail of external development, roads / paths, services and preparation of detail PC-I based on above drawings, AND for detail supervision of the project respectively.
- h. Quoted rates should be based on % (percentage basis) of the total cost of the project.
- i. Conditionally quoted rates would not be accepted.

Design/drawing and preparation of PC-I = % on total cost of the project

Detail supervision = % on total cost of the project.

17 Mode of payment.

Mode of payment shall be set after finalization of selection process.

18 Supervision of Construction Phase.

For performing detailed supervision of the construction Works by deputing whole time consultant's representative at site duly qualified and capable to cope with proper and effective execution

Mechanical, Plumbing and Electrical services and submit copy to the "Client" for his approval

16.4.1 The Consultants shall prepare the following documents:-

- a) Description of the work. General rates, terms and conditions of the contract for the approval of the "Client".
- b) Tender of the works including estimates of the quantities, based on the Pak. PWD Schedule of the rates or on the current market rates, 'Non scheduled items to be supported by detailed rate analysis, Any other documents, necessary for the proper implementation and construction of the building.
- c)

16.6 Construction phase.


The Consultants shall:

a. Advise on the preparation of any contract relating to accept tender for carrying out the work. Prepare all complete tender documents and any further designed drawing necessary for the information of the contractor to enable them to carryout the works. The Consultants shall assist in setting disputes or difference which may arise between the "Client" and Contractor.

Prepare and submit to the "Client", four copies and computer CD of complete drawing showing all details, according to the scale on completion of the project, for necessary operation and maintenance.

Suggest the replacement of any work damaged during construction through fire and other causes.

The Consultants undertake Detail supervision of various Stages of works, as under:-

- a. Checking layout of the foundation of the building with reference to the detailed designs in relation to the bench mark, base line and their depth etc.
- b. Checking the layout of all infrastructures and re-adjusting the layout and/or the design if such readjustment proved necessary according to the requirement,
- c.  Checking that the contractor executing the construction work in accordance with the final approved working drawings, tender documents and specifications. Suggest substitution of materials,

16.2 Schematic Design Phase.

Prepare from the approved General plans, schematic Design alongwith statement of probable construction cost and submit to "Client".

16.3 Design Development Phase.

Prepare from the approved schematic Design, the final Design and development Documents, consisting of working drawings including plans, elevation 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 to the "Client" for his approval.

The working drawing shall comprise the following, detailed drawings of. the building Architectural Drawings (Internal and External), Structural Design, Drawings and calculations for record and check. Drawings related to, internal and external water supply, sanitation and drainage internal and external electrification, gas installation and intercommunication system, furniture and fixture and other services.

Air-Conditioning system, land scapping and interior decoration, conducting necessary tests regarding availability of water for tube well bores.

16.4 Construction of documents phase.

The Consultants shall prepare from the approved design, and developments documents, specification setting forth details and prescribing the works to be done and the materials, workmanship, finishing and equipments required for the Architectural, Structural,

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 contracts.

14.1 The "Client: 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 consultant are required to sign the agreement for the specified work.

15. Confidentiality.

Information relating to evaluation 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 Consultants shall perform their duties in the following phases:

16.1 Planning phase.

The Consultants shall prepare schemes / PC-I General plans of the works, at least three proposal with probable construction cost and allied details.

D. Design.				
13	Planning.	4	4	2 or more implementation.
			3	1 implementation.
14	Design of project. i. Architecturally. ii. Structurally.	10	6	More than 10 project completed.
			4	More than 5 Project completed.
15	Detail supervision.	5	5	More than 05 project completed.
16	Top supervision.	6	6	More than 05 project completed.
	Total:-	25		

E. Machinery and Equipments.				
17	Computers, design software, printers and scanners.	10	10	Facilities & equipped Staff available at station site
	Total:-	10		
	Grand Total:-	100		

13.3 After the technical evaluation is completed, the "Client" shall notify in writing to the consultants that have secured the minimum qualifying marks, for the opening of the Financial Proposals.

13.4 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, activities and items described in the Technical

B-Experience					
5	Successfully completion of project of other organization	5	5		Government Sector
			2		Private Sector organization
6	Projects of similar nature	15	15		More than 15 projects
			10		More than 10 projects
			5		More than 5 projects
7	Number of reference able completion certificate of the same worth.	15	5		10 or more completion
			3		05-10 completions Years
			2		03-05 completion
	Total	35			

C. Technical staff.				
9	Structure Engineers.	3	3	More than 3 having specialization.
			2	More than 2 having specialization.
			1	More than 1 having specialization.
10	Design Engineers.	3	3	More than 3 having specialization.
			2	More than 2 having specialization.
			1	More than 1 having specialization.
11	Architects.	5	5	More than 3, having specialization.
			3	More than 2 having specialization.
12	Site Engineer.	4	4	DAE – Civil Technology having 5 year experience
			2	DAE – Civil Technology having 3 year experience
	Total.	15		

13.1. Evaluation of Proposals: Parameters of Technical Evaluations:

Sections	Score	Score Obtained.
A. Profile	15	
B. Experience	35	
C. Technical Staff	15	
D. Design and Service	25	
E. Machinery and equipment	10	
Total	100	

- Cut-off level for minimum marks obtained in technical proposals is 70 score.

Technical Evaluation Performa:

A-Profile					
Sr. No	Attributes	Max Score	Score Distribution	Score Obtained	Requirements
1	Up to date Registration in PEC & P CAT P	6	6		
2	Income tax certificate upto date and return certificate	3	3		More than or equal to 20 Million turnover with consultancy service
3	Company established (No of years)	5	5		8 or more years
			3		3-7 Years
4	Location of Offices	1	1		Office / Camp Office at Station site
	Total	15			

12.1. Proposals Submission Requirement:

12.1.1 For this tender PPRA's Single stage Two envelope bidding procedure as per clause 46(2) for open competitive bidding is adopted, detailed as under:

- (a) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Financial Proposal and the Technical Proposals;
- (b) The envelope shall be marked as 'FINANCIAL PROPOSAL' and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion; (c) initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
- (d) Envelope marked "FINANCIAL PROPOSAL" shall retained in the custody of the Procuring Agency without being opened;
- (e) Procuring Agency shall evaluate the technical proposal in manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (f) No amendments in the technical proposal shall permitted during the technical evaluation;
- (g) Financial proposals of technically qualified bids shall be opened publically at the time, date and venue announced and communicated to the bidders in advance;
- (h) Financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders; and
- (i) Bid found to be the lowest evaluated or best evaluated bid shall accepted.

13. Proposals Evaluation:

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

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 member of years working for the consultant and degree of responsibility held in various assignments during the last years.
- (iv) List of total staff with monthly salary packages 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 "Client".

09.3 The Technical Proposal shall not include any financial information.

10. Financial Proposal:

The Financial Proposal shall be prepared considering the scope and nature of the work, the financial proposal shall be opened only pre-qualified Consultant on the basis of technical proposal.

11. Taxes:

The Consultant will be subject to all admissible taxes including stamps 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.

06. Clarification and amendment in Prequalification Documents:

06.1 Consultants may request for a clarification of contents of the pre-qualification document in writing, and "Client" shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of proposal. The "Client" 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 "Client" may amend and issue an addendum / corrigendum in writing. The addendum shall be sent to all Consultants and will binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the "Client" may, if the amendment is substantial, extend the deadline for the submission of Proposals.

07. Preparation of Proposals :

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

07.2 The consultants are encouraged to co-ordinate for any query with representative of the "Client".

08. Language:

Written language will be English.

09. Technical Proposal Format and Contents:

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

- (i). If 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 firm of entities in 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 have an extended and stable working relationship with it.
- (iii) Proposed professional staff must, at a minimum, have the experience, preferably working under similar geographical condition.
- (iv) Alternative professional staff shall not be proposed, and only one curriculum vita (CV) shall submit for each position.

03. Conflict Of Interest:

3.1 Consultants are required to provide professional, objective, and impartial advice and holding the "Client's" interest paramount. They shall strictly avoid conflict with other assignments for 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 "Client", or that may reasonably be perceived as having such effect. Failure to disclose and 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 "Client" staff who is directly or indirectly involved in any part of

(iii) 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 mislead a party to obtain a financial or other benefit or to avoid an obligation;

05. Eligible Consultants:

The Single Stage Two Envelope Procedure of PPRA shall be used where the bids are to be evaluated on technical and financial grounds and prices taken in to account after technical evaluation.

Instruction to Consultants.

01. Definition:

- (a) "Client" means the Executive Engineer, Central Civil Division No-III, Pak PWD Quetta 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 "Client" will pre-qualify / short list the consulting firms, in accordance with the method of selection as specified.

2.2 The Financial Proposal of eligible Consultants (prequalified / shortlisted) will be opened. 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. Consultants are encouraged to ask for any query, Consultants may liaise with "Client" for gaining better insight into the assignment.

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

2.5 "Client" may provide facilities and inputs as required by the bidder / firm.