

UNIVERSITY OF CHAKWAL



REQUEST FOR PROPOSAL

FOR

HIRING OF CONSULTANT FIRM FOR RESIDENT SUPERVISION OF PROJECT TITLED
"CONSTRUCTION OF BUILDING AT UNIVERSITY OF CHAKWAL (CITY CAMPUS)"

Year 2023

Last date of Issuance: 20.02.2023

Submission/Opening date: 28.02.2023

Issued to M/S-----

(This document should also be submitted as a part of Technical Bid, dully initialed on each page of this RFP



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LETTER OF INVITATION

To

(Separate to each Consultant/Firm/JV)

SUBJECT: **REQUEST FOR PROPOSAL FOR HIRING OF CONSULTANCY SERVICES FOR**
THE RESIDENT SUPERVISION OF THE PROJECT "CONSTRUCTION OF BUILDING
AT UNIVERSITY OF CHAKWAL (CITY CAMPUS)

The University of Chakwal invites sealed bids from Consultants/ Consultancy Firms for Resident Supervision of Building works and related facilities, who are registered with PEC (whose Architect registered with PCATP) and are active tax payer with FBR and PRA authorities of Government of Pakistan and Govt. of the Punjab and have experience in the relevant field.

It is mandatory for Proposals to be made using the Standard Forms of the RFP. Proposals that are not in the prescribed format may be discarded/rejected.

The Consultant will be selected under Rule 45(3) of Punjab Procurement Rules 2014, Quality and Cost Based Selection (QCBS) described in this RFP, in accordance with the Punjab Procurements Rules 2014.

The RFP includes the following

Letter of Invitation

Section 1 - Instructions to Consultants

Section 2 – Data Sheet

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 -Terms of Reference

Further, information(s) can be obtained at address given below on working days during office hours.

Tender/Proposal along with **bid security of Rs 0.350 Million** against estimated consultancy cost of **Rs. 17.505 Million**, must be delivered in a sealed labeled package (Technical & Financial separately) to the address below, in person or through registered mail/ courier, before 02:00 PM on or before February 28, 2023. The timely submitted bids will be opened on 02:30 PM on same date at Committee Room University of Chakwal City Campus, by consultant selection committee in presence of the Bidders/ their Authorized Representatives who wish to attend (in case of public holiday or in case of non- availability of member(s) of opening committee to maintain quorum, the bids will be received/opened on next day at same location and time)

Yours Sincerely,

Project Director/Manager

University of Chakwal
Telephone# 0543-553736

PMU-UOC CHAKWAL



Section-1: Instructions to Consultant (ITC)

General Provisions

1. **Definitions**
 - 1.1. "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.
 - 1.2. "Applicable Rules" means the Punjab Procurement Rules 2014 (amended up to-date) governing the selection and Contract award process as set forth in this RFP.
 - 1.3. "Applicable Law" means the laws of Islamic Republic of Pakistan, Govt. of the Punjab, UOC (as the case may be, as per Consultant Selection Committee) as they may be issued and enforce from time to time.
 - 1.4. "Bidder" means entity submitting proposal against this RFP.
 - 1.5. "Client" means The University of Chakwal through Office of Project Director/Manager. The Consultant Selection Committee may assign the duty to any of University official as and when required.
 - 1.6. "Consultant" means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.
 - 1.7. "Contract" means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).
 - 1.8. "Data Sheet" means an integral part of the Instructions to Consultant (ITC) Section 2 that is used to reflect specific conditions to supplement assignment, but not to over-write, the provisions of the ITC.
 - 1.9. "Day" means a calendar day.
 - 1.10. "Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant or Joint Venture member(s).
 - 1.11. "Government" means the Government of the Punjab/ Pakistan (prevailing rules of Govt of Punjab will be applicable, incase no provision exists Consultant Selection Committee will decide instant matter).
 - 1.12. "Joint Venture (JV)" means an association with or

without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.

1.13. "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant proposal

1.14. "ITC" (this Section 2 of the RFP) mean the Instructions to Consultant that with all information needed to prepare their Proposals.

1.15. "LOI" (this Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the shortlisted Consultants.

1.16. "Non-Key Expert(s)" means an individual professional provided by the Consultant or its JV Consultant Firm(s) and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.

1.17. "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant.

1.18. "RFP" means the Request for Proposals to be prepared by the Client for the selection of Consultants.

1.19. "Services" means the work to be performed by the Firm pursuant to the Contract.

1.20. "Sub-Consultant" means an entity to which the Consultant to whom previously subcontracted any part of the Services while remaining responsible to the previous Client during the performance of the Contract (sub-contracting any %age /part of assignment/services with any other Consultant/ Consultancy Firm is not allowed in this consultancy).

1.21. "TORs" means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

1.22. "HEI" means Higher Education Institute / University approved by Higher Education Commission Pakistan.

2. Introduction 2.1. The Client "UNIVERSITY OF CHAKWAL" intends to

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"CONSTRUCTION OF BUILDING AT UNIVERSITY OF CHAKWAL" CHAKWAL (CITY CAMPUS)

select a Consultant. The Consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.

2.2. The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals; including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultants' expense.

2.3. The Client will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the Data Sheet.

2.4. To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the Client UOC Chakwal before submitting the proposal.

- 3. Conflict of Interest**
- 3.1. The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interests' paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.
- 3.2. The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Client.
- 3.3. Without limitation on the generality of the foregoing, and unless stated otherwise in the **Data Sheet**, the Consultant shall not be hired under the circumstances set forth below:
- Conflicting Activities**
- 3.4. Conflict between consulting activities and procurement of goods, works or non-consulting services: A Consultant that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a Consultant hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.
- Conflicting assignments**
- 3.5. Conflict among consulting assignments: A Consultant (including its Experts and 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 for the same or for another Client.
- Conflicting relationships**
- 3.6. Relationship with the Client's staff: A Consultant including its Experts that has a close business or family relationship with a professional staff of the Client who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client the selection process and the execution of the Contract.
- 4. Un-Fair Competitive Advantage**
- 4.1. Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided services related to the assignment in question. To that end, the Client shall indicate in the **Data Sheet** and make available to all Consultants who participated together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over Competing Consultants

**5. Corrupt and
Fraudulent
Practices**

5.1. For the purpose of this provision, the terms set forth below are defined as follows:

5.1.1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, Bidder or contractor in the procurement process or in contract execution to the detriment of the Client; or misrepresentation of facts in order to influence a procurement process or the execution of a contract;

5.1.2. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;

5.1.3. "collusive practices" is an arrangement among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gain, and to deprive the Client of the benefits of free and open competition, and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty;

5.1.4. "coercive practices" is impairing or harming, or threatening to impair or harm, directly or indirectly, any person or the property of the person (participant in the selection process or contract execution) to influence improperly the actions of that person;

5.1.5. "obstructive practice" is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impeach an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of the Client's inspection and audit rights.

5.2. The Client will reject a proposal for award if it determines that the Consultant recommended for award any/ part to any of its personnel, agents, services providers, suppliers, and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

5.3. The Client will declare mis-procurement if it determines at any time that its representatives were engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the selection process or the implementation of the contract in question;

5.4. The Client will sanction a Consultant at any time, in accordance with prevailing sanctions procedures, including by publicly declaring such Consultant ineligible, either indefinitely or for a stated period of



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time: (i) to be awarded a Government-financed contract, and (ii) to be nominated, supplier, or service provider of an otherwise eligible Consultant being awarded a Government-financed contract.

5.5. In further pursuance, Consultant shall permit and shall cause its agents, Experts, JV/partners, services providers, or suppliers to permit the Client to inspect all accounts, records, and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by auditors appointed by the Client.

6. Eligibility

6.1. The Client permits Consultants, including Joint Ventures and their individual members to offer services.

6.2. Furthermore, it is the Consultant's responsibility to ensure that its Experts, joint venture members, agents (declared or not), JV/partners, service providers, suppliers and/or their employees meet the eligibility requirements as established in the Applicable Rules.

6.3. As an exception to the foregoing Clauses 6.1 and 6.2 above:

a. Sanction

6.4. A Consultant sanctioned by the Government in accordance with the above Clause 5.1 shall be ineligible to be awarded a contract, or otherwise, during such period of time as the Government shall determine. The list of debarred/blacklisted Consultants is available at the electronic address specified in the **Data Sheet**.

b. Prohibitions

6.5. Consultants and individuals of a country or goods manufactured in a country may be ineligible if so indicated in Section 5 (Eligibility).

c. Government-owned Enterprises

6.6. Government-owned enterprises or institutions shall be eligible if they (i) are legally and financially autonomous, and (ii) operate under commercial law.

d. Restrictions for public employees

6.7.1. Government officials and civil servants are not eligible to be included as Experts in the Consultant's Proposal unless such engagement does not conflict with any employment or other laws, regulations, or policies of the country, and they are on leave of absence without pay, or have resigned or retired;

6.7.2. are not being hired by the same agency they were working for before going on leave of absence without pay, resigning, or retiring

6.7.3. Their hiring would not create a conflict of interest. (in case of resignation or retirement, for a period of at least 6 (six) months, or the period established by statutory provisions applying to civil servants or government employees, whichever is longer. Experts who are employed by the government-owned universities, educational or research institutions are not eligible unless they have been full time employees of their institutions for a year or more prior to being included in Consultant's Proposal.)



3 (B) PREPARATION OF PROPOSAL

- 3.1 You are requested to submit a technical and a 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) All firms that are part of a JV/Consortium should must be registered with PEC along with lead firm.
 - ii) Subcontracting part of the Assignment to other consultants is not allowed without prior approval of the client (UOC).
 - iii) The key professional staff proposed shall be permanent employees of the firm unless otherwise indicated in the Data Sheet.
 - iv) Proposed staff should have experience preferably under conditions similar to those prevailing in the area of the Assignment.
 - vi) No alternative to key professional staff may be proposed, and only one curriculum vitae (CV) may be submitted for each position & must be supported with PEC/PCATP registration certificate.
 - vii) Only those firms are eligible having existence not less than 05 years.
- 3.4 Your technical proposal shall provide the following and any additional information, using the formats attached in Appendix 1:
- I-Form-1 Technical Proposal Submission Form.
 - I-Form-2 Any comments or suggestions on the TOR; The Consultant's comments, if
 - I-Form-3 Brief Description of the consultant's Organization
 - I-Form-4 Summary of Five similar building assignments completed/ on-going must be supported with work order, completion certificate.
 - I-Form-5 Detail Experience of Consultant (05 General Building Projects/Other than HEI's) Completed/ ongoing must be supported with work order, completion certificate.
 - I-Form-6 Approach paper on Methodology Proposed for Reforming the Assignments
 - I-Form-7 Summary of Proposed Key Professional for the Project
 - I-Form-8 CVs recently signed by the proposed key professional staff supported with PEC certificate. Key information should include number of years with the firm, and degree of responsibility held in various assignments especially during the last five (05) years.
 - I-Form-9 A monthly work plan, illustrated with a bar chart of activities and graphics of the critical path Method (CPM) or Project Evaluation Review Techniques (PERT) type.
 - I-Form-10 Power of Attorney to declare lead firm for that project
- 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 The Client will make its best effort to complete the process of evaluation of bids, including negotiation, within the proposal's validity period. However, should the need arise, the Client may request, in writing, all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals' validity. If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts in line with PPR Rule 28.

Mandatory Documents

to be attached with Technical proposal are as under,

- a. Certificate of registration of a Firm with PEC/PCATP.
- b. Documents to substantiate the forming of JV/Association as per guidelines of the governing body (PEC/PCATP) if any.
- c. National Tax Number of consultant(s).
- d. Audited Statements of Accounts and Annual Turnover for the last three years.
- e. 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 covers 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, surveys and investigations. These costs should be broken into foreign (if applicable) and local costs. Your financial proposal should be prepared using the formats attached as Appendix-II.
- 3.8 The financial proposal shall also take into account the professional liability as provided under the relevant PEC Bye-Laws and cost of insurances.
- 3.9 Costs may be expressed in Pak Rs (in words and figures) & financial proposal may include all prevailing government taxes.

4. SUBMISSION OF PROPOSALS

- 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 sealed 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 EVALUATION COMMITTEE."
- 4.2 In the event of any discrepancy between the copies of the proposal, the original 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 a written power of attorney accompanying the proposals. **All pages of the technical and financial proposals shall be initialed by the person or persons signing the proposal.**
- 4.3 The proposal shall contain no interlineations or overwriting except as necessary to correct errors made by the Consultants themselves. Any such corrections shall be initialed by the person or persons signing the proposal.
- 4.4 The completed technical and financial proposals shall be delivered on or before the time and date stated in the Data Sheet.
- 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.

5. PROPOSAL EVALUATION

- 5.1 A single stage two-envelope procedure shall be adopted in ranking of the proposals. Firms shall be ranked using technical/financial score.

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) & technical qualifying marks are 70 out of 100.

There are three essential elements for judging the capability of any firm to perform credibly on a given project. These are its previous experience on similar & general projects, its professional staff having the specific expertise to meet its obligations during the assignment & approach/methodology of consultant. The weight-age of the respective component shall be as under;

S. No	Criteria	Weight age
1.	05 Projects each having Civil Works Cost Rs. 850 Million or cost of Consultancy Supervision 15 Million or above involving Academic / Educational buildings during last 10 Years in HEIs (completed /on-going).	30 points
2.	05 Projects each having Civil Works Cost Rs. 850 Million or Cost of Consultancy supervision 15 Million or above during last 10 Years in other than HEIs (completed/on-going)	10 points
3.	Quality of Core Team of the Firm/IV (The core team may comprise of, resident engineer, site engineer, etc.)	40 points
4.	Consultant's Understanding of assignment & Approach/Methodology	10 points
5	Average Annual consultancy turnover for last three (03) years. Attach documentary proof of audited financial statements from Chartered Accountant of last three Financial Years i.e.2019-20 (2019), 2020-21 (2020), 2021-22 (2021) Above Rs.100.1 million (10-points) From Rs.90.1 million to Rs.100 million (9-points) From Rs.70.1 million to Rs.90 million (7-points) From Rs.40.1 million to Rs.70.0 million (5-points) Up to Rs.40.0 million (2-points)	10 points
	Total	100 points

Technical Proposal Evaluation Criteria:

a. Evaluation of the Experience

The experience shall be considered under two heads i.e. Specific Experience and General Experience. A maximum of 05 similar HEI's & general Non HEI's building projects each will fetch full hundred percent points as under,

Number of Project is fixed as 5

Number of Projects	Weight age
Min: 2	50%
3-5	100%

b. Evaluation of Quality of Staff

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

Sr. No.	Discipline of Key Expert	Qty	Credit %age	Max- Required Experience	Qualification
1	Sr. Civil Engineer (RE)	01	40	12	B.Sc. Civil Engineering
2	Quantity Surveyor	01	20	10	DAE Civil
3	Site Inspector (Civil)	01	20	08	DAE Civil
4	Site Inspector (Electrical)	01	20	08	DAE Electrical



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

- | | | |
|-----|-------------------------|------------|
| i) | Academic Qualification | 30 Percent |
| ii) | Professional Experience | 70 Percent |

Note

- It is mandatory for firms to secure 50% marks in each criteria defined in (Experience and Project Team). The minimum Technical Score S_t required to pass is 65 points
- The firms having technical score below 65 points in their technical proposal evaluation shall be disqualified and shall not be considered for further evaluation.
- The firms not completing mandatory requirements will also disqualify.

Financial Proposal
For Quality cum Cost Based Selection

- 5.3 The financial proposals of the 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 (F_m) among the applicant shall be given a financial score (S_f) of 100 points. The financial scores of the proposals shall be computed as follows:

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

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 (S_t) and financial (S_f) 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:

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

- 5.6 Firm obtaining max total score after combining technical & financial scores will be selected for negotiation & award of work.
- 5.7 No online option of the opening of the Financial Proposals is offered
- 5.8 Financial Proposal shall include all applicable taxes, which includes Income Tax and Sales Tax (PST) or any other application taxes. The Client shall act as a withholding agent as required by Income Tax Ordinance, as enforced.

6. NEGOTIATION

- 6.1 Prior to the expiration of proposal validity, the Client shall notify the successful Consultant that submitted the highest ranking proposal in writing, by registered letter, cable telex or facsimile and invite it to negotiate the Contract.
- 6.2 Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial a draft contract by the conclusion of negotiations.
- 6.3 Negotiations shall commence with a discussion of your technical proposal. The proposed methodology, work plan, staffing and any suggestions you may have made to improve the TOR. Agreement shall then be reached on the final TOR, the staffing, and the bar charts, which shall indicate activities, staff, and periods in the field and in the home office, staff months, logistics and reporting.
- 6.4 Having selected Consultants on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the staff named in the proposal. Prior to contract negotiations, the Client shall require assurances that the staff members will be actually available. The Client shall not consider substitutions of key staff except in cases of un-expected delays in the starting date or incapacity of key professional staff for reasons of health.
- 6.5 The negotiations shall be concluded with a review of the draft form of the contract. The Client (UOC) and the Consultants shall finalize the contract to conclude negotiations. If negotiations fail, the Client (UOC) shall invite the Consultants that received the second-highest score in ranking to Contract negotiations. The

UOC

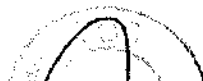
procedure will continue with the third in case the negotiation process is not successful with the second ranked consultants.

7. AWARD OF CONTRACT

- 7.1 The contract shall be awarded after successful negotiations with the selected Consultants and approved by the Client (UOC) through competent forum/authority. Upon successful completion of negotiations/initialing of the draft contract, the Client (UOC) shall promptly inform the other Consultants that their proposals have not been selected.
- 7.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.
- 7.3 **Bid Security of Estimated Consultancy Estimated Cost 17.505 @2% of which will be Rs 0.350 Million to be part of the TECHNICAL PROPOSAL**
Bid security shall be submitted, in shape of Pay Order/DD/CDR in favor of "Treasurer, The University of Chakwal
- 7.4 **Performance Security @10% of the Contract Value (to be submitted within 15 days after Contract Award) in the form of bank Guarantee by Scheduled bank by State Bank of Pakistan (No other form of guarantee would be allowed).**

8. CONFIRMATION OF RECEIPT

- 8.1 Please inform the Client (UOC) by telex/facsimile courier or any other means:
- i) that you received the letter of invitation;
 - ii) Whether you will submit a proposal; and
 - iii) If you plan to submit a proposal, when and how you will transmit it.



Section-2

DATA SHEET

The name of the Assignment is: "Resident Supervision of Project titled "Establishment of University of Chakwal" (Balkasar Campus), University of Chakwal".

The name of the Client is: "University of Chakwal, Chakwal".

1.2 The description and the objectives of the Assignment are: Hiring of Engineering/Architectural Consulting firm for Resident Consultancy supervision of the said Project.

1.3 Pre-Proposal Conference: Yes ☒ No ☐

If yes, indicate date, time and venue. **23rd February 2023**---1100 hrs in the committee room, /UOC

The name(s) and address (es) of the Official (s) is (are): All concerned Members.

1.4 The Client shall provide the following inputs: The Documents are: LOI, Data Sheet, Technical & Financial Proposal forms, TOR/Background information, Draft Form of Contract, Sample formats/ Appendices etc.

1.5 Duration of the Assignment is:

i. Supervision on % age of work done basis: **18 months or extendable till the completion of project.**

2.1 The address for seeking clarification is: Office of the Project Director/Manager (PMU),
University of Chakwal, Chakwal.

3.1 Training is an important feature of this Assignment:
Yes ☐ No ☒

4.1 The number of copies of the Proposal required is: One original and two copy. The proposal shall be in book binding form, properly page numbered (Loose, Ring and spring binding not acceptable).

4.2 The date and time of proposal submission are: 28th February 2023 at 02:00 P:M

4.3 Validity period of the proposal is (days, date): 90 days

The location for submission of proposals is: Office of Project Director/Manager
University of Chakwal, Chakwal.
Ph. 0543-553736

The date and time for technical proposal opening is: 28th February 2023 at 02:30 pm

4.4 Estimated Assignment Commencement Date: Civil Works are already in process; Consultant Assignment will be started immediately after the award of contract

4.5 The weights given to the Technical and Financial Proposals are:-

Technical: 70%



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Financial: 30%

4.6 *Technical qualifying marks are 65 the firms obtaining 65 marks will be called only for financial proposal opening.*

4.7 Following supervision staff will be deputed on site by consultant firm during supervision Phase

S. NO	Description	Duration	No's
1	Resident Engineer	Full Time	01
2	Quantity Surveyor	Full Time	01
3	Site Inspector (Civil)	Full Time	01
4	Site Inspector (Electrical)	Full Time	01

5 **Mode of Payment to Consultant: % age on work done basis (Supervised)**

5.1 05 % Security shall be deducted from each payment and shall be returned after submission of PC-IV

6.1 In case of delay, the Client (UOC) reserves the right to impose penalty 01% of the total amount of the contract for delay of each week but not exceeding the 10 % of the total contract value.

6.2 **If the quality of work done is not made to the satisfaction of University of Chakwal, the Competent Authority has right to cancel the entire work.**

Performance Guarantee.

6.3 The Government taxes will be deducted from consultant firm payments as per rules. Within 15 days after receipt of the Letter of Acceptance, the successful Consultant shall deliver to the Client a Performance Security in the amount and in the form (Bank Guarantee) **stipulated in the BDS**, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the General Conditions of Contract. If the Performance Security is provided by the successful Consultant in the form of a Bank Guarantee, it shall be issued by a scheduled bank.

6.4 Only office space will be provided by the client (UOC) to Consultant.



Assistant Engineer (PMU)
Secretary, Consultant Selection Committee
University of Chakwal

M. B. Khan

Prof. Dr. Muhammad Bilal Khan
Chairman, Consultant Selection Committee
University of Chakwal, Chakwal.

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7.1 Consultant will return endorsed RFP.

Enclosures

- Sample Forms for:-
- Technical Proposal
- Financial Proposal
- Terms of Reference



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SECTION -03

APPENDIX-I

TECHNICAL PROPOSAL FORMS



**RFP FOR HIRING OF CONSULTANT FIRM FOR RESIDENT SUPERVISION OF PROJECT TITLED
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Technical Proposal – Standard Forms

{Notes to Consultant shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

CHECK LIST OF REQUIRED FORMS

Required (✓)	FORM	DESCRIPTION	
✓	Form 1,2,3	Technical Proposal Submission Form.	
✓	Attachment	If the Proposal is submitted by a joint venture, attach a Memorandum of Understanding Duly Attested by the Notary Public	
✓	Form 10	Power of Attorney (For signatory of Proposal)	
✓	Form 6	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	
✓	Form 9	Work Schedule and Planning for Deliverables	
✓	Form 7,8	Team Composition, Key Experts, and attached Curriculum Vitae (CV)	
✓	Form 4,5	Detail of Completed / on-going projects 05 in HEIs and 05 in Other than HEIs	
✓	Tax Payer Status	(Active or Non-Active) – Information as per FBR and PRA Website attach relevant documents as proof	
✓	Undertaking	Undertaking on a stamp paper of PKR 100/- (Format attached) That firm is not Blacklisted, Information provided are Correct and Pending Litigation, bankruptcy, Conflict of interest	
✓	Presentation soft copy	Presentation Comprising Technical approach, methodology and work plan.	

All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal. However, Application form must be signed by all partners in JV/consortium.

Note: Forms for Integrity Pact Certificate must also be signed and attached with Technical Proposal.
Documentary proof of all documents/Certificates is mandatory otherwise your bid stand cancelled.

TECHNICAL PROPOSAL

(FORM -1)

PROPOSAL SUBMISSION FORM (to be submitted on Consultant's Letter Head)

{Letter No & Date}

To:

**The Project Director/Manager,
The University of Chakwal**

Dear Sir:

I/We, the undersigned, on behalf of my/our firm _____, offer to provide the consultancy services for the project "Construction of Building at University of Chakwal" in accordance with your Request for Proposal (Quality and Cost Based) vide Advertisement in daily newspaper & PPRA Punjab website dated _____.

I/We are hereby submitting our Proposal which includes this Technical Proposal (One original & 02 copies) sealed under a separate envelope attached with bid security Amount. Rs. _____ No. _____, issued by Bank _____, dated _____).

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: "of our letter of intent to form a joint venture" or, if a JV is already formed, "of the JV agreement"} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

Sr. No.	Name of Member / Partner	Lead Member / Associate Member	Short description of Role of Member
1			
2			

{Sub-contracting any or part of the contract/assignment by the applicant consultant/ consultancy firm with any other consultant/Consultancy Firm is not allowed in this proposal}

We hereby declare that:

All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be sanctioned by the Client.

REP FOR HIRING OF CONSULTANT FIRM FOR RESIDENT SUPERVISION OF PROJECT TITLED
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Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 12.1.

Except as stated in the Data Sheet, Clause 12.1, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC Clause 12 and ITC Clause 28.4 may lead to the termination of Contract negotiations.

Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 30.2 of the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours Sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant (company's name or JV's name): _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, all members shall sign the proposals}

TECHNICAL PROPOSAL

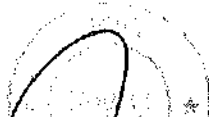
(FORM -2)

COMMENTS AND SUGGESTIONS

Form-2: comments and suggestions on the Terms of Reference that could improve the
Quality/effectiveness of the assignment;

On the Terms of Reference

Not Applicable



TECHNICAL PROPOSAL

(FORM -3)

Brief Description of the Consultant's Organization

Form-3: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and JV/partners who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub- consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.

Consultant's Organization

Provide here a brief description of the background and organization of your company, and in case of a joint venture of each member for this assignment. Include organizational chart, a list of Board of Directors, and beneficial ownership



Summary of similar assignments (HEI's Building)

Form-4

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 or JV)	Total Cost of Services (M. Rs.)	Cost of services Provided by the Firm (in case of JV)	Scope of Services (i.e. Survey, Master Planning, bidding documents construction supervision etc.)	Additional Information (if any)

A maximum of 05 similar assignments

University of Chakwal has the right to contact directly to the clients for feedback on the completed work and in case of negative feedback no weight age / credit will be given for that assignment. In case of negative feedback from 3 or more clients, University of Chakwal has the right to disqualify the consulting firm/JV.

1. Attach certificates of proof for each project.
2. Attach certificate of Satisfaction from Client incase of on-going project.



Form-5

DETAIL EXPERIENCE OF CONSULTANT
(General Building Projects/Non HEI's Building)

1. Name of Assignment :
2. Country :
3. Name of Client :
4. Address :
5. Start Date : Month/Year
6. Completion Date : Month/Year
7. Professional Staff Provided :
8. No. of Staff :
9. No. of Staff Months :
10. Approx. Value of Services :
11. Name of Other JV Firms (If any) :
12. No. of Staff/Staff Months Provided by the JV partner(s) :
13. Name/Position of Key Staff :
14. Description of Project :
15. Description of Services Provided by the Firm :

1. Attach certificates of proof for each project.
2. Attach certificate of Satisfaction from Client in case of on-going project.

Form-6

**APPROACH PAPER ON METHODOLOGY PROPOSED
FOR PERFORMING THE ASSIGNMENT**

Approach and Methodology proposed by the firm to carry out the assignment is sub divided in to several areas which include the following heads.

- Understanding of objectives
- Quality of Methodology
- Work Program
- Activity Schedule
- Team Organization
- CPM

Conciseness, Clarity & Completeness in Proposal Presentation



Form-7

Summary of Proposed key Professionals							
S.No	Description	Sr- Civil Engineer (RE)	Inspector (Civil)		Inspector(Elec)		Quantity Surveyor
		Name	Name	Name	Name	Name	
A	Academic & General Qualification						
	a. Masters (Specific Discipline)	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
	b. Bachelors (Specific Discipline)	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
	c. DAE (Specific Discipline)	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
B	Professional Exp. Related to Assignment						
B-1	Specific						
	a. Experience in Lead Position	Yrs	N/A	N/A	N/A	N/A	
	b. Experience as senior professional	Yrs	Yrs	Yrs	Yrs	Yrs	
	c. Experience as Junior Professional	Yrs	Yrs	Yrs	Yrs	Yrs	
B-2	General Experience	Yrs	Yrs	Yrs	Yrs	Yrs	



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Form-8

FORMAT OF CURRICULUM VITAE

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:



Form-10

Power of Attorney

Instructions for Consulting Firm

If the Consulting Firms are a Consortium each firm of the Consortium (other than the Lead firm) shall furnish a Power of Attorney authorizing the Lead firm and on their behalf.

KNOW BY ALL MEAN THAT by this Power of Attorney, _____[Insert name of Consortium firm] having its registered office at [-----], does hereby nominate, appoint and authorize _____[the Lead Firm] having its registered Head Office at (_____)hereinafter referred to as the "Attorney", to :

- sign and submit to University of Chakwal , or its authorized nominee the EOI and all other documents and instruments required to submit EOI for Consultancy service for feasibility studies, Surveys & Investigation preparation of tender design, tender documents, Detail Design, Detailed Estimates and resident supervision.;
- execute all such deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- do and carry out all other actions as may be required by HED in connection with the Consultancy service feasibility studies, Surveys & Investigation, preparation of tender design, tender documents, detail design, Detail estimates and resident supervision ;
- to immediately notify University of Chakwal in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.

WITNESSES:

[INSERT NAME OF GURANTOR]

1. _____

For:

2. _____

By:

Its:

NOTARY PUBLIC:

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SECTION 04

APPENDIX-II



Form-11

**FINANCIAL PROPOSAL FORM FOR RESIDENT SUPERVISION OF
PROJECT TITLED "ESTABLISHMENT OF UNIVERSITY OF CHAKWAL"
UNIVERSITY OF CHAKWAL**

S. No	Description	Amount in Pak Rs. (in words & figures)
1	3 rd Party Evaluation of already Executed Work i.e. about 35% of total Civil Work. The remaining work will be carried out on same Work/Site	
1(i)	Resident Supervision of the Remaining Civil Works till the Completion of the Project.	

Note: Amount may be Calculated/Quoted in % of the approved cost, i.e. **Rs. 875.233 Million**

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Stamp/Seal: _____

Stamp/Seal: _____

University Of Chakwal

TERMS OF REFERENCE



TERMS OF REFERENCE (TOR)

FOR

HIRING OF CONSULTANT FIRM FOR RESIDENT SUPERVISION OF PROJECT TITLED "CONSTRUCTION OF BUILDING AT UNIVERSITY OF CHAKWAL CITY CAMPUS)

SECTION 05

TERMS OF REFERENCE (TOR)

(I) Construction Supervision:

Project Brief:

The University of Chakwal was established in 2020 through promulgation of University of Chakwal Act, 2019. The university aims to provide quality education and increase the student enrollment base to cater the demand for provision of higher education to masses. With this aim for provision of quality education and external outreach, the university has got approval of PCI titled "Establishment of University of Chakwal- Balkasar Campus". In order to ensure an effective and fool-proof quality Control, Contract Management, for construction work to site, the University of Chakwal intends to hire services of Resident Supervisory Consultant for complete site supervision of the schemes: "Establishment of University of Chakwal"

2. Objectives of Consultancy:

The University of Chakwal intends to hire the services of engineering consulting firm for resident supervision of the subject mentioned scheme (scheme wise detail is annexed). The consultants will help the client to assure the quality and quantity control as per agreed laid down standards/specifications. Resident Supervision shall be provided for all activities throughout the construction period without break through qualified and experienced supervisory staff that shall perform their duties with due diligence and efficiency.

3. Scopes, Duties and Responsibilities of the Supervision Consultants:

- i. The consultant shall be responsible for resident supervision of the work through qualified Graduate/ Masters Engineers (to be appointed with prior approval of the Employer/ Engineer-in-Charge) and other supervisory staff (to be appointed with prior approval of the Employer/ Engineer-in-Charge) in the respective discipline with the sufficient experience who shall perform their duties with due diligence, efficiency and accordance with the sound engineering practices and specified standards.
- ii. The consultant shall submit the staffing schedule for construction supervision along with period mentioned against each.
- iii. The Consultants will administer the Contractor's Contract, make engineering decisions and ensure that all clauses of the Contract Agreement between the Client/Executing Agency and the Contractor are respected.
- iv. The Consultants will advise the Client on all matters relating to the efficient and successful

RFP FOR HIRING OF CONSULTANT FIRM FOR RESIDENT SUPERVISION OF PROJECT TITLED
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execution of works.

- v. The consultant shall wet and certify each work/ bill of the contractor and shall ensure that the works have been executed in accordance with established standards, criteria, procedures and as per approved design, drawings, standards, specifications, technical sanctioned estimate and within the provisions of contract agreement.
- vi. The consultant shall supervise the contract or in all matters concerning safety and care of work and advice concerned officer of any problem arising in the construction work during its execution.
- vii. The consultant shall monitor progress and maintain up to date progress schedule in the form of bar charts, critical path diagrams and other appropriate systems developed during the project process indicating the major items of the work being performed according to the work schedule provided with the contract agreement and approved by the Engineer-in-Charge. The consultant shall submit monthly progress report to the concerned Project Director, PMU- pointing out the deficiencies in the work besides recommending/ suggesting remedial measures.
- viii. The Consultants will act at all time so as to protect the interest of Client and will take all reasonable steps to keep all expenses to a minimum consistent with economic and engineering practices.
- ix. The Consultants will set up a computerized project control system for monitoring, reporting physical and financial progress of the Project as well as the forecasts.
- x. The Consultants will inspect and evaluate the Contractor's resources regarding construction machinery, manpower, materials, office/site staff establishment and laboratory facilities on regular basis to ensure their compliance with respect to the approved construction schedule.
- xi. The Consultants will be responsible for quality control & ensure that all works are executed as approved specifications and standards.
- xii. Recommend corrective actions and measures that need to be taken to ensure progress leading a timely completion of works.
- xiii. To review all tender documents, designs, cost-estimates, conditions of contract etc. and advice Client about their suitability without any additional cost. Prepare a detailed construction program consistent with the implementation schedule for the Project.
- xiv. The detailed construction supervision shall include planning, guidance, programming, inspection, monitoring of construction activities and contractor's performance. Quantity and quality assurance, implementation of work plans and drawings as per design and specifications.
- xv. Preparation and verification of variation orders and maintaining record of correspondence with the contractor and other stakeholders in capacity of the Engineer.
- xvi. To maintain a good liaison with the Client office and C&W department including all other

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"CONSTRUCTION OF BUILDING AT UNIVERSITY OF CHAKWAL" CHAKWAL (CITY CAMPUS)

duties pertinent to the construction phase of the project with the prime objective to complete the work in the best public interest.

- xvii. The quality and quantity assurance shall be the sole responsibility of the consultants in the capacity the Engineer. For already executed work the consultant will quantify the work done which is visible.
- xviii. Developing and ensuring Quality Assurance mechanism as per standard engineering practices of check requests and test results of various materials and activities in the logical sequence.
- xix. Preparation & submission of weekly and monthly progress reports as per Client requirements.
- xx. Verification of detailed measurements of work done included in the IPC along with its certification and recommendation to the Client for payments.
- xxi. The Consultants shall provide general guidance, furnish timely assistance to the Contractor in all matters relating to the execution of works and facilitate the Contractor by providing necessary details of minor design changes as and when required during construction of the Project.
- xxii. The Consultants will check, inspect, advise, approve and report on architectural finishing of materials being used by the Contractor and give comments in writing to the Client on quality of works. The Consultants will order for testing of materials from recognized laboratory to ensure adherence to specifications. The Consultants will attend and made measurements and computation of quantities of the completed works, or any work which is about to be covered, and maintain permanent records of all such measurements as basis for progressive payments to the Contractor and keep the measurement documents and records in safe custody.

(II) Post Completion Stage:

- i. Submission of As-built drawings / inventories / Project Completion report / PC-IV other project documents and all correspondence made with the contractor/client/other agencies after successful completion of the project.
- ii. The Consultant shall periodically visit completed projects during defect liability period and submit punch list (if any) for rectification by the contractor.
- iii. Processing and recommendation of contractor's security after successful completion of defect liability period.

The consultants will be accountable and shall indemnify the Client against defects, losses, damages, and overpayment (if any) as result of proven faults, errors or omissions on the part of the consultants during or after the completion of the work.

Important Notes

- If the actual cost is less than approved cost then the payment will be made as per actual and if the actual cost is more than approved cost then payment will be made as per approved cost.
- **Supervision charges will be paid on the amount of actual work done at site on %age basis of supervision cost i.e. (% age quoted in financial proposal) /submission of IPC'S by the contractor after verification from Executive Engineer C&W/Project Manager (PMU-UOC) and any extra amount will not be paid beyond the approved cost.**
- After award of contract the Consultant will furnish a performance guarantee within 15 working days of any Scheduled Bank which shall be 10% of the contract amount.
- Client will deduct 05% Retention Money of each interim payment.
- In case of Non availability of supervisory staff/inadequate staff the charges will be deducted equal to the amount of supervision charges at the agreed amount i.e.(% age quoted in financial proposal) for particular time of non -availability.

Deliverables by the Consultant:

Construction Supervision

- | | | |
|------|---------------------------|-----------|
| i) | Weekly Progress Report | 1-Copy |
| ii) | Monthly Progress Report | 3-Copies. |
| iii) | Project Completion Report | 3-Copies. |
| iv) | As built drawings | 3-Copies. |



**STATUS OF COMPONENTS OF PROJECT "CONSTRUCTION OF
BUILDING AT UNIVERSITY OF CHAKWAL CITY CAMPUS)"**

Sr. NO.	Description	Covered Area (Sft)	Progress/Remarks
A1	Construction of Academic Block-I	58268	40% Completed
A2	Construction of Academic Block-II	58268	40% Completed
A3	Construction of Female Student Hostel	35466	25% Completed
A4	Construction of Female Faculty Hostel	6895	40% Completed
A5	Common Services / Medical Center	35466	20% Completed
A6	Construction of Admin Block	27125	35% Completed
A7	Construction of Library	18125	15% Completed
A8	External Development		Not yet started