



**OFFICE OF THE PROJECT MANAGER  
LOCAL GOVERNMENT PROJECT  
GOVERNMENT OF SINDH**

Address: Ground Floor, Annexe Building, Old KBCA Building, behind Civic Centre, Gulshan-e-Iqbal, Karachi

No. PM/LGP/GOS/ 002 /2026

Dated: 7<sup>th</sup> January 2026

To,  
The Director Information,  
Government of Sindh,  
**KARACHI.**

*[Handwritten signature]*  
07/01/26  
R&I Incharge  
Information Section  
Local Government Department  
Government of Sindh, Karachi

**SUBJECT:- PUBLICATION OF RFP FOR THE CONSULTANCY SERVICES PERTAINS TO LOCAL GOVERNMENT PROJECTS, GOVERNMENT OF SINDH, KARACHI.**

Ref # :- No. PM/LGP/GOS/001/2026 Dated: 7<sup>th</sup> January 2026

Enclosed please find herewith (07) Seven Copies of the subject NIT with a request to publish in not more than three (03) widely circulated leading daily newspaper in English, Urdu and Sindhi.

*[Handwritten signature]*  
**Project Manager (Mega Projects) /  
Chairman Consultant Selection Committee,  
Local Government Projects  
Government of Sindh**

C.C. to:-

1. Project Director, Mega Projects, Local Government Projects, GOS.
2. PS to Secretary Local Government Department, GOS
3. Dy. Director Accounts (Projects), LGP, GOS
4. All Consultant Selection Committee (Members / Secretary), LGP, GOS
5. Office copy



OFFICE OF THE PROJECT MANAGER (MEGA PROJECTS)  
LOCAL GOVERNMENT DEPARTMENT,  
GOVERNMENT OF SINDH

Project Manager (Mega Projects), Local Government Department  
Room No 05, Ground Floor, Annexe Old KBCA Building,  
Behind Civic Centre, Gulshan-e-Iqbal, Karachi

No. PM/LGP/GOS/001/2026

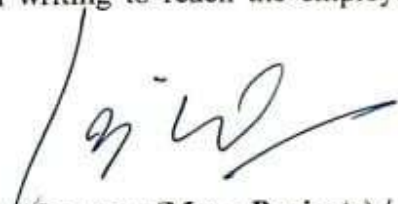
Dated: 7<sup>th</sup> January 2026

REQUEST FOR PROPOSAL  
FOR  
CONSULTANCY SERVICES FOR DESIGN AND CONSTRUCTION SUPERVISION OF  
ROADS, BRIDGES, FLYOVERS, UNDERPASSES, WATER SUPPLY, SEWERAGE  
SYSTEM, STORM WATER DRAINAGE SYSTEM, BUILDINGS & PARKS ETC FOR  
VARIOUS PROJECTS UNDER KARACHI MEGA PROJECT SCHEMES.

1. Local Government Department Government of Sindh intends to hire/engage a Consultant (Engineering Organization or Firm) for Consultancy Services for Planning and Design and Construction Supervision of Roads, Bridges, Flyovers, Underpasses, Storm Water Drainage System, Parks & Buildings etc. of various Projects and execute Umbrella Contract Agreement.
2. Proposals are invited from reputable Consultant (Engineering Organization or Firm) having valid Pakistan Engineering Council (PEC) Registration Certificate in relevant field along with enlistment on Active Taxpayer List of Federal Board of Revenue and detail eligibility criteria provided in RFP Document.
3. Interested bidders are requested to register their firm(s) / company(s) on SPPRA website of "EPADS" (<http://portalsindh.eprocurement.gov.pk>) for submission of e-bid.
4. The Request for Proposal (RFP) Documents can be downloaded from "EPADS" (<http://portalsindh.eprocurement.gov.pk>). The companies should have valid registration and relevant technical and financial expertise to carry out the said task and no conflict of interest.
5. Procurement will be carried out by adopting "**Single Stage – Two Envelope Procedure**". The interested consultancy firms must be submitted their Proposals (Technical & Financial) ONLINE only via the SPPRA e-Procurement System "EPADS" (<http://portalsindh.eprocurement.gov.pk>) both the Technical and Financial Proposal shall be submitted / uploaded in respective sections and manual physical submissions will not be accepted.
6. Proposals shall be submitted online on or before **29-01-2026 by 02.00 P.M** and only the Technical Proposals will be initially opened on the same date at **2:30 PM** in the office of the Project Manager, Local Government Projects, GOS and be clearly marked "RFP-Consultancy Services for Design and Construction Supervision of Roads, Bridges, Flyovers, Underpasses, Storm Water Drainage System, Parks & Buildings etc. for various projects in Karachi", in the presence of the Consultant Selection Committee as well as the presence of the Consultant(s) or their authorized representatives of interested firms, if desired.



7. Consultants are required to submit their proposal strictly in accordance with the Instructions to Consultants (ITC), Data Sheet of ITC and RFP Notice.
8. The Financial Proposals of Technically Qualified Firm shall be opened after Technical Evaluation. Other details are provided in RFP.
9. The Firms providing unsubstantiated and/or incorrect information are liable to legal action and/or disqualification.
10. This advertisement is also available on SPPRA Website.
11. The Procuring Agency reserves the right to reject all the proposals as per SPPRA Rules.
12. Pre-Bid Conference will be held on **22-01-2026 at 2:30 PM** in the office of the Project Manager, Local Government Projects, GOS situated at Room # 05, Ground Floor, Annexe Building, Old KBCA Building behind Civic Centre, Gulshan-e-Iqbal, Karachi. The firms are requested to submit any question in writing to reach the employer not later than one week before the meeting.

  
**Project Manager (Mega Projects) /  
Chairman Consultant Selection Committee,  
Local Government Projects  
Government of Sindh**

**Not to be Published:**

**Director (Information Department) GOS, (w.r.t. advertise in the newspapers)**

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4. All Consultant Selection Committee (Members / Secretary), LGP, GOS
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Business  
Recorder  
on 01/01/2026



**OFFICE OF THE PROJECT MANAGER  
(MEGA PROJECTS)  
LOCAL GOVERNMENT DEPARTMENT,  
GOVERNMENT OF SINDH**

Project Manager (Mega Projects),  
Local Government Department,  
Room No 03, Ground Floor, Annex Old KBCA Building,  
Behind Civic Centre, Gulshan-e-Iqbal, Karachi

No. PM/LGP/GOS/ 001/2026

Dated: 7th January 2026

**REQUEST FOR PROPOSAL  
FOR**

**CONSULTANCY SERVICES FOR DESIGN AND  
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**Project Manager (Mega Projects)/**  
Chairman Consultant Selection Committee,  
Local Government Projects  
Government of Sindh

INT/KHY/0005/2026

**WORK FOR SINDH**

[www.work4sindh.com](http://www.work4sindh.com)

JOB PORTAL BY  
INFORMATION DEPARTMENT

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**GOVERNMENT OF SINDH  
LOCAL GOVERNMENT & HTP DEPARTMENT**

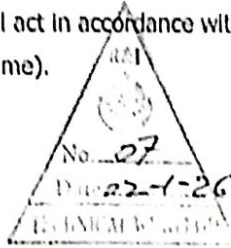
**NOTIFICATION**

**No:LG/Dir/Tech.Wing/DD(Tech)/901(31-PD-Mega)/2026** - In pursuance of Rule-67 of the Sindh Public Procurement Rules, 2010 (as amended from time to time), and with the approval of the Competent Authority, a **Consultant Selection Committee (CSC)** is hereby for the procurement proceedings for Consultant Selection / Hiring for **Local Government Projects (Mega) Karachi** with the following composition and terms of reference:

1.	Mr. Tariq Aziz Baloch, Project Manager (Mega), Local Govt. Project, Karachi.	Chairman
2.	Mr. Muhammad Suhail (XEN-Contracts) (Mega), Local Govt. Project, Karachi.	Member / Secretary
3.	Deputy Director (Technical) Technical Wing, LG&HTP Department, Karachi.	Member
4.	Nominee of Planning & Development Department ( <b>Not below the rank of BS-18</b> ).	Member
5.	Nominee of Finance Department ( <b>Not below the rank of BS-18</b> ).	Member

**Terms of Reference**

- The Committee shall act in accordance with Rule-67 of the Sindh Public Procurement Rules, 2010 (as amended from time to time).



**- SECRETARY TO GOVERNMENT OF SINDH  
LOCAL GOVERNMENT & HTP DEPARTMENT -**

**No: LG/Dir/Tech.Wing/DD(Tech)/901(31-PD-Mega)/2026/07** Karachi, dated: 02<sup>nd</sup> January, 2026

A copy is forwarded for information & necessary action to:-

- The Chairman, Planning and Development Board, GoS, Karachi with request to nominate the **Representative of P&D Department for CSC Committee.**
- The Principal Secretary to Chief Minister Sindh
- The Secretary Finance, GoS, Karachi with request to nominate the **Representative of Finance Department for CSC Committee.**
- The Managing Director, Sindh Public Procurement Regulatory Authority, GoS, Karachi.
- The Accountant General Sindh, Karachi.
- The Chairman/Member of the CRC Committee
- The Special Secretary (Technical) Local Govt. Department.
- The Deputy Secretary (Staff) to Chief Secretary Sindh, Karachi.
- PS to Minister, Local Government Department, GoS, Karachi
- PS to Secretary Local Govt & HTP Department.
- Office File.

**(IRFAN HYDER ABBASI)  
DEPUTY DIRECTOR (TECHNICAL)**



**GOVERNMENT OF SINDH  
LOCAL GOVERNMENT & HTP DEPARTMENT**

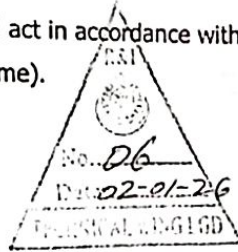
**NOTIFICATION**

**No:LG/Dir/Tech.Wing/DD(Tech)/901(31-PD-Mega)/2026:** - In pursuance of Rule-31 of the Sindh Public Procurement Rules, 2010 (as amended from time to time), and with the approval of the Competent Authority, a **Complaint Redressal Committee (CRC)** is hereby constituted to address complaints of bidders that may arise during the procurement proceedings for Consultant Selection / Hiring for **Local Government Projects (Mega) Karachi** with the following composition and terms of reference:

1.	Project Director (Mega), Local Government Project, Karachi.	Chairman
2.	Mr. Yousuf Iqbal, Independent Professional.	Member / Secretary
3.	Representative of the Accountant General, Sindh.	Member

**Terms of Reference**

2. The Committee shall act in accordance with Rule-31 of the Sindh Public Procurement Rules, 2010 (as amended from time to time).



- SECRETARY TO GOVERNMENT OF SINDH  
LOCAL GOVERNMENT & HTP DEPARTMENT -

**No:LG/Dir/Tech.Wing/DD(Tech)/901(31-PD-Mega)/2026/** Karachi, dated: 02<sup>nd</sup> January, 2026

A copy is forwarded for information & necessary action to: -

1. The Chairman, Planning and Development Board, GoS, Karachi
2. The Principal Secretary to Chief Minister Sindh
3. The Secretary Finance, GoS, Karachi.
4. The Managing Director, Sindh Public Procurement Regulatory Authority, GoS, Karachi.
5. The Accountant General Sindh, Karachi, **with request to nominate the Representative of AG Sindh for the CRC Committee.**
6. The Chairman/Member of the CRC Committee
7. The Special Secretary (Technical) Local Govt. Department.
8. The Deputy Secretary (Staff) to Chief Secretary Sindh, Karachi.
9. PS to Minister, Local Government Department, GoS, Karachi
10. PS to Secretary Local Govt & HTP Department.
11. Office File

(IRFAN HYDER ABBASI)  
DEPUTY DIRECTOR (TECHNICAL)





No. SO(Admn-I)1(71)/2024  
**GOVERNMENT OF SINDH**  
**FINANCE DEPARTMENT**  
Karachi dated 9<sup>th</sup> January, 2026

To,

The Secretary,  
Local Government & Housing Town Planning Department,  
Government of Sindh,  
**Karachi.**

**SUBJECT: CONSULTANT SELECTION COMMITTEE (CSC) FOR HIRING OF LOCAL GOVERNMENT PROJECTS (MEGA) KARACHI.**

I am directed to refer to your notification No. LG/Dir/Tech.Wing/DD(Tech)/901(31-PD-Mega)/2026 Dated: 02-01-2026 on the subject noted above and to inform that the following officer of this department is nominated as member to attend all the meetings of aforementioned consultant selection committee:

Designation	Contact No.
Deputy Secretary (Dev-II)	021-99222172

  
(DR. MARJAN FATIMA)  
Section Officer (Admn-I)

No. FD S.O(Admn-I)1(71)/2024

Karachi, dated the 9<sup>th</sup> January, 2026.

A copy is forwarded for information and further necessary action to: -

1. The Special Finance Secretary (Admn/SR), Finance Department, Govt of Sindh.
2. The Additional Finance Secretary (Admn), Finance Department, Govt of Sindh.
3. The Deputy Secretary (Admn & Acc.), Finance Department, Govt of Sindh.
4. The Officer concerned (copy enclosed).
5. The Deputy Director (Technical), Local Government & Housing Town Planning Department, Govt. of Sindh, Karachi (with reference to his notification mentioned above).
6. The R.O to Finance Secretary.
7. Officer order file/Personal File.

  
Section Officer (Admn-I)



NO: SO (ADMN-I) (P&D)12(97)/2020  
GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT

Karachi, Dated 14<sup>th</sup> January, 2026

To,

The Secretary,  
Local Government & HTP Department,  
Government of Sindh  
Karachi

SUBJECT: NOMINATION OF REPRESENTATIVE OF PLANNING & DEVELOPMENT DEPARTMENT IN THE CONSULTANT SELECTION COMMITTEE.

I am directed to refer to Local Government & HTP Department's Notification No. LG/Dir/Tech/Wing/DD(Tech)/901(31-PD-Mega)/2026, dated 02.01.2026 and in supersession of this department's letter of even number dated 08<sup>th</sup> January, 2026. Mr. Taha Ahmed, Assistant Chief (BS-18), PP&H-II Section is nominated as representative of Planning & Development Department in the Consultant Selection Committee *for procurement proceeding for Consultant Selection / Hiring for Local Government Project (Mega), Karachi.*

2. His contact detail is as under:  
Cell: 0335-2034251



(SAEED S. KEERIO)  
SECTION OFFICER (ADMN.I)  
PH: 021-99211926

C.C


- The Member (E&I), P&D Board, Sindh.
- Mr. Abdul Majid Shaikh, Assistant Chief (BS-18), PP&H-II, P&D Department, Govt. of Sindh.
- Mr. Taha Ahmed, Assistant Chief (BS-18), PP&H-II Section PP&H-II, P&D Department, Govt. of Sindh.
- The Deputy Director (Tech), Local Government & HTP Department, Govt. of Sindh, w/r to his letter cited above.
- P.S. to Chairman, P&D Board, Govt. of Sindh, Karachi.
- P.S. to Secretary (P), P&D Department, Govt. of Sindh, Karachi.

(SAEED S. KEERIO)  
SECTION OFFICER (ADMN.I)

**OFFICE OF THE PROJECT MANAGER (MEGA PROJECTS)**  
**LOCAL GOVERNMENT PROJECT**  
**GOVERNMENT OF SINDH**

**ANNUAL PROCUREMENT PLAN FOR THE YEAR 2025-26**

Sr. #	Description	Quantity (Where Applicable)	Estimated Unit Cost (Where Applicable)	Estimated Total Cost (in Rs.)	Funds Allocation	Source of Funds ADP /Non ADP	Proposed Procurement Method	Timing of Procurement				Remarks
								1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.	
1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Construction of junction at Shahrah-e-Bhutto & Korangi Causeway Bridge near Qayoomabad, Korangi	N.A.	N.A.	1792.480	Yes	ADP	Single Stage Two Envelope					
2.	Selection of Consultant for Planning, Design and Construction Supervision of Roads, Bridges, Flyovers, Underpasses, Storm Water Drainage System, Buildings for various Mega Projects in Karachi.	N/A	N/A	400.00 Million (Tentative)	Yes	ADP	Single Stage-Two Envelope					

  
**Project Manager (Mega Projects)**  
**Local Government Project,**  
**Government of Sindh.**





# **LOCAL GOVERNMENT DEPARTMENT GOVERNMENT OF SINDH**

## **REQUEST FOR PROPOSAL**

**SELECTION OF CONSULTANTS FOR PLANNING, DESIGN  
AND CONSTRUCTION SUPERVISION OF ROADS, BRIDGES,  
FLYOVERS, UNDERPASSES, STORM WATER DRAINAGE  
SYSTEM, BUILDINGS  
FOR VARIOUS MEGA PROJECTS IN KARACHI**

**Quality & Cost Based Selection (QCBS) Method**

**DECEMBER 2025**

**UMBRELLA CONTRACT AGREEMENT FOR CONSULTANCY SERVICES**  
**FOR LOCAL GOVERNMENT DEPARTMENT MEGA PROJECTS, KARACHI**

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## **Section 1: Request for Proposal**





OFFICE OF THE PROJECT MANAGER (MEGA PROJECTS)  
LOCAL GOVERNMENT DEPARTMENT,  
GOVERNMENT OF SINDH

Project Manager (Mega Projects), Local Government Department  
Room No 05, Ground Floor, Annexe Old KBCA Building,  
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No. PM/LGP/GOS/001/2026

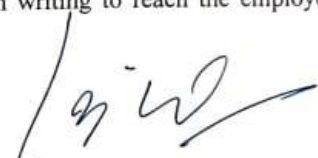
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REQUEST FOR PROPOSAL  
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## **Section 2**

### **Instructions to Consultants (Including Data Sheet)**



# Instructions to Consultants

## 1. Definitions

- (a) “Procuring Agency (PA)” means the department with which the selected Consultant signs the Contract for the Services.
- (b) “Consultant” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals
- (c) “Contract” means an agreement enforceable by law and includes General and Special Conditions of the contract.
- (d) “Data Sheet” means such part of the Instructions to Consultants that is used to reflect specific assignment conditions.
- (e) “Day” means calendar day including holiday.
- (f) “Government” means the Government of Sindh.
- (g) “Instructions to Consultants” (Section 2 of the RFP) means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
- (h) “LOI” (Section 1 of the RFP) means the Letter of Invitation sent by the procuring agency to the Consultant.
- (i) “Proposal” means the Technical Proposal and the Financial Proposal.
- (j) “RFP” means the Request For Proposal prepared by the procuring Agency for the selection of Consultants.
- (k) “Sub-Consultant” means any person or entity to whom the Consultant subcontracts any part of the Services.
- (l) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the procuring agency and the Consultant, and expected results and deliverables of the assignment.

## 2. Introduction

- 2.1 The Procuring agency named in the Data Sheet will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 2.2 The eligible Consultants (shortlisted if so) are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 2.3 Consultants should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Consultants are encouraged to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal

conference is, however, optional. Consultants may liaise with procuring agency's representative named in the Data Sheet for gaining better insight into the assignment.

- 2.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Agency reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.
- 2.5 Procuring Agency may provide facilities and inputs as specified in Data Sheet.

### **3. Conflict of Interest**

- 3.1.1 Consultants are required to provide professional, objective, and impartial advice and holding the Procuring Agency interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Agency, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.
- 3.1.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
  - (i) A consultant that has been engaged by the procuring agency to provide goods, works or services other than consulting services for a project, any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation
  - (ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.
  - (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Procuring Agency's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the

	conflict stemming from this relationship has been resolved.
<b>Conflicting Relationships</b>	<p>3.2 Government officials and civil servants may be hired as consultants only if:</p> <ul style="list-style-type: none"> <li>(i) They are on leave of absence without pay;</li> <li>(ii) They are not being hired by the agency they were working for, six months prior to going on leave; and</li> <li>(iii) Their employment would not give rise to any conflict of interest.</li> </ul>
<b>4. Fraud and Corruption</b>	<p>It is Government's policy that Consultants under the contract(s), observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Agency follows the instructions contained in Sindh Public procurement Rules 2010 which defines:</p> <p>“ corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another party for wrongful gain or any act or omission ,including misrepresentation, that knowingly or recklessly misleads or attempt mislead a party to obtain a financial or other benefit or to avoid an obligation; Under Rule 35 of SPPR 2010, “The PA can inter-alia blacklist Bidders found to be indulging in corrupt or fraudulent practices. Such</p> <p>barring action shall be duly publicized and communicated to the SPPRA. Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard”.</p>
<b>5. Integrity Pact</b>	Pursuant to Rule 89 of SPPR 2010 Consultant undertakes to sign an Integrity pact in accordance with prescribed format attached hereto for all the procurements estimated to exceed Rs. 2.5 million. (Annex-A)
<b>6. Eligible Consultants</b>	<p>6.1 If short listing process has been undertaken through REOI, as outlined under Rule 73 and 74 of SPPR2010 for the Contract(s) for which these RFP documents are being issued, those firms - in case of Joint Ventures with the same partner(s) and Joint Venture structure - that had been pre-qualified are eligible.</p> <p>6.2 Short listed consultants emerging from request of expression of interest are eligible.</p>
<b>7. Eligibility of Sub-Consultants</b>	A shortlisted Consultant would not be allowed to associate with Consultants who have failed to qualify the short listing process.
<b>8. Only one Proposal</b>	Shortlisted Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub-Consultant, including individual experts, to more than one proposal is not allowed.
<b>9. Proposal Validity</b>	9.1 The Data Sheet indicates Proposals validity that shall not be more than 90 days in case of National Competitive Bidding (NCB) and 120 days in case of International competitive Bidding (ICB). During this period, Consultants shall maintain

the availability of Professional staff nominated in the Proposal. The Procuring Agency will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Agency may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants may submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

- 9.2 Consultants shall submit required bid security along with financial proposal defined in the data sheet (which shall not be less than one percent and shall not exceed five percent of bid amount).

## **10. Clarification and Amendment in RFP Documents**

- 10.1 Consultants may request for a clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of proposal. The procuring agency shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry. Should the PA deem it necessary to amend the RFP as a result of a clarification, it shall do so.
- 10.2 At any time before the submission of Proposals, the Procuring Agency may amend the RFP by issuing an addendum/corrigendum in writing. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Procuring Agency may, if the amendment is substantial, extend the deadline for the submission of Proposals.

## **11. Preparation of Proposals**

- 11.1 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of personnel) in providing the information requested may result in rejection of a Proposal.
- 11.2 The estimate number of professional staff months or the budget required for executing the assignment should be shown in the data sheet, but not both. However, proposal shall be based on the professional staff month or budget estimated by the consultant.

## **12. Language**

The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency shall be written in English. However it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.



### **13. Technical Proposal Format and Content**

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

- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy, as appropriate. The international consultants are encouraged to seek the participation of local consultants by entering into a joint venture with, or subcontracting part of the assignment to, national consultants.
- (ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the firm. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- (iv) Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under similar geographical condition.
- (v) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall be submitted for each position.

13.2 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

- (i) A brief description of the consultant organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
- (ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the PA (Section 3C).
- (iii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
- (iv) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3F). Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last

\_\_\_\_\_ (PA may give number of years as per their requirement) years.

- (v) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).
- (vi) A detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment (Section 3D).
- (vii) Any additional information requested in the Data Sheet.

13.3 The Technical Proposal shall not include any financial information.

#### **14. Financial Proposals**

14.1 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (in the field and at the Consultants' office), and (b) reimbursable expenses indicated in the Data Sheet (if applicable). Alternatively, Consultant may provide their own list of cost. If appropriate, these costs should be broken down by activity. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items

#### **15. Taxes**

15.1 The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority.

#### **16. Submission, Receipt, and Opening of Proposals**

16.1 Proposal shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4. All pages of the original Technical and Financial Proposals will be initialed by an authorized representative of the Consultants (Individual Consultant). The authorization shall be in the form of a written power of attorney accompanying the Proposal.

16.2 All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

16.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal (if required under selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by name of the assignment, and with a warning "**DO NOT OPEN WITH THE**

**TECHNICAL PROPOSAL.**” If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

16.4 The Proposals must be sent to the address indicated in the Data Sheet and received by the PA no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the PA after the deadline for submission shall be returned unopened. In order to avoid any delay arising from the postal or PA’s internal despatch workings, Consultants should ensure that proposals to be sent through couriers should reach a day before the deadline for submission.

## **17. Proposal Evaluation**

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

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

## **18. Evaluation of Technical Proposals**

18.1 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet.

In the case of Quality-Based Selection, Selection Based on Consultant’s Qualifications, and Single-Source Selection, the highest ranked consultant or firm selected on a single-source basis is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted.

### **Public Opening and Evaluation of Financial Proposals: (LCS , QCBS, and Fixed Budget Selection Methods Only)**

18.2 After the technical evaluation is completed, the PA shall notify in writing Consultants that have secured the minimum qualifying marks, the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Consultants’ attendance at the opening of Financial Proposals is optional.

Financial proposals of those consultants who failed to secure minimum qualifying marks shall be returned unopened.



## **19. Evaluation of Financial Proposals**

- 19.1 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants.
- 19.2 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- 19.3 In case of **Least Cost Selection LCS Method**, the bid found to be the lowest evaluated bid shall be accepted.
- 19.4 **In case of Quality and Cost Based Selection QCBS Method** the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will 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; T + P = 1) indicated in the Data Sheet:  $S = St \times T\% + Sf \times P\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations.
- 19.5 In the case of Fixed-Budget and Quality Based Selection, the Procuring Agency will select the firm that submitted the highest ranked Technical Proposal.

## **20. Negotiations**

- 20.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the PA proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

## **21. Technical negotiations**

- 21.1 Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The PA and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Minutes of negotiations, which will be

signed by the PA and the Consultant, will become part of Contract Agreement.

**22. Financial negotiations**

22.1 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. Consultants will provide the PA with the information on remuneration rates described in the Appendix attached to Section 4 (i.e. Financial Proposal - Standard Forms of this RFP.

**23. Availability of Professional staff/experts**

23.1 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the PA expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the PA will require assurances that the Professional staff will be actually available. The PA will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate

## Data Sheet

1.1	<p>Name of the Assignment is:  <i>“Consultancy Services for Design, Construction Supervision of Roads, Bridges, Flyovers, Underpasses, Storm Water Drainage System, Buildings for various Mega Projects in Karachi”</i></p> <p>The Name of the PA’s official (s):    Project Director (Mega Projects)  Local Government Department  Room No 05, Ground Floor,  Annex Old KBC Building  Civic Centre, Karachi</p>
1.1 (c)	<b>“Contract” means the Umbrella Contract</b> signed by the Parties and all the attached documents listed in its Clause 1, that is General Conditions (GC), the Special Conditions (SC), and the Appendices.
1.1 (d)	<p>"Project" means “Time Based Consultancy for Design, Preparation of PC-1 and Tender Documents Construction Drawings etc. and Construction Supervision for the Mega Project being undertaken under ADP Schemes.”</p> <p><b>The “Project” is comprised of various sub-projects. For each sub-project, separate sub-contract agreement will be agreed/signed between Contracting Parties of this Umbrella Contract.</b></p>
1.2	<p>The method of selection is:    <b>Quality and Cost Based Selection Method</b></p> <p>The Edition of the Guidelines is:    <b>21<sup>st</sup> January 2012</b></p>
1.3	<p>Financial Proposal to be submitted together with Technical Proposal:</p> <p><b>Yes</b> <input checked="" type="checkbox"/>    <b>No</b> <input type="checkbox"/></p>
1.4	The PA will provide the following inputs and facilities: Refer Terms of Reference
1.5	<p>The Proposal submission address is: Through EPAD on SPPRA website.</p> <p>Proposals must be submitted no later than the following date and time:    Refer NIT</p>
1.6	<p>Expected date for commencement of consulting services:    Immediately after signing of contract.</p> <p>Location of Services:    Karachi</p>
5.1	Consultant to undertake to sign Integrity Pact for the procurement estimated to exceed Pak Rs.2.5 million. <b>Yes</b>
6.1	Short listed Consultants may associate with other short-listed Consultants: <b>No</b>
6.3	Consultants to state local cost in the national currency (in case of ICB only): <b>Not Applicable</b>
9.1	Proposals validity: <b>120 Days</b>
10.1	<p>Clarifications may be requested not later than five (05) days before the submission date.</p> <p>The address for requesting clarifications is: Refer item 1.1 above</p>
11.2	The estimated number of professional staff-months required for the assignment is: <b>Refer Section TOR and Technical and Financial Proposal Forms.</b>
12	The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency shall be written in English. However it is desirable that the firm’s



	Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.
13.1	<p>The format of the Technical Proposal to be submitted is: <b>Full Technical Proposal</b>. Delete sub clause (ii) and replace with the following:</p> <p>“For assignment on a staff-time basis, the estimated number of professional staff-months is given in the format of Financial Proposal. The number of professional staff and their staff-months are fixed, which should not be altered. Any change/alternation in number of professional staff and/or staff-months will lead to rejection of proposal.”</p>
13.1	<p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <p><b>Mandatory Requirements:</b></p> <p><b>(i) Registration with PEC:</b></p> <p>Consultants must possess valid registration certificate of PEC with following Project Profile Code Nos and Service Codes:</p> <p><b>Project Profile Codes:</b> 1201, 1203, 1204, 1206, 1215, 1231, 1235</p> <p><b>Service Codes:</b> 0507, 0509, 0510, 0518, 0531, 0532, 0533, 0537, 0543, 0544, 0545, 0546, 0548</p> <p>Lead member: Must Meet</p> <p>JV Member: Must Meet at least 50% of required Profile Codes and Service Codes</p> <p>(Attach Valid PEC Registration Certificate with above codes)</p> <p><b>(ii) Registration with Income Tax Department:</b></p> <p>Consultants must possess valid registration certificate from income tax authority (NTN). (Attach NTN certificate)</p> <p>Lead member: Must Meet</p> <p>JV Member: Must Meet</p> <p><b>(iii) Registration with Sindh Board of Revenue (Sales Tax):</b></p> <p>Consultants must possess valid registration certificate from Sindh Board of Revenue (STN). (Attach STN certificate)</p> <p>Lead member: Must Meet</p> <p>JV Member: Must Meet</p> <p><b>(iv) Blacklisting:</b></p> <p>Consultant is not blacklisted, Blacklisting means:</p> <p>“Barring a bidder, contractor, consultant or supplier from participating in any future procurement proceedings by the Pakistan Engineering Council/SPPRA/any government, semi government, autonomous body”</p> <p>(Attach Affidavit on Rs. 100 Stamp paper attested by Notary Public)</p> <p>Lead member: Must Meet</p> <p>JV Member: Must Meet</p>

	<p><b>(v) Litigation History:</b></p> <p>All pending litigation shall in total not represent more than fifty (50) % of the Bidder's net worth and shall be treated as resolved against the Bidder. (Provide details or attach Affidavit in case of not applicable on Rs. 100 Stamp paper attested by Notary Public).</p> <p>Lead member: Must Meet</p> <p>JV Member: Must Meet</p> <p><b>(If any consultant fails in any of the Mandatory Requirements, its proposal/bid will not be considered for further evaluation).</b></p> <p><b>Criteria, sub-criteria, and point system</b>  <b>(For JV, requirement will be as per JV share)</b></p> <table border="0"> <thead> <tr> <th></th><th style="text-align: right;"><u>Points</u></th></tr> </thead> <tbody> <tr> <td>(i) Average Annual Turnover for last 3 years (in million rupees) of Consultancy (Attach Audit Reports &amp; Financial Statement)</td><td style="text-align: right;"><b>[0 - 25]</b></td></tr> <tr> <td>Rs. 800 and above ----- 25 Marks</td><td></td></tr> <tr> <td>Rs. 600 to 800 ----- 15 Marks</td><td></td></tr> <tr> <td>Rs. 400 to 600 ----- 10 Marks</td><td></td></tr> <tr> <td>Rs. 100 to 400 ----- 05 Marks</td><td></td></tr> <tr> <td>Less than 100 ----- 0 Marks</td><td></td></tr> <tr> <td>(ii) Specific experience of the Consultants relevant to the Design and Construction Supervision of Roads, Bridges, Flyovers, Underpasses, Storm Water Drainage System and Buildings in last five years. (Attach Completion Certificate)</td><td style="text-align: right;"><b>[0 - 30]</b></td></tr> <tr> <td>Eight &amp; more Projects ----- <b>30 numbers</b></td><td></td></tr> <tr> <td>Five Projects ----- <b>20 numbers</b></td><td></td></tr> <tr> <td>Three Projects ----- <b>10 numbers</b></td><td></td></tr> <tr> <td>Less than three projects ----- <b>0 number</b></td><td></td></tr> <tr> <td>(iii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:</td><td style="text-align: right;"><b>[0 - 15]</b></td></tr> <tr> <td>a) Technical approach and Methodology</td><td style="text-align: right;"><b>[0 - 5]</b></td></tr> <tr> <td>c) Work plan</td><td style="text-align: right;"><b>[0 - 5]</b></td></tr> <tr> <td>d) Organization and staffing</td><td style="text-align: right;"><b>[0 - 5]</b></td></tr> <tr> <td>(iv) <b>Key professional staff qualifications and competence: for the assignment</b></td><td style="text-align: right;"><b>[0-30]</b></td></tr> <tr> <td>a) <b>Principal Architect</b></td><td style="text-align: right;"><b>[0-4]</b></td></tr> <tr> <td>PCATP Valid Registration with Bachelor or Master Degree in relevant field</td><td></td></tr> <tr> <td>Masters Degree with 18 years Experience</td><td style="text-align: right;"><b>4.0 points</b></td></tr> <tr> <td>Masters Degree with 13 years Experience</td><td style="text-align: right;"><b>3.0 points</b></td></tr> <tr> <td>Masters Degree with 08 years Experience</td><td style="text-align: right;"><b>2.0 points</b></td></tr> <tr> <td>Less than 08 years expereince</td><td style="text-align: right;"><b>0.0 point</b></td></tr> <tr> <td><b>OR</b></td><td></td></tr> <tr> <td>Bachelor Degree with 20 years Experience</td><td style="text-align: right;"><b>4.0 points</b></td></tr> <tr> <td>Bachelor Degree with 15 years Experience</td><td style="text-align: right;"><b>3.0 points</b></td></tr> </tbody> </table>		<u>Points</u>	(i) Average Annual Turnover for last 3 years (in million rupees) of Consultancy (Attach Audit Reports & Financial Statement)	<b>[0 - 25]</b>	Rs. 800 and above ----- 25 Marks		Rs. 600 to 800 ----- 15 Marks		Rs. 400 to 600 ----- 10 Marks		Rs. 100 to 400 ----- 05 Marks		Less than 100 ----- 0 Marks		(ii) Specific experience of the Consultants relevant to the Design and Construction Supervision of Roads, Bridges, Flyovers, Underpasses, Storm Water Drainage System and Buildings in last five years. (Attach Completion Certificate)	<b>[0 - 30]</b>	Eight & more Projects ----- <b>30 numbers</b>		Five Projects ----- <b>20 numbers</b>		Three Projects ----- <b>10 numbers</b>		Less than three projects ----- <b>0 number</b>		(iii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:	<b>[0 - 15]</b>	a) Technical approach and Methodology	<b>[0 - 5]</b>	c) Work plan	<b>[0 - 5]</b>	d) Organization and staffing	<b>[0 - 5]</b>	(iv) <b>Key professional staff qualifications and competence: for the assignment</b>	<b>[0-30]</b>	a) <b>Principal Architect</b>	<b>[0-4]</b>	PCATP Valid Registration with Bachelor or Master Degree in relevant field		Masters Degree with 18 years Experience	<b>4.0 points</b>	Masters Degree with 13 years Experience	<b>3.0 points</b>	Masters Degree with 08 years Experience	<b>2.0 points</b>	Less than 08 years expereince	<b>0.0 point</b>	<b>OR</b>		Bachelor Degree with 20 years Experience	<b>4.0 points</b>	Bachelor Degree with 15 years Experience	<b>3.0 points</b>
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Bachelor Degree with 15 years Experience	<b>3.0 points</b>																																																				

	<p>Bachelor Degree with 10 years Experience <b>2.0 points</b>  Less than 10 years experience <b>0.0 point</b></p>	
	<p><b>b) Principal Structural Engineer</b> <span style="float: right;"><b>[0-5]</b></span>  PEC Valid Registration with  Bachelor or Master Degree in relevant field  Masters Degree with 20 years Experience <b>5.0 points</b>  Masters Degree with 15 years Experience <b>3.0 points</b>  Masters Degree with 10 years Experience <b>2.0 points</b>  Less than 10 years experience <b>0.0 point</b>  <b>OR</b>  Batchelor Degree with 25 years Experience <b>5.0 points</b>  Batchelor Degree with 20 years Experience <b>3.0 points</b>  Batchelor Degree with 15 years Experience <b>2.0 points</b>  Less than 15 years experience <b>0.0 point</b></p>	
	<p><b>c) Principal Highway Engineer</b> <span style="float: right;"><b>[0-5]</b></span>  PEC Valid Registration with  Bachelor or Master Degree in relevant field  Masters Degree with 20 years Experience <b>5.0 points</b>  Masters Degree with 15 years Experience <b>3.0 points</b>  Masters Degree with 10 years Experience <b>2.0 points</b>  Less than 10 years experience <b>0.0 point</b>  <b>OR</b>  Batchelor Degree with 25 years Experience <b>5.0 points</b>  Batchelor Degree with 20 years Experience <b>3.0 points</b>  Batchelor Degree with 15 years Experience <b>2.0 points</b>  Less than 15 years experience <b>0.0 point</b></p>	
	<p><b>d) Principal MEP Engineer</b> <span style="float: right;"><b>[0-3]</b></span>  PEC Valid Registration with  Bachelor or Master Degree in relevant field  Masters Degree with 15 years Experience <b>3.0 points</b>  Masters Degree with 10 years Experience <b>2.0 points</b>  Masters Degree with 07 years Experience <b>1.5 points</b>  Less than 07 years experience <b>0.0 point</b>  <b>OR</b>  Batchelor Degree with 20 years Experience <b>3.0 points</b>  Batchelor Degree with 15 years Experience <b>2.0 points</b>  Batchelor Degree with 10 years Experience <b>1.5 points</b>  Less than 10 years experience <b>0.0 point</b></p>	
	<p><b>e) Contract Engineer</b> <span style="float: right;"><b>[0-3]</b></span>  PEC Valid Registration with  Bachelor or Master Degree in relevant field  Masters Degree with 15 years Experience <b>3.0 points</b>  Masters Degree with 10 years Experience <b>2.0 points</b>  Masters Degree with 07 years Experience <b>1.5 points</b>  Less than 07 years experience <b>0.0 point</b>  <b>OR</b>  Batchelor Degree with 20 years Experience <b>3.0 points</b></p>	



	Batchelor Degree with 15 years Experience	2.0 points
	Batchelor Degree with 10 years Experience	1.5 points
	Less than 10 years expereince	0.0 point
<b>f)</b>	<b>Traffic &amp; Pavemnt Design Engineer</b>	<b>[0-5]</b>
	PEC Valid Registration with	
	Batchelor or Master Degree in relevant field	
	Masters Degree with 20 years Experience	5.0 points
	Masters Degree with 15 years Experience	3.0 points
	Masters Degree with 10 years Experience	2.0 points
	Less than 10 years expereince	0.0 point
	<b>OR</b>	
	Batchelor Degree with 25 years Experience	5.0 points
	Batchelor Degree with 20 years Experience	3.0 points
	Batchelor Degree with 15 years Experience	2.0 points
	Less than 15 years expereince	0.0 point
<b>g)</b>	<b>Horticultural/Landscaping Expert</b>	<b>[0-5]</b>
	Master Degree in Agriculture/Botany	
	Masters Degree with 20 years Experience	5.0 points
	Masters Degree with 15 years Experience	3.0 points
	Masters Degree with 10 years Experience	2.0 points
	Less than 10 years expereince	0.0 point
<b>Total weight 100%</b>		
<b>Construction Supervision Team (CVs to be submitted)</b>		
<b>S.NO</b>		
<b>1</b>	Team Leader (The Engineer)	PEC Registration with Bachelor or Master's Degree in civil engineering. Relevant Experience of 25 years of Contract Administration
<b>2</b>	Resident Engineer	PEC Registration with Bachelor or Master's Degree in civil engineering. Relevant Experience of 20.
<b>3</b>	ARE (Buildings)	PEC Registration with Bachelor or Master's Degree in Civil Engineering. Relevant Experience of 10 years.
<b>4</b>	ARE (MEP)	PEC Registration with Bachelor or Master's Degree in Electrical/ Mechanical Engineering. Relevant Experience of 10 years.
<b>5</b>	ARE (Infrastructure)	PEC Registration with bachelor or Master Degree in Civil Engineering. Relevant Experience of 10 years.
<b>6</b>	Material Engineer	MSc (Geology) Bachelor of Material Degree in relevant of Geology. Experience 15 years.
<b>7</b>	Horticulturist	MSc (Botany/Agriculture), Experience 15 years

	<p><b>8</b>      Contracts Engineer      PEC Registration with Bachelor or Master's Degree in civil engineering. Relevant Experience of 15 years</p> <p><b>The minimum technical score required to pass is: 80</b></p> <p>The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant percentage weights:</p> <ol style="list-style-type: none"> <li>1) General qualifications [30%]</li> <li>2) Relevant Experience [70%]</li> </ol> <p><b>Total weight: 100%</b></p>
13.2(vii)	Training is a specific component of this assignment: <b>No</b>
14.1	<p>Refer Section 3 Financial proposal</p> <p>For Design Phase: The Consultants should quote fee in percentage of Construction Cost along with man-month rates. The forms provided in Financial Proposal to be used.</p> <p>For Construction Supervision Phase: Rs. -----.</p> <p>The Consultant to quote man-month rates (Remunerations) in relevant forms of Financial Proposal and provide cost using the manmonths as per duration of supervision services mentioned in TOR.</p>
15.1	<p>Amounts payable by the PA to the Consultant under the contract to be subject to local taxation, stamp duty and service charges, if applicable: YES</p> <p>(The Consultant will pay such taxes including GST)</p>
16.2	Consultant must submit the original and one (01) copy of the Technical Proposal, and the original of the Financial Proposal.
19.4	<p>The Weights given to the Technical and Financial Proposals are:</p> <p>Technical = 80%</p> <p>Financial = 20%</p>
20.1	Expected date and address for contract negotiations: To be notified to successful consultant
24.2	<p><b>The Successful Consultant is required to submit performance security in the form of a bank guarantee @ 2% of the Contract Price of the Sub Project.</b></p> <p><b>Till the award of at least two Sub Projects, Bid Security shall be withheld by the Procuring Agency, and it will be treated as performance security for the execution of Umbrella Contract Agreement.</b></p>
Rule-37, SPPR-2012	Bid Security: The Consultant shall furnish a bid security of amount Rs 5.0 million, which will be released after furnishing Performance Security by the successful consultant for the first two Sub Projects.

### **Section 3.**

## **Technical Proposal – Standard Forms**

## Section 3. Technical Proposal - Standard Forms

[Comments in brackets] provide guidance to the Consultants for the preparation of their Technical Proposals; they should be deleted from the Technical Proposals to be submitted.]

Form TECH-1. Technical Proposal Submission Form.....

Form TECH-2. Consultant's Organization and Experience

A - Consultant's Organization.....

B - Consultant's Experience .....

Form TECH-3. 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 .....

B - On Counterpart Staff and Facilities.....

Form TECH-4. Description of Approach, Methodology and Work Plan for Performing the Assignment .....

Form TECH-5. Team Composition and Task Assignments .....

Form TECH-6. Curriculum Vitae (CV) for Proposed Professional Staff .....

Form TECH-7. Staffing Schedule .....

Form TECH-8. Work Schedule .....

## FORM TECH-1. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of PA]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope<sup>1</sup>.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]<sup>2</sup>

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,  
Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

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

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

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

---

<sup>1</sup> [In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: “We are hereby submitting our Proposal, which includes this Technical Proposal only.”]

<sup>2</sup> [Delete in case no association is foreseen.]



**For FTP Only**

**FORM TECH-2. CONSULTANT'S ORGANIZATION AND EXPERIENCE**

---

**A - Consultant's Organization**

*[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]*

## B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use 20 pages.]

Assignment name:	Approx. value of the contract (in PKR ):
Country: Location within country:	Duration of assignment (months):
Name of PA:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in PKR):
Start date (month/year): Completion date (month/year):	No of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: \_\_\_\_\_

**For FTP Only**

**FORM TECH-3. COMMENTS, SUGGESTIONS AND ALTERNATIVE PROPOSAL  
(IF ANY) ON THE TERMS OF REFERENCE AND/OR 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.]

**C – ALTERNATIVE TECHNICAL & FINANCIAL PROPOSAL**

[submit alternative technical & financial proposal (if any) to reduce the cost]

**NOT APPLICABLE**



FORM TECH-4. DESCRIPTION OF APPROACH, METHODOLOGY AND WORK  
PLAN FOR PERFORMING THE ASSIGNMENT

---

*(For small or very simple assignments the PA should omit the following text in Italic )*

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (50 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) *Technical Approach and Methodology,*
- b) *Work Plan, and*
- c) *Organization and Staffing,*

a) Technical Approach and Methodology. *In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

b) Work Plan. *In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the PA), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.*

c) Organization and Staffing. *In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]*

---

**FORM TECH-5. TEAM COMPOSITION AND TASK ASSIGNMENTS**

---

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

**FORM TECH-6. CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

---

**1. Proposed Position** *[only one candidate shall be nominated for each position]*: \_\_\_\_\_

**2. Name of Firm** *[Insert name of firm proposing the staff]*: \_\_\_\_\_  
\_\_\_\_\_

**3. Name of Staff** *[Insert full name]*: \_\_\_\_\_

**4. Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**5. Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]*: \_\_\_\_\_  
\_\_\_\_\_

**6. Membership of Professional Associations:** \_\_\_\_\_

**7. Other Training** *[Indicate significant training since degrees under 5 - Education were obtained]*:  
\_\_\_\_\_

**8. Countries of Work Experience:** *[List countries where staff has worked in the last ten years]*:  
\_\_\_\_\_

**9. Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]*:  
\_\_\_\_\_

**10. Employment Record** *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*:

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

<b>11. Detailed Tasks Assigned</b>  <i>[List all tasks to be performed under this assignment]</i>	<b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b>  <i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i>  Name of assignment or project: _____  Year: _____  Location: _____  PA: _____  Main project features: _____  Positions held: _____  Activities performed: _____
---------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

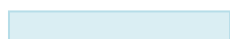
\_\_\_\_\_  
[Signature of staff member or authorized representative of the staff]      Date: \_\_\_\_\_  
Day/Month/Year

Full name of authorized representative: \_\_\_\_\_

### FORM TECH-7. STAFFING SCHEDULE<sup>1</sup>

N°	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>Subtotal</b>																	
<b>Local</b>																	
1		[Home]															
		[Field]															
2																	
n																	
<b>Subtotal</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.: draftsmen, clerical staff, etc.).
- 2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
- 3 Field work means work carried out at a place other than the Consultant's home office.



Full time input



Part time input



### FORM TECH-8. WORK SCHEDULE

N°	Activity1	Months2												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
5														
n														

- 1      Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as PA approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2      Duration of activities shall be indicated in the form of a bar chart

## **Section 4**

# **Financial Proposal – Standard Forms**

### **Section 3. Financial Proposal - Standard Forms**

[Comments in brackets [ ] provide guidance to the shortlisted Consultants for the preparation of their Financial Proposals; they should be deleted from the Financial Proposals to be submitted.]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

[The Appendix “Financial Negotiations - Breakdown of Remuneration Rates” is to be only used for financial negotiations when Quality-Based Selection, Selection Based on Qualifications, or Single-Source Selection method is adopted, according to the indications provided under para. 6.3 of Section 2.]

- Form FIN-1. Financial Proposal Submission Form
- Form FIN-2. Summary of Costs
- Form FIN-3. Breakdown of Costs by Activity
- Form FIN-4. Breakdown of Remuneration<sup>1</sup>
- Form FIN-4. Breakdown of Remuneration<sup>1</sup>
- Form FIN-5. Breakdown of Reimbursable Expenses<sup>1</sup>
- Form FIN-5. Breakdown of Reimbursable Expenses
- Appendix.** Financial Negotiations

**FORM FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM**

---

[Location, Date]

To: [Name and address of PA]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures1].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below<sup>2</sup>:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

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

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

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

---

1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

2 If applicable, replace this paragraph with: "No commissions or gratuities have been or are to paid by us to agents relating to this Proposal and Contract execution."

**FORM FIN-2. SUMMARY OF COSTS**

---

Item	Costs	
	Indicate Foreign Currency (NOT APPLICABLE)	Indicate Local Currency
Total Costs of Financial Proposal		

- 1 Indicate the total costs including local taxes to be paid by the Consultant. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.



**FORM FIN-3. BREAKDOWN OF COSTS BY ACTIVITY<sup>1</sup>**

<b>Group of Activities (Phase):<sup>2</sup></b>  	<b>Description:<sup>3</sup></b>  
<b>Cost component</b>	<b>Costs</b> [Indicate Local Currency]
<b>Remuneration<sup>5</sup></b>	
<b>Reimbursable Expenses <sup>5</sup></b>	N/A
<b>Subtotals</b>	

- 1 Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
- 2 Names of activities (phase) should be the same as or correspond to the ones indicated in the second column of Form TECH-8.
- 3 Short description of the activities whose cost breakdown is provided in this Form.
- 4 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2.
- 5 For each currency, Remuneration Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4 and FIN-5.

**FORM FIN-4. BREAKDOWN OF REMUNERATION<sup>1</sup>**

**(This Form FIN-4 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Time Based)**

Group of Activities (Phase): _____							
Name <sup>2</sup>	Position <sup>3</sup>	Staff-month Rate <sup>4</sup>	Input <sup>5</sup> (Staff-months)	[Indicate Foreign Currency # 2] <sup>6</sup>	[Indicate Foreign Currency # 3] <sup>6</sup>	[Indicate Foreign Currency # 4] <sup>6</sup>	[Indicate Local]
<b>Local Staff</b>							
		[Home]					
		[Field]					
<b>Total Costs</b>							

- 1 Form FIN-4 shall be filled for each of the Forms FIN-3 provided.
- 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5.
- 4 Indicate separately staff-month rate and currency for home and field work.
- 5 Indicate, separately for home and field work, the total expected input of staff for carrying out the group of activities or phase indicated in the Form.
- 6 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2. For each staff indicate the remuneration in the column of the relevant currency, separately for home and field work. Remuneration = Staff-month Rate x Input.

**FORM FIN-4. BREAKDOWN OF REMUNERATION<sup>1</sup>**

---

(This Form FIN-4 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Lump-Sum. Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the PA)

<b>Name<sup>2</sup></b>	<b>Position<sup>3</sup></b>	<b>Staff-month Rate<sup>4</sup></b>
<b>Local Staff</b>		
		<b>[Home]</b>
		<b>[Field]</b>

- 1 Form FIN-4 shall be filled in for the same Professional and Support Staff listed in Form TECH-7.
- 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.
- 4 Indicate separately staff-month rate and currency for home and field work.

### FORM FIN-5. BREAKDOWN OF REIMBURSABLE EXPENSES<sup>1</sup>

(This Form FIN-5 shall only be used when it is indicated in Reference Paragraph 14.1 of the Data Sheet that remuneration shall be Time Based)

Group of Activities (Phase): _____											
No	Description <sup>2</sup>	Unit	Unit Cost <sup>3</sup>	Quantity	[Indicate Foreign Currency # 1] <sup>4</sup>	[Indicate Foreign Currency # 2] <sup>4</sup>	[Indicate Foreign Currency # 3] <sup>4</sup>	[Indicate Local Currency] <sup>4</sup>			
	Per diem allowances	Day			<b>NOT APPLICABLE</b>	<b>NOT APPLICABLE</b>	<b>NOT APPLICABLE</b>				
	International flights <sup>5</sup>	Trip									
	Miscellaneous travel expenses	Trip									
	Communication costs between [Insert place] and [Insert place]										
	Drafting, reproduction of reports										
	Equipment, instruments, materials, supplies, etc.										
	Shipment of personal effects	Trip									
	Use of computers, software										
	Laboratory tests.										
	Subcontracts										
	Local transportation costs										
	Office rent, clerical assistance										
	Training of the PA's personnel <sup>6</sup>										
<b>Total Costs</b>											

- 1 Form FIN-5 should be filled for each of the Forms FIN-3 provided, if needed.
- 2 Delete items that are not applicable or add other items with justification.
- 3 Indicate unit cost and currency.
- 4 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2. Indicate the cost of each reimbursable item in the column of the relevant currency. Cost = Unit Cost x Quantity.
- 5 Indicate route of each flight, and if the trip is one- or two-ways.
- 6 Only if the training is a major component of the assignment, defined as such in the TOR

**FORM FIN-5. BREAKDOWN OF REIMBURSABLE EXPENSES**

(This Form FIN-5 shall only be used when it is indicated in Reference Paragraph 14.1 of the Data Sheet that remuneration shall be Lump Sum. Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the PA)

	Description <sup>1</sup>	Unit	Unit Cost <sup>2</sup>
o			
	Per diem allowances	Day	
	International flights <sup>3</sup>	Trip	
	Miscellaneous travel expenses	Trip	
	Communication costs between [Insert place] and [Insert place]		
	Drafting, reproduction of reports		
	Equipment, instruments, materials, supplies, etc.		
	Shipment of personal effects	Trip	
	Use of computers, software		
	Laboratory tests.		
	Subcontracts		
	Local transportation costs		
	Office rent, clerical assistance		
	Training of the PA's personnel <sup>4</sup>		

- 1 The reimbursable expenses are not payable directly.
- 2 The rates quoted in this form shall be used for possible additional services requested by the PA).
3. Delete items that are not applicable or add other items.
4. Indicate unit cost and currency.
5. Indicate route of each flight, and if the trip is one- or two-ways.
6. Only if the training is a major component of the assignment, defined as such in the TOR

## APPENDIX.

### FINANCIAL NEGOTIATIONS - BREAKDOWN OF REMUNERATION RATES

(Not to be used when cost is a factor in the evaluation of Proposals)

#### 1. Review of Remuneration Rates

- 1.1 The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance paid for assignments away from headquarters. To assist the firm in preparing financial negotiations, a Sample Form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form part of the negotiated contract.
- 1.2 The PA is charged with the custody of funds from Government of Sindh and is expected to exercise prudence in the expenditure of these funds. The PA is, therefore, concerned with the reasonableness of the firm's Financial Proposal, and, during negotiations, it expects to be able to review audited financial statements backing up the firm's remuneration rates, certified by an independent auditor. The firm shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.

(i) **Salary**

This is the gross regular cash salary paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus.

(ii) **Social Costs**

Social costs are the costs to the firm of staff's non-monetary benefits. These items include, inter alia, social security including pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. In this regard, the cost of leave for public holidays is not an acceptable social cost nor is the cost of leave taken during an assignment if no additional staff replacement has been provided. Additional leave taken at the end of an assignment in accordance with the firm's leave policy is acceptable as a social cost.

(iii) **Cost of Leave**

The principles of calculating the cost of total days leave per annum as a percentage of basic salary shall normally be as follows:

$$\text{Leave cost as percentage of salary} = \frac{\text{total days leave} \times 100}{[365 - w - ph - v - s]}$$

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1, Where w = weekends, ph = public holidays, v = vacation, and s = sick leave.

It is important to note that leave can be considered a social cost only if the PA is not charged for the leave taken.

(iv) **Overheads**

Overhead expenses are the firm's business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the contract. Typical items are home office costs (partner's time, no billable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects taxes on business activities and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The PA does not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not permanent employees of the firm. In such case, the firm shall be entitled only to administrative costs and fee on the monthly payments charged for subcontracted staff.

(v) **Fee or Profit**

The fee or profit shall be based on the sum of the salary, social costs, and overhead. If any bonuses paid on a regular basis are listed, a corresponding reduction in the profit element shall be expected. Fee or profit shall not be allowed on travel or other reimbursable expenses, unless in the latter case an unusually large amount of procurement of equipment is required. The firm shall note that payments shall be made against an agreed estimated payment schedule as described in the draft form of the contract.

(vi) **Away from Headquarters Allowance or Premium**

Some Consultants pay allowances to staff working away from headquarters. Such allowances are calculated as a percentage of salary and shall not draw overheads or profit.

(vii) **Subsistence Allowances**

Subsistence allowances are not included in the rates but are paid separately and in local currency. No additional subsistence is payable for dependents, the subsistence rate shall be the same for married and single team members.

Standard rates for the particular country may be used as reference to determine subsistence allowances.

**2. Reimbursable expenses (FOR ANY ADDITIONAL SERVICES)**

- 2.1 The financial negotiations shall further focus on such items as out-of-pocket expenses and other reimbursable expenses. These costs may include, but are not restricted to, cost of surveys, equipment, office rent, supplies, international and local travel, computer rental, mobilization and demobilization, insurance, and printing. These costs may be either unit rates or reimbursable on the presentation of invoices, in foreign or local currency.

**3. PA Guarantee**

- 3.1 Payments to the firm, including payment of any advance based on cash flow projections covered by a PA guarantee, shall be made according to an agreed estimated schedule ensuring the consultant regular payments in local and foreign currency, as long as the services proceed as planned.

**Sample Form**

Consulting Firm:  
Assignment:

Country:  
Date:

**Consultant's Representations Regarding Costs and Charges**

We hereby confirm that:

- (a) the basic salaries indicated in the attached table are taken from the firm's payroll records and reflect the current salaries of the staff members listed which have not been raised other than within the normal annual salary increase policy as applied to all the firm's staff;
- (b) attached are true copies of the latest salary slips of the staff members listed;
- (c) the away from headquarters allowances indicated below are those that the Consultants have agreed to pay for this assignment to the staff members listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

\_\_\_\_\_  
[Name of Consulting Firm]

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_



**Consultant's Representations Regarding Costs and Charges**

(Expressed in [insert name of currency])

<b>Personnel</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Name</b>	<b>Position</b>	<b>Basic Salary per Working Month/Day/Year</b>	<b>Social Charges<sup>1</sup></b>	<b>Overhead<sup>1</sup></b>	<b>Subtotal</b>	<b>Fee<sup>2</sup></b>	<b>Away from Headquarters Allowance</b>	<b>Proposed Fixed Rate per Working Month/Day/Hour</b>	<b>Proposed Fixed Rate per Working Month/Day/Hour<sup>1</sup></b>
Home Office									
Field									

1. Expressed as percentage of 1

2. Expressed as percentage of 4

## **Section 5**

# **Terms of Reference**

## **Section 5**

### **Terms of Reference**

#### **1.1 INTRODUCTION**

The Local Government Department, Government of Sindh is planning to construct/improve/rehabilitate roads, bridges, flyovers, underpasses, Water Supply Lines, Sewerage System, Storm Water Drainage System and Buildings Projects in Mega City of Karachi.

#### **1.2 PROJECT OBJECTIVE**

Objectives of the Project reflect the vision and expectations of the Client. Selected Consultant shall be responsible to achieve these objectives in its entirety and true spirit.

- To carry out Detailed Topographic Survey of each scheme.
- To carry out soil investigation and testing (deep investigation is not in the scope) of each scheme.
- To carry out Detailed Design, Drawings, BOQ and Estimates of each scheme.
- Preparation of Revised PC-1 (if required) for each scheme.
- Prepare and submit Bidding Documents using SPPRA Standard Bidding Document for each scheme.
- Tender Assistance, Bid Evaluation and Report.
- Construction Supervision for quality assurance through inspection, survey, field/laboratory tests.
- Contract Administration and Management. Overall project monitoring, evaluation and reporting and responding.
- Processing and certification of Interim and Final payment certificates.
- Claim processing including extension of time claims.
- Preparation of Revised PC-1 (if required)

#### **1.3 SCOPE OF SERVICES**

The Consultant shall provide professional and technical personnel, and necessary support for the proper execution of the services as requested in the Scope of Services outlined below. The Consultant's Team shall liaise and coordinate with concerned authorities and shall be familiar with relevant local government laws and regulations.

Consultant should consider the fact that the design of schemes shall be such for which reasonable construction capability and materials are available within Pakistan, only specialized services can be allowed as exception. The design should be such that it allows completion of the Project within the completion period. Consultants are advised not to waste space, time, money etc. and not design something that shall be hit by lack of construction expertise in Pakistan.

The Consultant shall support in preparing required documents for submission to the relevant departments for obtaining NOCs. The fees and other expenses will be borne by the Client.

The scope of services to be performed by the Consultant to the full satisfaction of the Client and in accordance with the Contract and shall include the phases and stages as described below:

## **Phase I: Survey, Design and Tendering**

## **Phase II: Construction Supervision**

## **Phase III: Defect Liability Period (DLP)**

### **1.3.1 Phase – I, Survey, Design/Design Review and Tendering**

#### **Inception Stage**

The Consultant shall develop a design brief and establish standards for different schemes in consultation with the client.

#### **1.3.1.1 Stage 1: Topographic Survey, Soil Investigation and Site Analysis**

##### **Topographic Survey**

Consultant shall carry out detailed digital Topographic Survey. The work inter alia includes collection of field data in terms of all types of constructed embankments/surface dressed / carpeted roads, location of laid underground and overhead utilities and all other manmade features such as Residential, Commercial, Industrial, Public and Amenity Building, Poultry Farms. Sheds including other types of constructions etc. as exists on the period of survey. The topographic survey plan shall be prepared at a scale of 1:2000 at a contour interval of one meter.

The scope of topographic survey includes field survey and collection of field data in terms of topography and all types of constructed embankments/surface dressed/carpeted roads, location of laid underground and overhead utilities and all other manmade features or any other type of construction as exists on the period of survey.

The scope also includes record of contours, which shall be properly marked upon the topographic plan to its true location, dimensions and area of allocated site.

- Establishment of control points using GPS
- Establishment of horizontal control through EDM traversing in the form of closed loop traverse with Survey of Pakistan (if available within 5km of project area otherwise GPS control to be used)
- Establishment of vertical control through BM levelling and check levelling using automatic instrument with Survey of Pakistan benchmark (if available within 5km of project area otherwise GPS control to be used)
- Survey shall include all manmade and natural physical features located within the project boundary.
- The topographic survey data and vertical profile shall be plotted at suitable scale. This data shall be AutoCAD and ArcGIS compatible.

##### **Soil Investigation**

Consultant will be responsible for carrying out required soil investigations for road & structures and utilities like water supply, sewerage, drainage, and buildings and Collect soil samples from site by excavating pits (1m x 1m x 1m) and testing for classification, Atterberg limits (liquid and plastic limits) Modified AASHTO compaction, soaked CBR and Bearing

Capacity.

### **Site Analysis**

Site Analysis based upon detailed Topographic/Physical Survey Plan showing all existing natural and existing physical manmade features. It shall also include an analysis of the collected information, i.e. regulatory, physical, financial, traffic, parking, utilities and services, opportunities and constraints and their effects upon the design process and intent.

#### **1.3.1.2 Stage 2: Layout Plans and Design**

The Consultant shall prepare layout plans on specified scale as per specification and planning standards. This shall be deemed to include all relevant aspects of schemes. The layout plan shall include:

- Layout plans of spatial relationship diagrams.
- Conceptual land use plan with all areas labelled.
- Conceptual land use distribution as per relevant planning standards
- Conceptual road hierarchy, cross sections, entry and exists.
- Conceptual layouts and routes of all services.

This stage shall also include coordination with local officials and other relevant authorities for procurement of data especially on utilities and services. The Consultant shall prepare plans for existing utilities and services:

- Analyse the topographic survey and report of soil investigations by specialist for design of different types of schemes.
- Prepare general arrangement drawings and design of roads, bridges, flyovers, underpasses, water supply, sewerage, drainage, and buildings.
- Accommodate any environmental considerations that may be required in the design.

### **Design Standards and Criteria**

#### **Codes & Standards adopted for Design.**

In general, the following codes and standards to be used for design:

#### **Geometric Design**

A policy on Geometric Design of Highways and streets, 2017 of AASHTO.

#### **Pavement Design**

AASHTO Guide 1993 for pavement and mechanistic design methodology for verification.

#### **Material Testing**

For material and their testing American Association of State Highway and Transportation Official (AASHTO) Guidelines and American Society for testing and Material (ASTM) Guidelines to be used for Construction phase as well.

### **Hydraulic and Roadway Structure**

AASHTO standard specification for Highway Bridges LRFD 2007 and American concrete institute code to be used.

### **Live Loads for Hydraulics & Other Structures**

Class 'A' or class 'AA' loading according to West Pakistan Highway Code (1967). Also, the bridge deck slab to be checked in punching shear for a wheel load of 21,000 lb (95 KN).

### **Seismic Design**

AASHTO LRFD/Pakistan Building Code to be adopted for seismic design.

### **Structural Analysis**

SAP 2006 software or latest to be used for analysis.

### **Traffic Control Devices**

The traffic Control Devices shall conform to the Manual of Uniform Traffic Control Devices, published by Highway Safety Wing, Ministry of Communications, Govt. of Pakistan in 1989.

Manual of signs and signal by NTRC, 1987 to be used for signs and pavement markings.

### **Design of Road and Structures**

#### **Geometric Design of Road**

The basic parameters controlling the highway design are:

- ▶ Design Speed
- ▶ Highway Capacity and Level of Service
- ▶ Horizontal and vertical alignment
- ▶ Road Safety Requirements

### **PAVEMENT DESIGN**

Pavement for the project road should be designed using "AASHTO Guide for the design of pavement structure - 1993".

Pavement structure constitutes a major part of the total cost of road project. A road project must guarantee a perfect pavement structure over a long period of time and a specific serviceability index must be maintained throughout the design period, considering the project traffic demands, material characteristics and climatic effect.

### **BRIDGE DESIGN**

The detailed Design of Bridges to be carried out using AASHTO specifications of 2007 (LRFD), West Pakistan Code of Practice for the Design of Highway Bridges (WPCHB) 1967 and other applicable codes.

Local standards to be used for seismic, wind and temperature loads.

Class AA military loading of 70 ton and class A loading of 55.4-ton truck trailer as defined in WPCHB must be used for bridge designs live loading. However, it is a fact the design live loads have been exceeded on roads in Pakistan due to un-controlled loading environment in Pakistan.

## **Water Supply Systems**

Main Water Supply System shall be designed in consultation with KW&SC.

## **Sewerage and Stormwater Drainage System and**

The system shall accommodate already laid system of the scheme (if available). The appropriate design of disposal point shall be determined by the Consultant based on Topographic survey. The system shall be designed in coordination with relevant authorities:

### **1.3.1.3 Stage 3: Tender Documents**

After Detailed Design the Consultant shall prepare BOQ, Engineer's Estimate (on market rates) and Tender Documents using SPPRA Standard Bidding Document.

Final Tender Documents shall comprise:

Volume 1 – Conditions of Contract

Instructions to Tenders

Form of Agreement

Form of Tender Bond

Form of Performance Guarantee

Form of Tender and Appendix to Tender

Conditions of Contract comprising:

Part I - General Conditions of Contract

Part II - Conditions of Particular Application

Special Provisions

Volume 2 – Specifications

Volume 3 – Bills of Quantities

Volume 4 – Drawings

### **1.3.1.5 Stage 5: Tender Evaluation and Recommendation**

The Consultant shall make recommendations and assist the Client in selecting the preliminary list of contractors to submit an expression of interest in tendering for the project. The Consultant shall prepare draft proposals for pre-qualification criteria and procedures, to be submitted, discussed and approved by the Client.

The Consultant shall support the Client to undertake the pre-qualification of the contractors. The Consultant shall submit a report to the Client recommending a short list of contractors to tender for the Project. The short listing of contractors shall be based on pre-determined criteria which shall be fully discussed and agreed in advance with the Client.

The Consultant shall assist Client in reviewing all Tenderers' queries and prepare appropriate responses in consultation with the Client in a timely manner so as not to delay the program, for the Client's approval before issue to Tenderers. All addenda and bulletins shall only be issued with the Client's approval. All correspondence with Tenderers shall be copied to the Client.

The Consultant shall subject to the approval of the Client, prepare addendum to the Tender Documents if required. The addendum shall be issued to all Tenderers for incorporation into their tender offer in a timely manner so as not to delay the program.

The Consultant shall attend tenders opening and assist the Client in evaluating tenderers' technical / financial offers and prepare a Tender Evaluation Report with analysis and recommendations.

The Consultant shall support the Client in award of construction contract:

- i. Assist in the discussions with the bidders throughout the process till Contract Award.
- ii. Prepare the required number of "Approved for Construction" drawings and other contract documents for the construction contract.

### **1.3.2 Phase – II, Construction Supervision**

The Consultant shall review and assist the Client with the coordination of the construction of the Project from a qualitative perspective, safety, and logistical issues. All communication, coordination and management of issues related to time and cost will be the responsibility of the Consultant. The Consultant will, as part of their professional diligence, be expected to identify and report on such items if their observations, indicate that important issues affecting the success of the Project may have been overlooked. Final Authority over time and money will however be the responsibility of the Client. The Consultant's staff for the Post Contract and Supervision Services will supervise the works, make recommendations to the Client on contractual issues as and when requested, and perform quality control reviews as well as advise and assist on cost related issues. Any input, assistance, collaboration or coordination that may be required by other Consultants, shall not absolve the Consultant from his obligations. For the avoidance of any doubt, the Consultant shall be ultimately responsible and shall owe as duty of care to both the Client and the contractor(s).

Site supervision task will include the following activities by the Consultant:

- a. Perform site supervision to include all aspects of on-site quality assurance/control of construction for all disciplines. The Consultant shall provide resident staff with relevant experience on full time/part time (as appropriate) basis through-out the duration of the construction period. The deployment of the site staff shall be proposed by the Consultant in his bid and its deployment will be subject to the Client's approval.
- b. Approval of all materials samples and equipment submissions.
- c. Approval of all shop drawings for all disciplines.
- d. Approval of all construction method statements.
- e. Monitor the daily activities done by the contractor(s) and check the compliance of the contractor(s) to the contract technical specifications and conditions.
- f. Follow, check, and require all types of tests of materials, work done, for any element, and then study the results and compare the data with the technical requirements of the contract.



- g. Upon request, negotiate with the contractor on prices and variation orders and participate in analyzing the cost and time impact with the Client's representative.
- h. Participate in studying the variation orders with the Client
- i. Prepare monthly progress reports, indicating the progress made since the submission of the previous report and commenting on the progress to date in relation to the program and whether completion of the works are likely to be advanced or delayed.
- j. Promptly assist in examining and preparing recommendations on claims initiated by the contractor(s) for extensions of time, payment for extra work and other similar matters, and submit recommendations on these issues to the Client for approval.
- k. Keep full records of the daily and monthly reports showing, nos. of workers, work done, quantities weather, accidents, laboratory tests, results and material delivered machineries, survey, soil investigation, payments, equipment, etc.
- l. Attend and inspect all testing and commissioning activities.
- m. Handover of the facility (substantially and finally) along with Punch List.
- n. Review and approval of operations and maintenance manuals prepared by the contractor.
- o. Approval of as built drawings prepared by the contractor.
- p. Preparation of Interim Payment Certificates and Final Payment Certificate and study claims by contractor and give recommendations as appropriate.
- q. Approval by the Consultant, pertaining to materials, equipment and technical submittals etc shall be subject to review by the Client, prior of its issue to the Contractor(s) / Supplier(s).

### 1.3.3 Phase – III, Defect Notification Period

- a. Perform at least four periodic maintenance inspection visits during the Defects Notification Period; visits will be conducted by the different disciplines engineers.
- b. To assess defects and/or construction damage(s) and warranty status on systems.
- c. Prepare and submit visit reports with progress on attendance of Punch List.
- d. Check and recommend the final payment certificate at the end of **defects liability period** for the Client's approval and comments.

## 2. Project Implementation Schedule

It is envisaged that the design and construction supervision phases for the above-mentioned contracts shall be of 42 Months as per following schedule.

- |     |                               |           |
|-----|-------------------------------|-----------|
| (a) | Planning & Design Phase       | 12 Months |
| (b) | Construction Phase            | 24 Months |
| (c) | Post Construction Phase (DNP) | 06 Months |

(DNP means Defects Notification Period as per FIDIC)

## 3. Project Staffing Requirements

The Consultant is expected to provide the following personnel for the time periods for different assignments (Planning, Design and Construction Phases), as indicated in sub head 2 above. The staff shown below for Planning and Design Phase is indicative only.

### (a) Design Phase:

- i. Team Leader/Project Manager
- ii. Architect
- iii. Structure Design Engineer
- iv. Road Design Engineer
- v. Water Supply Design Engineer
- vi. Sewerage System Design Engineer
- vii. Electrical Design Engineer
- viii. Plumbing Design Engineer
- ix. Traffic & Pavement Engineer
- x. Horticulture/Landscaping Expert
- xi. Contracts Engineer
- xii. Quantity Surveyor
- xiii. Surveyors
- xiv. CAD operators
- xv. Support Staff

**Man Months of above staff will be estimated by the Consultant.**

### (b) Construction Phase:

While construction packaging will be identified, subsequent to contract packaging, it is envisaged that the Team of Construction Supervision Consultant shall have the following professionals and supporting indicative staff for entire duration of 24 months for each scheme.

Sr. No.	Key Staff	Qty in no	Man-Month
1	Team Leader (The Engineer)	1	24
2	Resident Engineer	1	24
3	Assistant Resident Engineer (Infrastructure)	1	24
4	Assistant Resident Engineer (Structure/Building Works)	1	12

<b>Sr. No.</b>	<b>Key Staff</b>	<b>Qty in no</b>	<b>Man-Month</b>
5	Assistant Resident Engineer (MEP)	1	12
6	Contracts Engineer	1	12
7	Material Engineer	1	24
8	Horticulture/Landscaping Expert	1	12
9	Quantity Surveyor	1	24
10	Site Inspector (Roads)	1	24
10	Site Inspector (Structure)	1	24
11	Site Inspectors (MEP)	1	12
12	Surveyors	1	24
13	Lab Technician	1	24
	<b>Support Staff</b>		
14	Secretary/Office Administrator	1	24
15	Computer Operator	1	24
16	Peon/Messenger	1	24

Above mentioned man-months are provided for common basis for comparison of cost of different bidders.

**(c) Post Construction Phase:**

<b>S.#</b>	<b>Position</b>		
		<b>Qty.</b>	<b>Man-Month</b>
	<b>Key Staff</b>		
1	Team Leader (The Engineer)	1	6
2	Resident Engineer	1	6
3	Horticulture/Landscaping Expert	1	6
4	Contracts Engineer	1	6
5	Quantity Surveyor	1	6
6	Computer Operator	1	6
7	Peon/Messenger	1	6

**4. Project Deliverables**

All reports documents prepared by the Consultants shall be professionally precise and objective. The report formats shall be finalized in consultation with the Employer. The consultants shall provide specified number of copies / sets of the following reports and / or documents to Employer, which may be varied as per requirements:

**(a) Design Phase**

- i. Topographic Survey, Soil Investigation Report.....03 copies

- ii. Tender Drawings .....03 copies
- iii. Tender Documents including BOQ, COC & Specification..... 10 copies
- iv. Revised PC-1 ..... 05 copies
- v. Assistance in Tender Evaluation Report..... 03 copies
- vi. Engineer's Estimate.....03 copies

Note: The electronic versions of all documents (pdf) will be provided to the Client at the Completion of Project.

**(b) Construction Supervision Phase**

- i. Monthly Progress Report..... 03 copies
- ii. Construction Drawings..... 04 copies

**(c) Post- Construction Phase**

- i. Final Project Completion Report (upon completion of PCP period)..... 03 copies

**5. Facilities During Supervision Construction Phase**

The Client will provide the following inputs and facilities:

- i) The Administrative facilities in performing the services.
- ii) Documents related to the project available with PA.
- iii) The Consultant's Team leader (The Engineer) and Contract / Procurement Engineer and his support staff will be stationed at Karachi and their office, accommodation / housing, furnishing equipment and running cost of utilities including transportation with POL and maintenance will be financed under the Consultancy Contract Agreement.
- (ii) The cost for site offices for construction supervision staff will be financed through Civil Work Contract.
- (iii) The furnishing, equipment and running cost of utilities for consultants' supervision staff site offices including peon/office boy will be financed through Civil Work Contract.
- (iv) Transportation of the Consultants supervision staff with Driver, POL and maintenance will be financed through Civil Work Contract.
- (v) Material testing laboratories including furnishing, equipment, helpers, their maintenance, and utilities will be provided through Civil Work Contract.
- (vi) Survey Equipment including helpers and maintenance will be provided through Civil Work Contract.

**6. Additional Services**

If required to do so by the PA, the Consultant shall provide additional services which include the following, as appropriate:

- i. Advise the Employer with respect to carrying out the work following an appeal to arbitration or litigation to the works.
- ii. Services other than these and other than minor extras which do not materially affect the scope of the Consultant's agreement will be authorized by the Employer at rates and under conditions to be mutually agreed.

## **GENERAL CONDITIONS OF CONTRACT**

# **I. GENERAL CONDITIONS OF CONTRACT**

## **1. GENERAL PROVISIONS**

### **1.1 Definitions**

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “Applicable Law” means the Sindh Public Procurement Act, there-under Rules 2010.
- (b) “Procuring Agency PA” means the implementing department which signs the contract.
- (c) “Consultant” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals.
- (d) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is General Conditions (GC), the Special Conditions (SC), and the Appendices.
- (e) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6;
- (f) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.
- (g) “Foreign Currency” means any currency other than the currency of the PA’s country.
- (h) “GC” means these General Conditions of Contract.
- (i) “Government” means the Government of Sindh.
- (j) “Local Currency” means Pak Rupees.
- (k) “Member” means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.
- (l) “Party” means the PA or the Consultant, as the case may be, and “Parties” means both of them.
- (m) “Personnel” means persons hired by the Consultant or by any Sub-Consultants and assigned to the performance of the Services or any part thereof.
- (n) “SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.

- (o) Services” means the consulting services to be performed by the Consultant pursuant to this Contract, as described in the Terms of References.
- (p) “Sub-Consultants” means any person or entity to whom/which the Consultant subcontracts any part of the Services.
- (q) “In writing” means communicated in written form with proof of receipt.

## **1.2 Law Governing Contract**

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable law.

## **1.3 Language**

This Contract is executed in the language specified in the SC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

## **1.4 Notices**

- 1.4.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC.
- 1.4.2 A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

## **1.5 Location**

The Services shall be performed at such locations as are specified in special condition of contract and, where the location of a particular task is not so specified, at such locations, whether in the Government’s country or elsewhere, as the PA may approve.

## **1.6 Authority of Member in Charge**

In case the Consultant consists of a joint venture/ consortium/ association of more than one individual firms, the Members hereby authorize the individual firms or specified in the SC to act on their behalf in exercising all the Consultant’s rights and obligations towards the PA under this Contract, including without limitation the receiving of instructions and payments from the PA.

## **1.7 Authorized Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the PA or the Consultant may be taken or executed by the officials specified in the SC.

## **1.8 Taxes and Duties**

The Consultant, Sub-Consultants, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

### **1.9 Fraud and Corruption**

If the PA determines that the Consultant and/or its Personnel, subcontractors, sub-consultants, services providers and suppliers has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices, in competing for or in executing the Contract, then the PA may, after giving 14 days notice to the Consultant, terminate the Consultant's employment under the Contract, and may resort to other remedies including blacklisting/disqualification as provided in SPPR 2010.

Any personnel of the Consultant, who engages in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Contract, shall be removed in accordance with Sub-Clause 4.2.

## **2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT**

### **2.1 Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by both Parties and such other later date as may be stated in the SC. The date the Contract comes into effect is defined as the Effective Date.

### **2.2 Commencement of Services**

The Consultant shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC.

### **2.3 Expiration of Contract**

Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.

### **2.4 Modifications or Variations**

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

### **2.5 Force Majeure**

The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

#### **2.5.2 No Breach of Contract**

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

#### **2.5.3 Extension of Time**

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.



#### **2.5.4 Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

### **2.6 Termination**

#### **2.6.1 By the PA**

The PA may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 2.6.1. In such an occurrence the PA shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e).

- (a) If the Consultant does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the PA may have subsequently approved in writing.
- (b) If the Consultant becomes insolvent or bankrupt.
- (c) If the Consultant, in the judgment of the PA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- (d) If, as the result of Force Majeure, the Consultant(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (e) If the PA, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- (f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.

#### **2.6.2 By the Consultant**

The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the PA, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 2.6.2:

- a. If the PA fails to pay any money due to the Consultant pursuant to this Contract without consultants fault.
- b. Pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment overdue.
- c. If, as the result of Force Majeure, the Consultant is unable perform a material portion of the Services for a period of not less than sixty (60) days.
- d. If the PA fails to comply with any final decision reached as result of arbitration pursuant to Clause GC 8 hereof.

### **2.6.3 Payment upon Termination**

Upon termination of this Contract pursuant to Clauses GC 2.6.1 or GC 2.6.2, the PA shall make the following payments to the Consultant:

- (a) payment pursuant to Clause GC 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) through and (f) of Clause GC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

## **3. OBLIGATIONS OF THE CONSULTANT**

### **3.1 General**

#### **3.1.1 Standard of Performance**

The Consultant shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the PA, and shall at all times support and safeguard the PA's legitimate interests in any dealings with Sub-Consultants or third Parties.

#### **3.2 Conflict of Interests**

The Consultant shall hold the PA's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

#### **3.2.1 Consultants not to Benefit from Commissions, Discounts, etc.**

The payment of the Consultant pursuant to Clause GC 6 shall constitute the Consultant's only payment in connection with this Contract or the Services, and the Consultant shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultant shall use their best efforts to ensure that the Personnel, any Sub-Consultants, and agents of either of them similarly shall not receive any such additional payment.

#### **3.2.2 Consultant and Affiliates not to be Otherwise Interested in Project**

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-Consultants and any entity affiliated with such Sub-Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.

### **3.2.3 Prohibition of Conflicting Activities**

The Consultant shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.

### **3.3 Confidentiality**

Except with the prior written consent of the PA, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

### **3.4 Insurance to be Taken Out by the Consultant**

The Consultant (a) shall take out and maintain, and shall cause any Sub-Consultants to take out and maintain, at their (or the Sub-Consultants', as the case may be) own cost but on terms and conditions approved by the PA, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the PA's request, shall provide evidence to the PA showing that such insurance has been taken out and maintained and that the current premiums have been paid.

### **3.5 Consultant's Actions Requiring PA's Prior Approval**

The Consultant shall obtain the PA's prior approval in writing before taking any of the following actions:

- (a) entering into a subcontract for the performance of any part of the Services,
- (b) appointing such members of the Personnel not listed by name in Appendix C, and
- (c) any other action that may be specified in the SC.

### **3.6 Reporting Obligations**

- (a) The Consultant shall submit to the PA the reports and documents specified in hereto, in the form, in the numbers and within the time periods set forth in the said Appendix.
- (b) Final reports shall be delivered in CD ROM in addition to the hard copies specified in said Appendix.

### **3.7 Documents Prepared by the Consultant to be the Property of the PA**

- (a) All plans, drawings, specifications, designs, reports, other documents and software submitted by the Consultant under this Contract shall become and remain the property of the PA, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the PA, together with a detailed inventory thereof.
- (b) The Consultant may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SC.

### **3.8 Accounting, Inspection and Auditing**

3.8.1 The Consultant shall keep, and shall cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Contract, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify relevant time changes and costs.

3.8.2 The Consultant shall permit, and shall cause its Sub-consultants to permit, the PA and/or persons appointed by the PA to inspect its accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the PA if requested by the PA. The Consultant's attention is drawn to Clause 1.9.1 which provides, inter alia, that acts intended to materially impede the exercise of the PA's inspection and audit rights provided for under Clause 3.8 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the PA's prevailing sanctions procedures.).

#### **4. CONSULTANT'S PERSONNEL**

##### **4.1 Description of Personnel**

The Consultant shall employ and provide such qualified and experienced Personnel and Sub-Consultants as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel and Sub-Consultants listed by title as well as by name in Appendix C are hereby approved by the PA.

##### **4.2 Removal and/or Replacement of Personnel**

- (a) Except as the PA may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultant, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications.
- (b) If the PA finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the PA's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the PA.
- (c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

#### **5. Obligations of the PA**

##### **5.1 Assistance and Exemptions**

The PA shall use its best efforts to ensure that the Government shall provide the Consultant such assistance and exemptions as specified in the SC.

##### **5.2 Change in the Applicable Law**

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses

**Related to Taxes and Duties**

otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses GC 6.2 (a) or (b), as the case may be.

**5.3 Services and Facilities**

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses GC 6.2 (a) or (b), as the case may be.

**5.3 Services and Facilities**

The PA shall make available free of charge to the Consultant the Services and Facilities listed under Appendix F.

**6. PAYMENTS TO THE CONSULTANT**

**6.1 Security**

The consultant has to submit bid security and the performance security at the rate mention in SC.

**6.2 Lump-Sum Payment**

The total payment due to the Consultant shall not exceed the Contract Price which is an all inclusive fixed lump-sum covering all costs required to carry out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.

**6.3 Contract Price**

The price payable in Pak Rupees/foreign currency/ is set forth in the SC.

**6.4 Payment for Additional Services**

For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lumpsum price is provided in Appendices D and E.

**6.5 Terms and Conditions of Payment**

Payments will be made to the account of the Consultant and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of an advance payment guarantee for the same amount, and shall be valid for the period stated in the SC. Such guarantee shall be in the form set forth in Appendix G hereto, or in such other form, as the PA shall have approved in writing. Any other payment shall be made after the conditions listed in the SC for such payment have been met, and the Consultant has submitted an invoice to the PA specifying the amount due.

## **7. GOOD FAITH**

### **7.1 Good Faith**

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

## **8. SETTLEMENT OF DISPUTES**

### **8.1 Amicable Settlement**

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

### **8.2 Dispute Resolution**

Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.

## II. Special Conditions of Contract

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(a)	Sindh Public Procurement Act and Sindh Public Procurement Rules 2010.
1.1(b)	Procuring Agency is Project Director (Mega Projects), Local Government Department, Government of Sindh.
1.1 (d)	<b>“Contract” means the Umbrella Contract</b> signed by the Parties and all the attached documents listed in its Clause 1, that is General Conditions (GC), the Special Conditions (SC), Annexures and the Appendices
1.1 (r)	<p>"Project" means "Time Based Consultancy for Design, Preparation of Revised PC-1 and Tender Documents etc. and Construction Supervision for the Sub Project being undertaken under the Local Government Schemes."</p> <p><b>The “Project” is comprised of various sub-projects. For each sub-project, separate sub-contract agreement will be agreed/signed between Contracting Parties of this Umbrella Contract.</b></p>
1.2	Laws of Islamic Republic of Pakistan
1.3	The language is English
1.4	<p>The addresses are:</p> <p><b>Procuring Agency</b> : Local Government Department, Sindh Secretariate, Karachi</p> <p>Attention : Project Director (Mega Projects)</p> <p>Facsimile : 021-----</p> <p>E-mail : -----</p> <p><b>Consultant</b> :</p> <p>Attention :</p> <p>Facsimile :</p> <p>E-mails :</p>
1.6	The Member in Charge is ----- (in case of JV)
1.7	<p>The Authorized Representatives are:</p> <p><b>For the PA</b> : Project Director (Mega Projects)</p> <p><b>For the Consultant</b> :</p>
1.8	All taxes including GST to be paid by the Consultant
2.1	<p>The date on which this Contract shall come into effect is the date when the Contract is signed by both the Parties.</p> <p>If the Contract is not come into effect within 60 days after acceptance of bid by PA, the Contract shall be considered as terminated.</p>

2.2	The date for the commencement of Services shall be within seven (07) days of signing of the Contract/Effective Date.
2.3	The time period shall be 12 months for Design and Tender Documentation, 24 months for Construction Supervision and 6 months for closing / finalization of construction contract.
3.4	<p>The risks and the coverage shall be as follows:</p> <p>(a) Third Party liability insurance, with a minimum coverage of <b>PKR 200,000/- per occurrence.</b></p> <p>(b) professional liability insurance, with a minimum coverage of twice the Contract Amount;</p> <p>(c) PA's liability and workers' compensation insurance in respect of the Personnel of the Consultant and of any Sub-Consultants, in accordance with the relevant provisions of the Applicable Law, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; <b>PKR 600,000/- per occurrence in case of death and PKR 150,000/- in case of injury.</b></p> <p>(d) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, <b>Full Replacement Cost</b> (ii) any documents prepared by the Consultant in the performance of the Services, <b>Full cost to be incurred on the reproduction of any such document.</b></p>
3.7 (b)	The Client and the Consultants shall not use these documents for purposes unrelated to this Contract without the prior written approval of the other Party.
5.1	<p><b>Assistance</b></p> <p>The Client shall make available within 15 days from the Commencement Date, the documents available with him (if any).</p> <p><b>Approvals</b></p> <p>The Client shall accord approval of the documents immediately but not later than fourteen (14) days from the date of their submission by the Consultants. After fourteen days (14) days the submission made by the Consultants shall be considered as Approved by the Client.</p>
6.1	Bid Security submitted with financial proposal shall be returned to the Consultant upon receipt of 2% Performance Security of the first two Sub Projects.
6.2	Not Applicable
6.3	The amount in Pak Rupees to be determined for each sub-Contract.
6.5	<p>The accounts for local currency is : Rs.</p> <p>-----</p> <p>-----</p> <p>-----</p>



	<table><tr><td>1</td><td>For Design, Revised PC-1, and Tender Documents as per ToR</td><td>-----% of the <b>Construction Cost</b> for each -Sub-Contract. Initially the Construction Cost will be taken as per Engineer's Estimate, which shall be adjusted as per Bid Price of successful bidder and eventually as per the Completion Cost of each Sub-Project/Sub-Contract</td></tr><tr><td>2</td><td>For Construction Supervision</td><td><b>As per provided Monthly Charge Rates of the deployed site staff with the approval of the Client.</b></td></tr></table> <p>Payments shall be made according to the following schedule for each Sub-Contract:</p> <p><b>A Design Phase</b></p> <table><tr><td>On Submission of Detailed Design</td><td>20% of Consultancy Fee</td></tr><tr><td>On Submission of Tender Documents</td><td>25% of Consultancy Fee</td></tr><tr><td>On Submission of Engineer’s Estimate</td><td>10% of Consultancy Fee</td></tr><tr><td>On submission of Revised PC-1</td><td>20% of Consultancy Fee</td></tr><tr><td>On submission of Construction Drawings</td><td>25% of Consultancy Fee</td></tr></table> <p><b>B Construction Supervision Phase</b></p> <p>Consultants’ invoices shall be paid in every month as per the input (remuneration and out of pocket expenses) made during the month for each Sub-Project.</p>	1	For Design, Revised PC-1, and Tender Documents as per ToR	-----% of the <b>Construction Cost</b> for each -Sub-Contract. Initially the Construction Cost will be taken as per Engineer's Estimate, which shall be adjusted as per Bid Price of successful bidder and eventually as per the Completion Cost of each Sub-Project/Sub-Contract	2	For Construction Supervision	<b>As per provided Monthly Charge Rates of the deployed site staff with the approval of the Client.</b>	On Submission of Detailed Design	20% of Consultancy Fee	On Submission of Tender Documents	25% of Consultancy Fee	On Submission of Engineer’s Estimate	10% of Consultancy Fee	On submission of Revised PC-1	20% of Consultancy Fee	On submission of Construction Drawings	25% of Consultancy Fee
1	For Design, Revised PC-1, and Tender Documents as per ToR	-----% of the <b>Construction Cost</b> for each -Sub-Contract. Initially the Construction Cost will be taken as per Engineer's Estimate, which shall be adjusted as per Bid Price of successful bidder and eventually as per the Completion Cost of each Sub-Project/Sub-Contract															
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On submission of Revised PC-1	20% of Consultancy Fee																
On submission of Construction Drawings	25% of Consultancy Fee																
8.2	<p>Disputes shall be settled by Complaint Redressal Committee define in SPPR 2010 or through Arbitration Act of 1940 (as amended time to time) in accordance with the following provisions:</p> <p>The Arbitration shall take place in Karachi.</p>																

**(INTEGRITY PACT)  
(TO BE PLACED IN FINANCIAL PROPOSAL)**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.  
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN  
CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No. \_\_\_\_\_

Dated \_\_\_\_\_

Contract Value: \_\_\_\_\_

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] accept/s 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]

## STANDARD FORM OF CONTRACT

Consulting Services for Detailed Design and Construction Supervision of

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THIS CONTRACT ("Contract") is entered into this [insert starting date of assignment], by and between [insert PA's name] ("the PA") having its principal place of business at [insert PA's address], and [insert Consultant's name] ("the Consultant") having its principal office located at [insert Consultant's address].

WHEREAS, the PA wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

### 1. Services

- (i) The Consultant shall perform the services specified in Annexure A "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
- (ii) The Consultant shall provide the reports listed in Annex A, "Consultant's Reporting Obligations," within the time periods listed in such Annex, and the personnel listed in Annex B, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.

### 2. Term

The Consultant shall perform the Services during the period commencing [insert start date] and continuing through [insert completion date] or any other period as may be subsequently agreed by the parties in writing.

### 3. Payment

#### A. Ceiling

For Services rendered pursuant to Annex A, the PA shall pay the Consultant an amount not to exceed [insert amount]. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

#### C. Payment Conditions

Payment shall be made in [specify currency], no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

### 4. Economic Price Adjustment

In order to adjust the remuneration for inflation, a price adjustment provision has been included if the contract has duration of more than 18 months or if the inflation is expected to exceed 3% per annum. The adjustment will be made every 12 months after the effective date of the contract for remuneration. Remuneration will be adjusted by using the relevant index as per following provision:

“Payments for remuneration made in accordance with Clause 3 shall be adjusted as follows:

Remuneration pursuant to the rates set forth in Annex B shall be adjusted every 12 months (and, for the first time, with effect for the remuneration earned in the [13] th calendar month after the effective date of the Contract) by applying the following formula:

$$Rl = Rlo \times \frac{Il}{Ilo}$$

where Rl is the adjusted remuneration, Rlo is the remuneration payable on the basis of the rates set forth in Annex C for payable remuneration, Il is the official rate of inflation for the first month for which the adjustment is to have effect and, Ilo is the official rate of inflation for the month of the date of the Contract.”]. Value of Il and Ilo are the Consumer Price Index (CPI) “General” as published by Federal Bureau of Statistics, Government of Pakistan.

## **5. Project Administration**

### **A. Coordinator**

The PA designates Mr./Ms. [insert name] as PA’s Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the PA.

### **B. Timesheets**

During the course of their work under this Contract the Consultant’s employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as instructed by the Coordinator.

### **C. Records and Accounts**

The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The PA reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant’s records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

## **6. Performance Standard**

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the PA considers unsatisfactory.

## **7. Confidentiality**

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the PA’s business or operations without the prior written consent of the PA.

## **8. Ownership of Material**

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the PA under the Contract shall belong to and remain the

property of the PA. The Consultant may retain a copy of such documents and software.

**9. Consultant  
Not to be  
Engaged in  
Certain  
Activities**

The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

**10. Insurance**

The Consultant will be responsible for taking out any appropriate insurance coverage for their personnel and equipment.

**11. Assignment**

The Consultant shall not assign this Contract or Subcontract any portion thereof it without the PA's prior written consent.

**12. Law  
Governing  
Contract and  
Language**

The Contract shall be governed by the laws of Islamic Republic of Pakistan and the Provincial Government and the language of the Contract shall be English.

**13. Dispute  
Resolution**

Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act of 1940

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written

FOR THE PA

FOR THE CONSULTANT

Signed by \_\_\_\_\_  
Title: \_\_\_\_\_

Signed by \_\_\_\_\_  
Title: \_\_\_\_\_

Witness:  
Name:  
Title:

Witness:  
Name:  
Title