

# GOVERNMENT COLLEGE UNIVERSITY HYDERABAD



## REQUEST FOR PROPOSAL (RFP)

### FOR

HIRING OF CONSULTANCY SERVICES FOR FEASIBILITY STUDY,  
MASTER PLANNING AND SUPERVISION FOR THE ESTABLISHMENT  
OF GOVERNMENT COLLEGE UNIVERSITY HYDERABAD.

Document Issued to M/s \_\_\_\_\_

Dated: \_\_\_\_\_

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# REQUEST FOR PROPOSAL

**Country:** Pakistan  
**Province:** Sindh  
**District:** Hyderabad  
**Project Name:** HIRING OF CONSULTANCY SERVICES FOR FEASIBILITY STUDY, MASTER PLANNING AND SUPERVISION FOR THE ESTABLISHMENT OF GOVERNMENT COLLEGE UNIVERSITY HYDERABAD.

## DEFINITIONS:

- i. "Applicable Law" means the laws and any other instruments having the force of law in the Islamic Republic of Pakistan, as those may be issued and in force from time to time;
- ii. "Client" means HEC/ GC, University Hyderabad" with which the selected Consultant signs the Contract for the Services;
- iii. "Consultant" means any entity including a Joint Venture that will provide the Services to the Client under the Contract;
- iv. "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, which is the General Conditions (GC), the Special Conditions (SC) by which the GC may be amended or supplemented, and the Appendices;
- v. "Contract Price" means the price to be paid for the performance of the Services;
- vi. "Effective Date" means the date on which this Contract comes into force
- vii. "GC" means these General Conditions of Contract;
- viii. "Data Sheet" means such part of the Instructions to Consultants used to reflect specific assignment conditions;
- ix. "Day" means calendar day.
- x. "Government" means the Government of the Islamic Republic of Pakistan;

- xi. "Local Currency" means the currency of the Islamic Republic of Pakistan;
- xii. "Instructions to Consultants" means the document which provides all information needed to prepare their Proposals;
- xiii. "Consortium" means the Consulting Firm comprised of a group of firms/ companies. The Lead Firm shall represent and bind all Consultant of the Consortium in all matters connected with the Project, including submission of RFP on behalf of the Consortium;
- xiv. "Personnel" means qualified persons provided by the Consultant and assigned to perform the Services or any part thereof;
- xv. "SC" means the Special Conditions of Contract by which the GC are amended or supplemented;
- xvi. "Proposal" means a technical proposal or a financial proposal, or both;
- xvii. "QCBS" means Quality- and Cost-Based Selection;
- xviii. "RFP" means this Request for Proposal;
- xix. "Project" means the work specified in SC for which engineering consultancy services are desired.
- xx. "Services" means the work to be performed pursuant to the Contract;
- xxi. "Terms of Reference" (TOR) means the document included in the RFP, which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment;
- xxii. HEI's means Higher Education Institutions;

## LETTER OF INVITATION (LOI)



# GOVERNMENT COLLEGE UNIVERSITY HYDERABAD

## REQUEST FOR PROPOSAL (RFP)

Government College University Hyderabad invites applications from well reputed Consultancy Firms registered with Pakistan Council of Architect and Town Planner (PCATP) and Pakistan Engineering Council (PEC) for HIRING OF CONSULTANCY SERVICES FOR FEASIBILITY STUDY, MASTER PLANNING AND SUPERVISION FOR THE ESTABLISHMENT OF GOVERNMENT COLLEGE UNIVERSITY HYDERABAD.

RFP documents can be obtained from the office of Project Coordinator, at the address given below from 20th June, 2022 to 04th July, 2022 during office hours (or can be downloaded from the website of [www.gcu.edu.pk](http://www.gcu.edu.pk) and [www.pprasinhd.gov.pk](http://www.pprasinhd.gov.pk).) by paying an amount of Rs. 2,000/- (Non-Refundable) through pay order in favor of Director Finance Government College University Hyderabad.

- Bid Security equivalent to 2% of total bid value in the form of Pay Order in favor of Government College University Hyderabad shall be submitted with the sealed financial proposal.
- Bids without the Bid Security will be rejected.
- The firm will be selected based on "Quality and Cost Based Selection (QCBS)" under procedures described in this Request for Proposals document (RFP)", in accordance with Rule-72 (3) of SPPRA Rules 2010.
- Sealed bids will be submitted till 11.00 am on 05-July-2022 in the office of Project Coordinator, at the address given below and technical bids will be opened on the same day at 11:30 a.m. in the presence of representatives of participating firms and Consultant Selection Committee.

Government College University Hyderabad reserves the right to reject any or all bids as per SPPRA Rules 2010.

**PROJECT COORDINATOR**  
**GOVERNMENT COLLEGE UNIVERSITY, HYDERABAD**  
**Address: Opposite Pinyari Police Station, Kali Mori, Hyderabad, Sindh, Pakistan.**  
**Ph# +92-22-2111877**

Name & Address of Consultant: \_\_\_\_\_

**INTRODUCTION:**

- 1.1. You are hereby invited to submit a technical and a financial proposal for Consultancy 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 negotiations and ultimately a contract between your firm and the Client named in the Data Sheet Draft. Copy of contract is enclosed with the RFP documents.
- 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 (**Government College University, Hyderabad**) has been entrusted the duty to implement the Project as Executing Agency by the Federal Government and funds have been approved under PSDP funded development project titled “**Development of essential needs for the Establishment of GC University Hyderabad**” for utilization towards the cost of the Assignment, and the Client intends to apply part of the funds to eligible payments under the contract for which this LOI is being 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 and project site before submitting a proposal and attend a pre-proposal conference if specified in the Data Sheet. Your representative shall meet the officials named in the Data Sheet. Please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.
- 1.5. Please note that:
  - 1.5.1. The cost of preparing the proposal and of negotiating the contract, including a visit to the Client and site, are not reimbursable as a direct cost of the Assignment; and
  - 1.5.2. The Client is not bound to accept any of the proposals submitted.
- 1.6. We wish to remind you that in order to avoid conflicts of interest:
  - 1.6.1. 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 there of resulting from or associated with the project of which this Assignment forms a part; and
  - 1.6.2. 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.
- 1.7. Please note that:

- 1.7.1. In-complete and late proposals will not be entertained. Further information / clarification about the assignment & documents may be obtained from the Project's focal person office.
- 1.7.2. Incomplete defective proposals and proposals not conforming to the RFP documents shall be liable to rejection.
- 1.7.3. The University reserves the right to cancel the process at any stage and reject any or all the proposal thereof, having valid reasons and without being liable for any claim/compensation of any nature whatsoever.

## **2. DOCUMENTS:**

To prepare a proposal, please use the attached Forms/Documents listed in the Data Sheet which is mandatory.

Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than Ten (10) days before the proposal submission date. Any request for clarification in writing, or by cable, electronic mail or telefax shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond by cable, electronic mail or telefax to such requests and copies of the response shall be sent to all invited Engineering Consultancy Firms.

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 sent in writing or by cable, electronic mail or telefax to all invited Consulting firms will have binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

## **3. 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:
- 3.4. 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.
- 3.5. Mandatory Documents to be attached with technical proposal are as under;
  - a. Valid National Tax Number of consultant(s).
  - b. Year of establishment supported by certificate from the Registrar of Firms / SECP.
  - c. A certificate / affidavit that the firm has not been blacklisted or debarred by any

Government / Autonomous / International Body.

- d. A certificate / affidavit that the firm has not been involved in any litigation with any university/ Government / Autonomous / International Body.
- e. Valid Certificate of Registration with Sindh Revenue Board (SRB).

**Note: Provision of the above documents is mandatory, in case of failure the firm/JV would not be considered for detailed evaluation.**

**Financial Proposal:**

- 3.6. 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 in local costs. Your financial proposal should be prepared using the formats attached as **Appendix-II**; else the proposal of applicant firm will be rejected.
- 3.7. The financial proposal shall also take into account the professional liability as provided under the relevant PEC Bye-Laws and cost of insurances.
- 3.8. Costs shall be expressed in Pak Rs. Inclusive of all taxes.
- 3.9. All the prevailing applicable Provincial and federal Govt. taxes will be deducted from the consultancy Fees. The proposal should be submitted inclusive of all prevailing 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 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 interlineation 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.
- 4.6. In case of sudden holiday on bid opening day, bid will be opened on next working day.

**5. PROPOSAL EVALUATION:**

**Method for selection of consultant as per SPPRA Rule 72 (3).**

Quality & Cost based Selection Method

5.1. Technical Score weightage: 70%

Financial Score Weightage: 30%

The evaluation of consultants shall be as carried out as under;

SN	Criteria	Weightage
<b>1</b>	<b>Experience of the Firm/ Joint Venture</b>	<b>60 points</b>
	Similar projects (development work in HEIs)	70% of 60 points (42 points)
	General Project completed or in hand	30% of 60 points (18 points)
<b>2</b>	<b>Quality of Core Team of the Firm/ Joint Venture</b> (the core team may comprise of <b>Team Leader, Senior, Structural Engr, Senior Architect, Public Health Engineer, Resident Engineer, Electrical Engineer, Geo-Technical Engineer, Networking Engineer.</b>	<b>30 points</b>
<b>3.</b>	<b>Financial Capability of Firm/Joint Venture</b>	<b>10 points</b>
	<b>Total</b>	<b>100 points</b>

**Technical Proposal Evaluation Criteria:**

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

The experience of firm shall be considered under two heads i.e. Similar Experience and General Experience. A maximum of 10 similar assignments (Developmental Works of Higher Education Institutions/ Universities only) of worth Rs. 500 Millions with the similar services.

Number of Projects	Weightage
3-5	20%
6-7	40%
8-9	70%
10	100%

Whereas; for General Experience, 10 general development projects (other than development works of Higher Education Institutions) of worth Rs. 500 Millions with similar services

Number of Projects	Weightage
3-5	20%
6-7	40%
8-9	70%
10	100%

**b. Evaluation of Quality of Staff.**

Nominated experts shall be evaluated on the basis of the following qualification as demonstrated in their C.V's.

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

**c. Evaluation of Financial Capability.**

Financial capability of firm shall be evaluated based on the following qualification:

- i. Annual Turnover of 50 Million or above for last three (03) years 100 percent
- ii. Annual Turnover of 25 Million or above for last three (03) years 75 percent
- iii. Annual Turnover of 10 Million or above for last three (03) years 50 percent

**1. Interpretation & Final Determination**

The interpretation and final determination of any matter relating to the RFP and all enclosed Documents, Sections, Annexure, Compliance Documents etc. as well as any additional or supplementary information required by GCUH, will be at GCUH's sole discretion which shall be final and binding on the Consulting Firms.

**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). There are four 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 and its financial capability. The weightage of the respective component shall be as under;

<b>SN</b>	<b>Component</b>	<b>Weightage</b>
1	Relevant Experience	<b>60</b>
2	Key Personnel	<b>30</b>
3	Financial Capability	<b>10</b>
<b>Total</b>		<b>100</b>

5.3. The firms obtaining 80% & above marks in technical evaluation will technically qualify and be called for financial proposal opening only, whereas the financial proposals of the firms obtaining less marks than 80% will be returned unopened.

#### 5.4. Technical Proposal Evaluation Criteria:

##### Mandatory Requirements:

S. No.	Criteria	Form Type
<b>1</b>	<b>RELEVANT EXPERIENCE</b>	
i	Transmittal Letter	Form-1
ii	Registration of Firm with Professional Body i.e. PEC/PCATP with minimum 5 years post registration working experience (MANDATORY)	
iii	National Tax Number (Certificate) (MANDATORY)	
iv	Sindh Revenue Board Tax Number (Certificate) (MANDATORY)	
v	Pre-qualification certificates / letter with Government/Autonomous bodies/Private Entities	
vi	Summary of Similar Projects completed by Consulting firm / Joint Venture	Form-2
vii	Detail of Similar Project Executed by the Consulting Firm/ Joint Venture	Form-3
viii	Summary of General Projects completed by Consulting firm / JOINT VENTURE	Form-4
ix	Detail of General Project Executed by the Consulting Firm/ Joint Venture	Form-5
x	Description of Approach, Methodology and Work Plan for Performing the Assignment	Form-6
xi	Photographs of the Projects	
xii	Forming of Consortium Document (MOU or Agreement) (MANDATORY)	
xiii	List of projects jointly completed by the firms in case of a Joint Venture (if any) (MANDATORY)	
xiv	Affidavit that firm is not blacklisted (MANDATORY)	
xv	Affidavit that Consortium/ Joint Venture is not involved in any arbitration / litigation with any client/employer (MANDATORY)	
<b>2</b>	<b>KEY PERSONNEL</b>	
i	Summary of Principle Staff working with Firm for the last 6 months	Form-7
ii	Detailed CVs of Principal Staff	Form-8
iii	Power of Attorney in case of Consortium/ Joint Venture (MANDATORY)	Form-9
iv	Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the PA (Procurement Authority). A - On the Terms of Reference B - On Counterpart Staff and Facilities	Form-10
v	Staffing Schedule	Form-11
vi	Work Plan/Activity Schedule	Form-12
<b>3</b>	<b>FINANCIAL CAPABILITIES</b>	
i	Annual Turnover of Accounts (Bank Statement) (Last 5 Years) (MANDATORY)	
ii	Audited Statement of Account and Turnover (Last 5 Years) (MANDATORY)	

**Note: Qualifying Marks 80/100**

**Financial Proposal Evaluation Criteria:  
For Quality Cost Based Selection**

- 5.5. 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.
- 5.6. The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) among the applicant shall be given a financial score (Sf) of 100 points. The financial scores of the proposals shall be computed as follows:

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

F

(F = amount of specific financial proposal)

- 5.7. Proposals, in the quality 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:

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

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

**6. NEGOTIATION (As per Rule-79 of SPPRA Rules 2010):**

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.

Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial draft contract by the conclusion of negotiations.

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.

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 unexpected delays in the starting date or incapacity of key professional staff for reasons of health.

7. The negotiations shall be concluded with a review of the draft form of the contract. The Client and the Consultants shall finalize the contract to conclude negotiations. If negotiations fail, the Client shall invite the Consultants that received the second highest score in ranking to Contract negotiations. The procedure will continue with the third in case the negotiation process is not successful with the second ranked consultants.

#### **8. AWARD OF CONTRACT:**

The contract shall be awarded after successful negotiations with the selected Consultants and approved by the competent authority. Upon successful completion of negotiations/initialing of the draft contract, the Client shall promptly inform the other Consultants that their proposals have not been selected. The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

#### **9. CONFIRMATION OF RECEIPT:**

Please inform the Client by 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.

**Scope for Conducting of Feasibility Study for the Establishment of GC University Hyderabad at the New Land (100 Acres)**

Following shall be the deliverables of the consultant:

**DELIVERABLES OF STUDY:** The following shall be the deliverables of the feasibility study:

- i. Executive Summary
- ii. Pakistan Socio-Economic Review
- iii. The feasibility study report that includes following:
  - a) Need Analysis,
  - b) Critical pre-requisites,
  - c) Development plan (phase-wise, year wise),
  - d) Propose future services to be offered by the university in the proposed facility,
  - e) Management Structure,
  - f) Propose Human Resources required for the sustainability of the project,
  - g) Propose site location for establishment of the facility,
  - h) Land survey & sub-soil investigation,
  - i) Master plan of the project.
  - j) Preliminary design of the buildings, infrastructure which includes boundary wall, security checks, main gate, roads, pathways, water supply, electricity, drainage, sewerage treatment etc.
  - k) Cost estimates based on covered areas.
  - L) Prepare of PC-I of the project

## Terms of Reference (TORs)

List of TOR's for the proposed feasibilities are as under. Detailed RFP for each study /report will be prepared accordingly. The study should focus on the following areas like:

### Academic Feasibility.

- The situation analysis of the existing educational facilities in Province (in general) and for Hyderabad (in particular) especially the availability of teaching staff, infrastructural facilities, their standard as well as the extent to which it covers the demand in the province and possibility of addressing regional and national demand as well.
- A demand analysis of the proposed university and similar teaching institutions in the region. This shall be carried out covering requirement, demand potential and the responding availability of the neighbouring teaching institutions. The study shall also cover the demand with respect to immediate area requirements, and on broader level covering national and regional parameters so as to clearly identify the full demand potential for the proposed University.
- The complete facility incorporating the university shall be developed into a comprehensive project. Identification of disciplines and programs to be initiated in a phased manner in proposed university. These should be based on the local needs and regional and international trends. Prepare detailed assessment of the manpower requirement and its availability.
- The concept design and its operating framework shall be identified including the identification and explanation of the legal and corporate framework of the entity undertaking the project for its effective execution and project implementation.
- A detailed business plan for each proposed program of university shall be developed incorporating all possible assumptions for costs and revenues and cash flow trend projections for 10 years of its operations in the shape of a fully integrated financial model. This will include but not be restricted to the following:-
  - Capital cost of the project and all other costs related thereto.
  - A complete financial detail of the project operations shall be provided covering review, operating cost, overheads, financing costs, taxes etc. As a result, a complete income statements balance sheet and cash flows of the project shall be prepared.
  - Financial analysis: a complete financial analysis of the project shall be made covering NPV, IRR risk and profitability coverage and overall assessment on the financial viability of the project.
  - Consultation with all stakeholders to develop the academic programs /degrees to be offered by the University.
  - Preparation of proposed vision and mission of the university.

### Master Planning of the University

- Complete Master Planning of the allotted 100 Acres of Land
- Bifurcation of Land in Zones like Academic, Residential, Commercial, Common Facilities
- Playgrounds and Green Areas ( Green Campus)
- Views of layout plan.
- Tentative Cost estimate (Proposed building/Infrastructure.
- Requirement of external development (Road network, Sewerage disposal. Water supply and horticulture etc)
- Execution plan /Phase distribution plan.

### **Geotechnical investigation:**

- Field explorations include boring and necessary tests.
- Collection of samples.
- Perform the laboratory test.
- Provide complete geotechnical report.
- Asses the bearing capacity of strata to carrying loads safely.
- Provide recommendations of foundations.

### **Topographic Surveys:**

- Arrange complete survey of the site.
- Get the levels of the surface at appropriate interval.
- Note all the existing features at site.
- Use latest equipment including total station etc.
- FRL/FSL identifying the levels of roads, nearby structures etc
- Provide all the survey drawings in Auto CAD format duly compiled.

### **Public Health Engineering:**

- Available Water Source / Network for the development.
- Under ground Water Quality and Quantity.
- Departmental Planning (if any) for expected water demand.
- Disposal Points for Sewerage and Storm Water.

### **Boundary wall of 100 Acres:**

- Drawings and Designs of B. Wall of 100 Acres with Security watch towers.
- Ornamental front B.wall
- Guard Rooms
- Design of Main Entrance Gate

### **Environmental Impact Assessment (EIA):**

- All effects of environment in the vicinity of the University.
- Assess the impact of all social issues such as but not limited to the noise pollution, air pollution, transportation, health, safety and weathering effects etc.

BIDDING DATA SHEET

	<p><b>Selection Procedure:-</b>  The Consultants shall be selected under the selection method of Quality and Cost Based Selection (QCBS). The procedure for opening of proposals will follow the principles of P.E.C./SPPRA as follows:-</p> <p>(i) <i>The bid shall comprise a <b>single package</b> containing two separate envelopes. Each envelope shall contain <b>separately the financial proposal and the technical proposal and evaluation to be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.</b></i></p> <p>(ii) <i>Initially, only the envelope marked “<b>TECHNICAL PROPOSAL</b>” be opened and the envelope marked as “<b>FINANCIAL PROPOSAL</b>” shall be retained in the custody of the procuring agency without being opened.  The procuring agency shall evaluate the technical proposal in a manner prescribed in advance in the RFP, <b>without reference to the price</b> and reject any <b>Technical Proposal</b> which manifests material deviation from the specified requirements.</i></p>
	<p>(iv) <i>During the technical evaluation no amendments in the technical proposal shall be permitted. After the evaluation and approval of the <b>TECHNICAL PROPOSAL</b>, the procuring agency, shall at a time within the bid validity period, publicly open the <b>FINANCIAL PROPOSALS</b> of the technically qualified firms at a time, date and venue announced and communicated to the Consultants in advance for the attendance of their authorized representative duly notified in advance.</i></p> <p>(v) <i>The proposals found to be highest ranked determined after the combined evaluation of <b>TECHNICAL</b> and <b>FINANCIAL</b> proposals obtaining highest total combined score as per prescribed procedure in the RFP shall be accepted.</i></p>
1.7	<p><b>The Documents are:</b></p> <ol style="list-style-type: none"> <li>1. Data Sheet</li> <li>2. Technical Proposal Forms for consultancy services</li> <li>3. Financial Proposal Form for consultancy services</li> <li>4. Terms of Reference (TOR)</li> <li>5. Appendices etc.</li> <li>6. Draft Form of Contract</li> </ol>

1.8	<p><b>The address of the Personnel for seeking clarification is:</b></p> <p><b>Project Coordinator</b>  <b>Government College University, Hyderabad.</b></p> <p>Mob#: 0300-3430234  <b>Email:</b> <a href="mailto:p.c@gcu.edu.pk">p.c@gcu.edu.pk</a>  <a href="mailto:kaleemshaikh20@yahoo.com">kaleemshaikh20@yahoo.com</a></p>
1.9	<p><b>Proposed key staff shall be employees, who are employed with the respective Consultant for at least six months prior to submission of this proposal:</b></p> <p>The Consultant has to submit verifiable proof of employment failure to which results in non-consideration of staff.</p>
3.2	<p>Consultant will return the endorsed RFP (each page must be signed) along with the proposal.</p>

Sincerely,

Project Coordinator  
Govt. College University,  
Hyderabad.

**Enclosures**

- Sample Forms for:-
- Technical Proposal
- Financial Proposal
- Terms of References
  
- Contract for Engineering Consultancy Services

**APPENDIX-I**  
**TECHNICAL PROPOSAL FORMS**

**Transmittal letter**

**Project Coordinator**

Government College University Hyderabad.

Subject: **Proposal Document for Selection of Consultants**

**INFORMATION FORM**

1. Name of consultant [Lead partner if association]
  - Address
  - Telephone No(s)
  - Fax Number
  - E-mail Address
  - Registration No. with PEC along with Registered Office Address.
  - Year of Establishment of Company
2. Description of consulting firm (ownership/organization)
3. Regional Registered Offices other than Head Office
4. Experience (Number of Years)
  - Local/national experience:
  - International experience:
5. Name(s) and Address(es) of Associates, if a Joint Venture; their short description and description of their role in the Joint Venture /Association.
6. Experience of the Consultants (on appended forms) during the past 10 years:
  - Specific: (10 Projects of similar magnitude and complexity)
  - General: (10 Projects in all fields but not completely relevant)
7. Organization chart showing consultant's structure.
8. Capital of consultant (Audited Financial Statements for the latest three years).
  - Subsidiaries and associates.
  - Annual fees in the last five years in current index.
  - Financial reference [ name/address of bank(s)]
9. Professional staff available for the assignment on the appended format.
10. Additional information.

Yours truly,

Name of Authorized Representative

Position :

Date :

**Summary of Similar Projects (HEI’s / Universities)**

A maximum of **10** similar assignments (developmental works of HEI’s) worth amount more than Rs.500 million, which are completed by the Consulting Firm/Joint Venture partners in the last ten years

SN	Name of the Project	Location Province/ Country	Client & Contact No.	Project Cost (m. Rs.)	Project Duration (pl. mention start and end dates)	Handled as: Single Firm/: S Lead Firm/: L Joint Venture :J Partner	Total Cost of Services (m. Rs.)	Cost of services Provided by the Firm (in case of JV)	<b>Scope of Services</b> Feasibility : F Survey: S Quality Control: Q Design : D Construction Supervision.:C	Additional Information (if any)

Completion certificates of completed and performance certificate of ongoing project be provided duly signed by the authorized person of the clients.

GCUH, Hyderabad has the right to contact directly to the clients for feedback on the completed work and in case of negative feedback; no weightage/credit shall be given for that assignment. In case of negative feedback from 2 or more clients, may to disqualify the consulting firm/JV.

**DETAIL OF FIRM'S REFERENCE**

**Relevant experience of HEI's/ Univ. only in similar projects of worth Rs.500 million+ each carried out in the last Ten (10) years which best illustrate specific qualifications**

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):	11. Completion Date (Month/Year):	12. Approx. Value of Services.
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.) and Supervision staff (including Resident Engineer, Site Engineer, Quantity surveyor, Sub Engineer) involved and functions performed:		
16. Narrative Description of Project :		
17. Description of Actual Services Provided by Your Staff:		

Signatures of Authorized Representative \_\_\_\_\_

**SUMMARY OF GENERAL WORK ASSIGNMENTS (OTHER THAN HEI'S UNIVERSITIES)**

A maximum of **10** general assignments (other than developmental works of HEI's) worth amount of more than Rs. 500 million, which are completed by the Consulting Firm/Joint Venture partners in the last ten years

SN	Name of the Project	Location Province/ Country	Client & Contact No.	Project Cost (m. Rs.)	Project Duration (pl. mention start and end dates)	Handled as: Single Firm/: S Lead Firm/: L Joint Venture :J Partner	Total Cost of Services (m. Rs.)	Cost of services Provided by the Firm (in case of JV)	Scope of Services Feasibility : F Survey: S Quality Control: Q Design : D Construction Supervision :C	Additional Information (if any)

Completion certificates of completed and performance certificate of ongoing project be provided duly signed by the authorized person of the client(s).

GCUH, Hyderabad has the right to contact directly to the clients for feedback on the completed work and in case of negative feedback no weightage/credit shall be given for that assignment. In case of negative feedback from 2 or more clients, may to disqualify the consulting firm/JV.

### DETAIL OF FIRM'S EXPERIENCE

**Relevant experience of HEI's/ Univ. only in general projects of worth Rs.500 million+ each carried out in the last Ten (10) years which best illustrate specific qualifications**

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):	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:			

Signatures of Authorized Representative \_\_\_\_\_



**CONSULTANTS WRITTEN MATERIAL ON UNDERSTANDING OF  
THE OBJECTIVES OF THE ASSIGNMENT,  
APPROACH AND METHODOLOGY,  
PROPOSED FOR PERFORMING THE ASSIGNMENT FOR:**

-

- (1) **Detailed Design of Buildings**
- (2) **Documentation (Bidding Documents)**
- (3) *[Conceptual Design of buildings, Master plan layout, technical approach, and methodology and work plan are key components of the Technical Proposal. Consultants are suggested to present the Technical Proposal divided into the following chapters]*

- (a) Technical Approach & Methodology*
- (b) Conceptual Design / Work Plan, and*
- (c) 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 consultant's 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) Conceptual Design / Work Plan**

In this Chapter Consultants should submit the conceptual design of buildings and basic Master Plan suggestion for Clients' review and numbering. The proposed Work Plan should be consistent with technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of final documents, including reports, drawings and tables to be delivered as final output, should be included here.

**(c) 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.

**Summary of Proposed key Professionals**

SN	Description	Team Leader		Senior Structural Engr.		Senior Architect		Public Health Engineer		Resident Engineer		Electrical Engineer		Geo-Technical Engineer		Networking Engineer	
		Name		Name		Name		Name		Name		Name		Name		Name	
A	Academic & General Qualification																
	a. Bachelors (Specific Discipline)	Yes/No		Yes/No		Yes/No		Yes/No		Yes/No		Yes/No		Yes/No		Yes/No	
	b. Masters (Specific Discipline)	Yes/No		Yes/No		Yes/No		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		Yrs		Yrs		N/A		N/A		N/A		N/A		N/A	
	b. Experience as senior professional	Yrs		Yrs		Yrs		Yrs		Yrs		Yrs		Yrs		Yrs	
	c. Experience as Junior Professional	Yrs		Yrs		Yrs		Yrs		Yrs		Yrs		Yrs		Yrs	
B-2	General Experience	Yrs		Yrs		Yrs		Yrs		Yrs		Yrs		Yrs		Yrs	

**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:**

**Dated:**

### Power of Attorney

IMPORTANT NOTICE: Power of Attorney to be printed on stamp paper signed and notarized. In the case of a Pakistani Attorney, a copy of his national identity card (“NIC”) should be attached with the Power of Attorney. In the case of a non-Pakistani Attorney, a copy of his passport should be attached. ]

#### 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 Government College University, Hyderabad 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 and construction 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 Government College University, Hyderabad connection with the Consultancy service feasibility studies, Surveys & Investigation, preparation of tender design, tender documents, detail design and construction detailed supervision;
- to immediately notify Government College University, Hyderabad in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.

\_\_\_\_\_ [*Insert name of Consortium Firm*] does hereby ratify and confirm whatever

the Attorney shall do by virtue of these present.

WITNESSES:

1. \_\_\_\_\_

2. \_\_\_\_\_

NOTARY PUBLIC:

\_\_\_\_\_

[INSERT NAME OF GRANTOR]

For:

\_\_\_\_\_

By:

Its:

**COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE  
AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED  
BY THE PA**

---

*A – On the Terms of Reference*

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

***B - On Counterpart Staff and Facilities***

[Comment here on counterpart staff and facilities to be provided by the PA according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]

## STAFFING SCHEDULE

Form - 11

No.	Name of Staff	Staff input (in the form of a bar chart) <sup>2</sup>														Total staff-month input			
		1	2	3	4	5	6	7	8	9	10	11	12	N	Home	Field <sup>3</sup>	Total		
<b>Foreign</b>																			
1		[Home]																	
		[Field]																	
2																			
3																			
n																			
<b>Local</b>														<b>Sub Total</b>					
1		[Home]																	
		[Field]																	
2																			
n																			
														<b>Sub Total</b>					
														<b>Total</b>					

- 1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: drafters, clerical staff, etc.).
- 2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and fieldwork.
- 3 Field work means work carried out at a place other than the Consultant's home office.

Full time input Part time input

### WORK PLAN/ACTIVITY SCHEDULE

Items of Work/Activities	Monthly Plan from date of assignment (in the form of a Bar Chart)																														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	

**APPENDIX-II**  
**FINANCIAL PROPOSAL FORM**

## FINANCIAL PROPOSAL FORM

S N	Description	Units	Qty	Quoted Unit Rate (Pak Rs.)	Quoted Amount (Pak Rs.)
1	<p><b><u>Master Planning of the University</u></b></p> <ul style="list-style-type: none"> <li>• Complete Master Planning of the allotted 100 Acres of Land</li> <li>• Bifurcation of Land in Zones like Academic, Residential, Commercial, Common Facilities</li> <li>• Playgrounds and Green Areas ( Green Campus)</li> <li>• Views of layout plan.</li> <li>• Tentative Cost estimate (Proposed building/Infrastructure.</li> <li>• Requirement of external development (Road network, Sewerage disposal. Water supply and horticulture etc)</li> <li>• Execution plan /Phase distribution plan.</li> </ul>		LS		
2	<p><b><u>Geotechnical investigation:</u></b></p> <ul style="list-style-type: none"> <li>• Field explorations include boring and necessary tests.</li> <li>• Collection of samples.</li> <li>• Perform the laboratory test.</li> <li>• Provide complete geotechnical report.</li> <li>• Asses the bearing capacity of strata to carrying loads safely.</li> <li>• Provide recommendations of foundations.</li> </ul>		LS		
3	<p><b><u>Topographic Surveys:</u></b></p> <ul style="list-style-type: none"> <li>• Arrange complete survey of the site.</li> <li>• Get the levels of the surface at appropriate interval.</li> <li>• Note all the existing features at site.</li> <li>• Use latest equipment including total station etc.</li> <li>• FRL/FSL identifying the levels of roads, nearby structures etc</li> <li>• Provide all the survey drawings in Auto CAD format duly compiled.</li> </ul>		LS		

4	<p><b><u>Public Health Engineering:</u></b></p> <ul style="list-style-type: none"> <li>• Available Water Source / Network for the development.</li> <li>• Under ground Water Quality and Quantity.</li> <li>• Departmental Planning (if any) for expected water demand.</li> <li>• Disposal Points for Sewerage and Storm Water.</li> </ul>		LS		
5	<p><b><u>Boundary wall of 100 Acres:</u></b></p> <ul style="list-style-type: none"> <li>• Drawings and Designs of B. Wall of 100 Acres with Security watch towers.</li> <li>• Ornamental front B.wall</li> <li>• Guard Rooms</li> <li>• Design of Main Entrance Gate</li> </ul>		LS		
6	<p><b><u>Environmental Impact Assessment (EIA):</u></b></p> <ul style="list-style-type: none"> <li>• All effects of environment in the vicinity of the University.</li> <li>• Assess the impact of all social issues such as but not limited to the noise pollution, air pollution, transportation, health, safety and weathering effects etc.</li> </ul>		LS		
<b>GRAND TOTAL (Pak Rs.)</b>					
<b>Total Amount in words:</b>					

**Important Note:**

- i. Payments are subjected to availability of funds from funding agency.
- ii. The quoted rate lump-sum cost includes all Salary, direct or indirect Cost, technical support of other resources, (Non-Salary Cost, overheads & Contingencies, Govt. taxes etc.) & there will be no additional payment admissible on part of the client.
- iii. Supervision charges will be paid on the basis of Physical progress at the site duly supported by progress report as per schedule and agreement.
- iv. 10 % of each payment shall be retained until successful completion of defect liability period of the project. The retained amount shall be released after Consultants issues defect liability certificate, as built drawings in (AutoCAD, PDF and hard form) and final structures safety/ stability certificates.
- v. No payment will be made to the consultants regarding increase in completion cost due to the variation in quantities occurring due to miscalculation of quantities / incorrect estimation by the consultants.
- vi. No payment will be made to the consultants regarding escalation charges and interest during construction of the project (if any).
- vii. Above quoted rates should be inclusive of all applicable government taxes which will be recovered at source at the time of making payment.
- viii. If a design and drawing of a building is totally a ditto copy of any other building then the consultant will be paid half of the cost of detail designing and documentation fee of the project as replica charges

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

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

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

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

Stamp/Seal:

## (INTEGRITY PACT)

### HIRING OF CONSULTANCY SERVICES FOR FEASIBILITY STUDY, MASTER PLANNING AND SUPERVISION FOR THE ESTABLISHMENT OF GOVERNMENT COLLEGE UNIVERSITY HYDERABAD.

Contract No \_\_\_\_\_  
Contract Value: \_\_\_\_\_

Dated: \_\_\_\_\_  
Contract Title: \_\_\_\_\_

..... [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [name of Supplier] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Name of Buyer: .....

Name of Seller/Supplier: .....

Signature: .....

Signature: .....

[Seal]

[Seal]