



University of Haveli
Kahuta, Azad Jammu & Kashmir

DIRECTORATE OF WORKS, PLANNING & DEVELOPMENT

REQUEST FOR PROPOSALS

**CONSULTANCY SERVICES FOR PREPARATION OF BOQS, TENDER DOCUMENTS AND
DETAILED RESIDENT SUPERVISION OF CONSTRUCTION OF ACADEMIC BLOCK AND
EXTERNAL DEVELOPMENT WORKS FOR UNIVERSITY OF HAVELI, KAHUTA, AJ&K.**

University of Haveli, Kahuta, Azad Jammu & Kashmir intends to undertake consultancy services for PREPARATION OF BOQS, TENDER DOCUMENTS AND DETAILED RESIDENT SUPERVISION OF ACADEMIC BLOCK AND EXTERNAL DEVELOPMENT WORKS FOR UNIVERSITY OF HAVELI, KAHUTA, AJ&K. The above mentioned works will be executed under a development project approved by the Government of AJ&K.

Proposals are invited from Consultancy firms, registered with Pakistan Engineering Council (PEC) and present on active tax payers' list of FBR, through Single Stage Two Envelope (SSTE) procedure. The selection will be carried out on Quality cum Cost Based process (80% - 20%) and terms & conditions prescribed in the RFP document, as per PPRA rules and PEC guidelines. The RFP documents may be purchased from address given below by interested eligible consultancy firms upon payment of non-refundable fee of Rs.5,000/- (Rupees Five Thousand Only) in the form of pay order/ bank draft in favor of the Treasurer, University of Haveli, Kahuta AJ&K. The documents are also available on the UPR website: www.uohajk.edu.pk and PPRA website: www.ajkppra.gov.pk

Separately Sealed Technical & Financial Proposals (One Original & One Copy) having clearly marked "Technical Proposal" and "Financial Proposal" must reach at the address mentioned below on **Tuesday, 17th February 2026** before **1400 HRS**. The Technical Proposals will be opened on the same day (**Tuesday, 17th February 2026**) at **1430 HRS** in presence of committee members and the representatives of prospective firms, who wish to attend, in the Vice Chancellor Secretariat, University of Haveli, Kahuta, AJ&K.

Incomplete and late proposals will be rejected. Any further information or detail in this connection before the proposal submission date may be collected from the employer address mentioned below on any working day (Monday to Friday, 0900 HRS – 1600 HRS).

Director Works/Planning & Development

Administrative Block, University of Haveli,

Kahuta, Azad Jammu & Kashmir

Tel: 05823-961707, 961705, 0355-6308260, 0333-5808613

Email: directorworks@uohajk.edu.pk,

University of Haveli
Kahuta, Azad Jammu & Kashmir



REQUEST FOR PROPOSAL
for
CONSULTANCY SERVICES
for

**CONSTRUCTION OF ACADEMIC BLOCK AND EXTERNAL
DEVELOPMENT / PROTECTION WORKS,
FOR
UNIVERSITY OF HAVELI,
KAHUTA, AZAD JAMMU & KASHMIR**

JANUARY 2026

Table of Contents

1. INSTRUCTIONS TO CONSULTANTS -----	4-10
2. DATA SHEET-----	11-19
3. TECHNICAL PROPOSAL FORMS (APPENDIX-I)-----	20-31
4. FINANCIAL PROPOSAL FORMS (APPENDIX-II) -----	32-39
5. TERMS OF REFERENCE (TOR) (APPENDIX-III) -----	40-43
6. Payment Schedule (APPENDIX-IV) -----	44
7. Location Map (APPENDIX-V) -----	45
8. Copy of Model Agreement (APPENDIX-VI) -----	46
9. Form of Bid-Securing Declaration (APPENDIX-VII) --	47



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Kahuta, Azad Jammu & Kashmir

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Kahuta, Azad Jammu & Kashmir

Tel: 05823-961707, 961705, 0355-6308260, 0333-5808613

Email: directorworks@uohajk.edu.pk

LETTER OF INVITATION (LOI)

Re: Proposal for Consulting Services, Letter of Invitation

INSTRUCTION TO CONSULTANTS

1. INTRODUCTION

- 1.1 You are hereby invited to submit a technical and a financial proposal for consulting services required for the Assignment named in the attached LOI Data Sheet (referred to as “Data Sheet” hereafter) annexed with this letter. Your proposal could form the basis for future negotiations and ultimately a contract between your firm and the Client named in the Data Sheet.
- 1.2 A brief description of the Assignment and its objectives are given in the Data Sheet. Details are provided in the attached TOR.
- 1.3 The Assignment shall be implemented in accordance with the phasing indicated in the Data Sheet. (When the Assignment includes several phases, continuation of services for the next phase shall be subject to satisfactory performance of the previous phase, as determined by the Client).
- 1.4 The “University of Haveli (referred to as the “Client” hereafter) has been entrusted the duty to implement the Project as Executing Agency by the Government of AJ&K through Higher Education Secretariat. Funds for the project have been approved and provided in the budget for utilization towards the cost of the Assignment. The Client intends to apply part of the funds to eligible payments under the contract for which this LOI is issued.
- 1.5 To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference if specified in the Data Sheet. Your representative shall meet the officials named in the Data Sheet. Please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.
- 1.6 The Client shall provide the inputs specified in the Data Sheet, assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.7 Please note that:
 - i) The cost of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and
 - ii) The Client is not bound to accept any of the proposals submitted.
- 1.8 An invitation to submit proposals has been sent to the firms as listed/stated in the Data Sheet.

1.9 We wish to remind you that in order to avoid conflicts of interest:

- i) Any firm providing goods, works, or services with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services (other than the Services and any continuation thereof) resulting from or associated with the project of which this Assignment forms a part; and
- ii) Any previous or ongoing participation in relation with the project by your firm, its professional staff, its affiliates or associates under a contract may result in rejection of your proposal. You should clarify your situation in that respect with the Client before preparing the proposal.

2. **DOCUMENTS**

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

2.2 Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than seven (07) days before the proposal submission date. Any request for clarification in writing, or by cable, telex or telefax shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond by cable, telex or telefax to such requests and copies of the response shall be sent to all invited Consultants.

2.3 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment. The amendment shall be sent in writing or by cable, telex or telefax to all invited consulting firms and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3. **PREPARATION OF PROPOSAL**

3.1 You are requested to submit a technical and a financial proposal. Your proposal shall be written in English language.

Technical Proposal

3.2 In preparing the technical proposal, you are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information shall be at your own risk and may result in rejection of your proposal.

3.3 During preparation of the technical proposal, you must give particular attention to the following:

- i) If you consider that your firm does not have all the expertise for the Assignment you

may obtain a full range of expertise by associating with other firms or entities. You may also utilize the services of expatriate experts but only to the extent for which the requisite expertise is not available in any Pakistani Firm. You may not associate with the other firms invited for this Assignment unless specified in the Data Sheet.

- ii) Subcontracting part of the Assignment to other consultants if considered desirable; the same sub-consultant may be included in several proposals, subject to limitations in the Data Sheet.
- iii) The estimated number of key professional staff-months required for the Assignment is stated in the Data Sheet. Your proposal should be based on a number of key professional staff-months substantially in accordance with the above number. However, you may propose changes in the light of your experience through your comments on the TOR.
- iv) The key professional staff proposed shall be permanent employees of the firm unless otherwise indicated in the Data Sheet.
- v) Proposed staff should have experience preferably under conditions similar to those prevailing in the area of the Assignment. The minimum required experience of proposed key staff shall be as listed in the Data Sheet.
- vi) No alternative to key professional staff may be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- vii) Study reports must be in the English Language. Working knowledge of the national language by the firm's personnel is recommended. The knowledge of the regional language where the Assignment is located will be considered additional qualification.

3.4 Your technical proposal shall provide the following and any additional information, using the formats attached in Appendix 1:

I-From-1 A brief description of the Consultant's organization and an outline of recent (not older than Ten years) experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff provided, duration, contract amount and firm's involvement.

I-Form-2 A list of projects presently being under taken by the Firm and expertise-wise total number and number of staff deployed on the projects being presently under-taken.

I-Form-3 Consultants' understanding of the objectives of the project, their approach towards the assignment and a description of

methodology that the consultants propose to perform on the activities and completion of the assignment.

- I-Form-4 Any comments or suggestions on the TOR;
The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR.
- I-Form-5 CVs recently signed by the proposed key professional staff and an authorized manager in the consultants head office. Key information should include number of years with the firm, and degree of responsibility held in various assignments especially during the last ten (10) years.
- I-Form-6 A monthly work plan, illustrated with a bar chart of activities and graphics of the critical path method (CPM) or Project Evaluation Review Techniques (PERT) type.
- I-Form-7 A schedule for compilation and submission of various types of reports.
- I-Form-8 A work plan and time schedule for the key personnel also showing the total number of person-months by each key person.
- I-Form-9 The composition of the proposed staff team, the tasks which would be assigned to each staff members and their positions.

- 3.5 The technical proposal shall not include any financial information. The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR shall be included in the technical proposal.

Financial Proposal

- 3.6 The financial proposal should list the costs associated with the Assignment. These normally cover remuneration for staff in the field and at headquarters, per diem, housing, transportation for mobilization and demobilization, services and equipment (vehicles, office equipment furniture and supplies), printing of documents, surveys and Geotechnical investigations. These costs should be broken into foreign (if applicable) and local costs. Your financial proposal should be prepared using the formats attached as Appendix 2 i.e. Form Nos. 1 through 6.
- 3.7 The financial proposal shall also take into account the professional liability as provided under the relevant PEC Bye-Laws and cost of insurances specified in the Data Sheet.
- 3.8 Costs may be expressed in currency(ies) listed in the Data Sheet.

4. SUBMISSION OF PROPOSALS

- 4.1 You shall submit one original technical proposal and one original financial proposal and the number of copies of each indicated in the Data Sheet. Each proposal shall be in a separate envelope indicating original or copy, as appropriate. All technical proposals shall be placed in an envelope clearly marked "Technical Proposal" and the financial proposals in the one marked "Financial Proposal". These two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."
- 4.2 In the event of any discrepancy between the copies of the proposal, the original shall govern. The original and each copy of the technical and financial proposals shall be prepared in indelible ink and shall be signed by the authorized Consultant's representative. The representative's authorization shall be confirmed by a written power of attorney accompanying the proposals. All pages of the technical and financial proposals shall be initialed by the person or persons signing the proposal.
- 4.3 The proposal shall contain no interlineation or overwriting except as necessary to correct errors made by the Consultants themselves. Any such corrections shall be initialed by the person or persons signing the proposal.
- 4.4 The completed technical and financial proposals shall be delivered on or before the time and date stated in the Data Sheet.
- 4.5 The proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. During this period, you shall keep available the professional staff proposed for the assignment. The Client shall make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

5. PROPOSAL EVALUATION

- 5.1 A single stage two-envelope procedure shall be adopted in ranking of the proposals. The technical evaluation shall be carried out first, followed by the financial evaluation. Firms shall be ranked using a combined technical/financial score, as prescribed in Data Sheet.

Technical Proposal

- 5.2 The evaluation committee appointed by the Client shall carry out its evaluation, applying the evaluation criteria and point system specified in the Data Sheet. Each responsive proposal shall be attributed a technical score (St). Firms scoring less than seventy (70) percent points shall be rejected and their financial proposals returned un-opened.

Financial Proposal

For Quality cum Cost Based Selection

- 5.3 The financial proposals of the three top-ranking qualifying consulting firms on the basis of evaluation of technical proposals shall be opened in the presence of the representatives of these firms, who shall be invited for the occasion and who care to attend. The Client shall inform the date, time and address for opening of financial proposals as indicated in the data Sheet. The total cost and major components of each proposal shall be publicly announced to the attending representatives of the firms.
- 5.4 The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal (Fm) among the three shall be given a financial score (Sf) of 100 points. The financial scores of the proposals shall be computed as follows:

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

(F = amount of specific financial proposal)

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

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

6. NEGOTIATION

- 6.1 Prior to the expiration of proposal validity, the Client shall notify the successful Consultant that submitted the highest ranking proposal in writing, by registered letter, cable telex or facsimile and invite it to negotiate the Contract.
- 6.2 Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial a draft contract by the conclusion of negotiations.
- 6.3 Negotiations shall commence with a discussion of your technical proposal. The proposed methodology, work plan, staffing and any suggestions you may have made to improve the TOR. Agreement shall then be reached on the final TOR, the staffing, and the bar charts, which shall indicate activities, staff, periods in the field and in the home office, staff months, logistics and reporting.
- 6.4 Changes agreed upon shall then be reflected in the financial proposal, using proposed unit rates (no negotiation of the staff month rates).

- 6.5 Having selected Consultants on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the staff named in the proposal. Prior to contract negotiations, the Client shall require assurances that the staff members will be actually available. The Client shall not consider substitutions of key staff except in cases of unexpected delays in the starting date or incapacity of key professional staff for reasons of health.
- 6.6 The negotiations shall be concluded with a review of the draft form of the contract. The Client and the Consultants shall finalize the contract to conclude negotiations. If negotiations fail, the Client shall invite the Consultants that received the second highest score in ranking to Contract negotiations. The procedure will continue with the third in case the negotiation process is not successful with the second ranked consultants.

7. AWARD OF CONTRACT

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

8. CONFIRMATION OF RECEIPT

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

DATA SHEET

Reference Clause																
1.1	<p>The name of the Assignment is:</p> <p>CONSULTANCY SERVICES FOR CONSTRUCTION OF ACADEMIC BLOCK AND EXTERNAL DEVELOPMENT / PROTECTION WORKS, FOR UNIVERSITY OF HAVELI, KAHUTA, AZAD JAMMU & KASHMIR</p> <p>SALIENT FEATURES OF PROJECT ARE:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 10%; text-align: center;">Sr. #.</th> <th style="width: 60%; text-align: center;">Description</th> <th style="width: 30%; text-align: center;">Covered Area (Sft)</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">Review of already prepared drawings & designs of building components to the extent required for bidding documents, Preparation of Engineers' Estimates, BOQs, Bidding Documents including Procurement Services & detailed resident Site Supervision</td> </tr> <tr> <td style="text-align: center;">1.</td> <td>Academic Block</td> <td style="text-align: center;">62,310</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>External Development Works / Protection Works</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">Total</td> <td style="text-align: center;">62,310</td> </tr> </tbody> </table> <p>Name of the Client:</p> <p>University of Haveli Kahuta AJ&K</p> <p>The address (es) of the official (s) is (are):</p> <p>Engr. Waseem Ahmad Director Works / P&D Administration Block, University of Haveli, Kahuta, AJ&K</p> <p>Ph #: 05823-961707, 961705</p> <p>Email – waseem215mrp@hotmail.com</p> <p>URL – uohajk.edu.pk</p>	Sr. #.	Description	Covered Area (Sft)	Review of already prepared drawings & designs of building components to the extent required for bidding documents, Preparation of Engineers' Estimates, BOQs, Bidding Documents including Procurement Services & detailed resident Site Supervision			1.	Academic Block	62,310	2.	External Development Works / Protection Works			Total	62,310
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1.	Academic Block	62,310														
2.	External Development Works / Protection Works															
	Total	62,310														
1.2	<p>The brief description and the objectives of the assignment are:</p>															

	<p>The Project site is located in Kahuta, District Haveli AJ&K with a total area of 21 kanals. The terrain is almost plain with slight terraces. There is fair access to the site by road.</p> <p>Background: The University of Haveli (UOHAJK) has been established in 2025. Currently, it has no self-owned campus and the academic and administrative functions are being carried out in buildings provided by the GoAJ&K. To house academic activities of 06 departments the UOHAJK has attained a project financed by the Govt of AJ&K through Higher Education Department of GoAJ&K.</p> <p>Objectives of the Assignment: The overall objective is to prepare bidding documents and carry out Construction Supervision of the of civil works approved in the project</p> <p>Specific objectives are :</p> <ol style="list-style-type: none"> i. To construct state of the art University Building including all internal and external facilities. ii. Review of already prepared designs of building components. iii. Preparation of Engineers' Estimates, BOQs, Specifications & Bidding Documents iv. Assist in procurement of constructors for construction of the project v. Supervise the construction activities and maintain the quality and progress of work. <p><i>Details are provided in the TOR.</i></p>
1.3	<p>Phasing of the Assignment, if any :</p> <p>N/A</p>
1.5	<p>Pre-Proposal Conference:</p> <p>Date: February 12, 2026 Time: 1500 HRS</p> <p>Venue: Office of Director WORKS / P&D Administration Block, University of Haveli</p> <p>Ph. #: 05823-961707, 961705</p> <p>Email – waseem215mrp@hotmail.com</p> <p>URL – UoHAJK.edu.pk</p>
1.6	<p>The Employer shall provide the following inputs:</p> <p>Client will provide the drawings of works and available information.</p>
1.7	<p>Selection Procedure: -</p>

	<p>Following are added in clause</p> <p>iii) The Consultants shall be selected under the selection method of Quality cum Cost Based Selection (QCBS). The procedure for opening of proposals will follow the principles of P.E.C, Single Stage-two envelope procedure.</p> <p>iv) The consultant should be cautioned about input of their professional experts, who are already working on other engineering projects. Exercising such act might affect adversely marking of these professionals in evaluation of the technical proposal. Their secured points are liable to be reduced by 50% if their name appears in more than 1 previous proposal in which they are ranked No.1. The existing load of work with a firm may be considered as one of the factors for the consideration in the award of the work.</p>
1.8	The clause is deleted as a whole.
2.1	<p>The Documents are:</p> <ol style="list-style-type: none"> 1. Letter of Invitation 2. Data Sheet. 3. Technical Proposal Forms for consultancy services 4. Financial Proposal Forms for consultancy services 5. Terms of Reference (TOR) 6. Appendices etc.
2.2	<p>The address of the Personnel for seeking clarification is:</p> <p>Engr. Waseem Ahmad Director Works / P&D Administration Block, University of Haveli Ph. #: 05823-961707, 961705 Email – waseem215mrp@hotmail.com URL – UoHAJK.edu.pk</p>
3.3 (i)	N/A
3.3 (ii)	N/A
3.3 (iii)	<p>The Estimated Man Months for pre-construction phase are 02 months whereas the estimated Man Months for Supervision Team are 18 months. The design review and preparation of tender documents for works shall have to be completed by 02 months after the commencement. No additional payment will be made for Pre-Construction phase if the activity extends beyond the period of two months.</p>

3.3 (iv)	Proposed key staff shall be permanent employees with the respective Consultant at least six months prior to submission of this proposal.
3.4	In the second line of I – Form -1 the words in bracket “(not older than Ten Years)” replaced with the words “(not older than Five Years).”
3.3 (v)	<p>The minimum required experience of proposed key staff during:</p> <p><u>Pre-Construction Phase</u></p> <ol style="list-style-type: none"> 1. Team Leader (for Pre-Construction & Supervision Phase): B. Sc. Engineer (Civil) preferably with M.Sc. in Construction Management having at least 15-Years’ of comprehensive experience and exposure to various Projects predominantly of design/supervision of Buildings along with the master planning of area of similar magnitude and complexity. 2. Contract Specialist: B.Sc (Civil) Engineering and M.Sc. in Project Management should have hands on experience of minimum 9 years related to contract implications. 3. MEP Engineer B.Sc. (Electrical) Engineer should have minimum of 9 year of relevant experience. 4. Draughtsman / CAD Operator DAE (Civil) should have minimum 7 years of relevant experience. 5. Quantity Surveyor B. Sc. (Civil) Engineer should have minimum 5 years of relevant experience or DAE (Civil) with 08 years of relevant experience. <p><u>Construction Supervision Phase</u></p> <ol style="list-style-type: none"> 1. Resident Engineer B. Sc. (Civil) Professional Engineer having total experience of more than 15 years and at least 05 years’ relevant experience as Resident Engineer 2. Material Engineer B. Sc. (Civil/Geology) preferably M.Sc. (Geotechnical Engineering/Geology) having minimum 10 years of relevant experience as Material Engineer in Construction Activities 3. Electrical Inspector B. Sc. (Electrical) Engineer should have minimum 4 years of relevant experience or DAE(Electrical) with 7 years of relevant experience. 4. Site Inspector Civil B. Sc. (Civil) Engineer should have minimum 5 years of relevant experience or DAE(Civil) with 10 years of relevant experience. 5. Quantity Surveyor B. Sc. (Civil) Engineer should have minimum 5 years of relevant experience or DAE(Civil) with 08 years of relevant experience. 6. Surveyor / Site Inspector, DAE (Civil) /certificate in surveying should have minimum 10-years of relevant experience

4.1	<p>The number of copies of the Technical Proposal required is: Original <u>One (1)</u> Copies <u>Two (2)</u></p> <p>The number of copies of the Financial Proposal (in sealed envelope) required is: Original <u>One (1)</u> Copies <u>Two (2)</u></p> <p>The address for writing on the proposal is:</p> <p>Engr. Waseem Ahmad Director WORKS / P&D Trar Campus, University of Haveli</p> <p>Ph #: 05823-961707, 961705</p> <p>Email – waseem215mrp@hotmail.com URL – UoHAJK.edu.pk</p>
4.4	<p>Proposals to be submitted at :</p> <p>Engr. Waseem Ahmad Director WORKS / P&D Trar Campus, University of Haveli Ph #: 05823-961707, 961705 Email – waseem215mrp@hotmail.com URL – UoHAJK.edu.pk</p> <p>The date and time of the proposal submission are: Date: <u>On or before 17th February, 2026</u> Time: 1400 HRS</p> <p>The Proposal will be opened on 17th February 2026 at 1430 HRS</p>
4.5	<p>Validity of the proposal is:</p> <p>120 Days</p>

5.2	<p>The points given to each category of evaluation criteria are:-</p> <table border="1"> <thead> <tr> <th>Sr.#</th> <th>Description</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Relevant Experience</td> <td>50</td> </tr> <tr> <td>2</td> <td>Approach & Methodology and adequacy of the Work Program and Methodology in responding to the TOR & Presentation</td> <td>10</td> </tr> <tr> <td>3</td> <td>Qualification and competence of the Key staff for this assignment</td> <td>40</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Points</td> <td>100</td> </tr> </tbody> </table> <p>The points earmarked for evaluation sub-criteria (3) above for suitability of Key Staff are:-</p> <table border="1"> <thead> <tr> <th>Sr.#</th> <th>Description</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Academic and General Qualifications</td> <td>20%</td> </tr> <tr> <td>2</td> <td>Professional experience related to the applicable component of the Project</td> <td>60%</td> </tr> <tr> <td>3</td> <td>Similar Region Experience (Poonch Division AJ&K)</td> <td>15%</td> </tr> <tr> <td>4</td> <td>Status with the firm (permanent & during with firm)</td> <td>05%</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Points</td> <td>100%</td> </tr> </tbody> </table> <p>The minimum qualifying score for technical proposal [Number] points: <u>70</u></p>	Sr.#	Description	Points	1	Relevant Experience	50	2	Approach & Methodology and adequacy of the Work Program and Methodology in responding to the TOR & Presentation	10	3	Qualification and competence of the Key staff for this assignment	40	Total Points		100	Sr.#	Description	Points	1	Academic and General Qualifications	20%	2	Professional experience related to the applicable component of the Project	60%	3	Similar Region Experience (Poonch Division AJ&K)	15%	4	Status with the firm (permanent & during with firm)	05%	Total Points		100%
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5.3	<p>The date and time of the financial proposal opening will be communicated later.</p> <p>Place of Financial Proposal Opening :</p> <p>Office of Director WORKS / P&D Administration Block, University of Haveli Ph #: 05823-961707, 961705 Email – waseem215mrp@hotmail.com URL – UoHAJK.edu.pk</p>																																	
5.5	<p>The weights given to the Technical and Financial Proposals are:</p> <p>Technical: <u>80</u> Financial: <u>20</u></p>																																	
7.2	<p>The assignment is expected to commence on: <u>To be informed later on</u></p> <p>Location: University of Haveli, Kahuta, Azad Jammu & Kashmir</p>																																	

Sincerely,

Engr. Waseem Ahmad
 Director WORKS / P&D
 Administration Block, University of Haveli
 Ph #: 05823-961707, 961705

Annexure to Data Sheet

EVALUATION CRITERIA		Max. Weight*	Firm 1		Firm 2		Firm 3		Firm 4		Firm 5		Firm 6	
			Rating	Score										
I. Qualification		50												
A	Firm's General Design experience (7 marks for 10 years experience + 01 mark for every additional year to a maximum of 10 marks)	10												
B	Specific Experience in Design of similar assignment (14 marks for 05 Projects of 40,000 SFT + 02 mark for every additional project of 40,000 SFT to a maximum of 20 marks)	20												
C	Specific Experience in Supervision of similar assignment (14 marks for 05 Projects of 40,000 SFT + 02 mark for every additional project of 40,000 SFT to a maximum of 20 marks)	20												
II. Approach and Methodology		10												
A	Understanding of Objectives (TOR)	3												
B	Innovativeness/ Comments on TOR (Form 2A)	4												
C	Work Program & Coverage of all activities including CPM working and calculate project duration	3												
III. Personnel (Areas of Expertise)		40												
Pre-Construction Team		15												
A	Team Leader (For Pre-Construction & Supervision Phase)	5												
G	Contract Specialist	3												
H	MEP Engineer	2												

Construction of Academic Block and External Development / Protection Works

I	Quantity Surveyor	3																											
J	Draughtsman/CAD Operator	2																											
Site Supervision Team		25																											
A	Resident Engineer	7																											
B	Material Engineer	4																											
E	Site Inspector Civil-I	3																											
J	Electrical Inspector	3																											
M	Surveyor / Site Inspector	4																											
O	Quantity Surveyor	4																											
Total		100		0		0		0		0		0		0															
Rating												Excellent – 100%			Very Good -90%+			Above Average – 80 %+			Average – 70%+			Below Average – 50%+			Non-complying – 0%		
Score: Maximum Weight x rating / 100																													
Note: * To be determined by the CSC																													

**PERSONNEL EVALUATION SHEET FOR TECHNICAL PROPOSAL
CONFIDENTIAL**

Annexure to Data Sheet

POSITION / AREA OF EXPERTISE	NAME	Academic & General Qualification Weight 20 %		Project related Experience Weight 60%		Similar Region Experience 15%		Full-Time Permanent Staff 5%		Overall Rating (Sum of Weight Ratings)
		Rating	Weighted Rating (A)	Rating	Weighted Rating (B)	Rating	Weighted Rating (C)	Rating	Weighted Rating (D)	(A+B+C+D)
Pre-Construction Phase										
Team Leader (For Pre-Construction & Supervision Phase)										
Contract Specialist										
MEP Engineer										
Quantity Surveyor										
Draughtsman/CAD Operator										
Supervision Phase										
Resident Engineer										
Material Engineer										
Site Inspector Civil-I										
Electrical Inspector										
Surveyor / Site Inspector										
Quantity Surveyor										

Rating: - Excellent – 100% Very good – 90% Above Average – 80% Average – 70%
 Below Average – 50% Non-complying-0%

Score = Maximum Weight x Rating / 100

STANDARD FORMS

APPENDIX-I
TECHNICAL PROPOSAL FORMS

I-Form 1 (i)**FIRM'S REFERENCE****Firm's General & Relevant Experience in similar projects completed successfully
in the last five (05) years**

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

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

Consultant' Name _____

Signatures of Authorized Representative _____

LIST OF PROJECTS COMPLETED BY THE FIRM

S. No.	Name of Project Completed by the Firm	Covered Area of Project (SFT)	Design Services			Resident Supervision Services			Joint Venture (Y/N)	No. of Staff deployed by your Firm	Status of Project
			Design Period	Starting Date	Ending Date	Supervision Period	Starting Date	Ending Date			
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											

Note: The firm is required to attach solid and authentic proof related to projects, i.e, letter of Award of consultancy services with cost and completion / performance certificate for consultancy services from client.

PROJECTS PRESENTLY BEING UNDERTAKEN BY THE FIRM

S.No.	Name of Major Project Presently Undertaken	Covered Area of Project (SFT)	Design Services			Resident Supervision Services			Joint Venture (Y/N)	No. of Staff deployed by your Firm	Status of Project
			Design Period	Starting Date	Ending Date	Supervisi on Period	Starting Date	Ending Date			
1.											
2.											
3.											
4.											
5.											
6.											

Consultant' Name _____

Signatures of Authorized Representative _____

**CONSULTANTS WRITTEN MATERIAL ON UNDERSTANDING OF THE
OBJECTIVES OF THE ASSIGNMENT,
APPROACH AND METHODOLOGY,
PROPOSED FOR PERFORMING THE ASSIGNMENT FOR
CONSTRUCTION OF ACADEMIC BLOCK AND EXTERNAL DEVELOPMENT /
PROTECTION WORKS, FOR UNIVERSITY OF HAVELI, KAHUTA, AJ&K**

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

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

COMMENTS/SUGGESTIONS OF CONSULTANT – TOR

On the Terms of Reference (TOR)

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
- Etc.

On the data, services and facilities to be provided by the Employer indicated in the TOR:

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
- Etc.

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED STAFF

1. Proposed Position:
2. Name of Firm:
3. Name of Staff:
4. Profession:
5. Date of Birth:
6. Total Experience
7. Years with Firm:
8. Status of Affiliation with firm: (Permanent/ Part time/ Associate)
9. Nationality:
10. Membership in Professional Societies:

11. Detailed Tasks Assigned on the Project:
12. Key Qualifications:
[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to one page].

13. Education
[Summarize college/university and other specialized education of staff member, giving names of institutions, dates attended and degrees obtained].

14. Employment Record
[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and Employer references, where appropriate].

15. Languages
[Indicate proficiency in speaking, reading and writing of each language: excellent, good, fair, or poor].

16. Certification
I, the undersigned certify that to the best of my knowledge and belief, these bio-data correctly describe myself, my qualifications and my experience.

Signature of Staff Member

Date: _____
Day/Month/Year

And

Authorized Official from the firm

Date: _____
Day/Month/Year

Note: CVs without ORIGINAL signature will not be acceptable

WORK PLAN / ACTIVITY SCHEDULE

Item of Work / Activities	Monthly Program from date of assignment (in the form of a Bar Chart)																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	-----	-----	-----	24

Note: A monthly work plan illustrated with a bar chart of activities and graphics of the critical path method (CPM) or Project Evaluation & Review Techniques (PERT) type.

COMPILATION AND SUBMISSION OF REPORTS

Reports	Delivery Date
1. Deliverables as per TOR	
2. Interim Progress Reports - Monthly - Quarterly - Yearly	
3. Draft Completion Report	
4. Final Completion Report	

WORK PLAN AND TIME SCHEDULE FOR KEY PERSONNEL

Name	Position	Months (in the form of a Bar Chart)																			Nos. of Months
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	24	

COMPOSITION OF THE TEAM PERSONNEL AND THE TASKS TO BE ASSIGNED TO EACH TEAM MEMBER

For the current project, give names of the design and supervision team technical staff available. Give in detail the job description for each key technical staff.

1. Technical/Managerial Staff

Name	Position	Task Assignment

2. Support Staff

Name	Position	Task Assignment

APPENDIX-II

FINANCIAL PROPOSAL FORMS

BREAKDOWN OF RATES FOR CONSULTANCY CONTRACT

Project: _____ Firm: _____

Sr. No.	Name	Position	Basic Salary per Cal. Month	Social Charges (%age of 1)	Overhead charges (%age of 1+2)	Sub Total (1+2+3)	Fee (%age of 4)	Rate per month for Project Office	Medical/ Field Allowance (%age of 1)	Total Billing rate to be used in Financial Proposal (4+5+6+7)
			(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
KEY PROFESSIONAL STAFF										
1		Team Leader (for Pre-Construction & Supervision Phase):								
2		Contract Specialist:								
3		MEP Engineer								
4		Draughtsman /CAD Operator.								
5		Quantity Surveyor								
6		Resident Engineer								
7		Material Engineer								
8		Electrical Inspector								
9		Site Inspector Civil								
10		Surveyor / Site Inspector								

Notes:

Item No. 1 Basic salary shall include actual gross salary before deduction of taxes. Payroll sheet for each proposed personnel should be submitted.

Item No. 2 Social charges shall include Client’s contribution to social security,

paid vacation, average sick leave and other standard benefits paid by the company to the employee. Breakdown of proposed percentage charges should be submitted and supported (see II-Form-2).

Item No. 3 Overhead shall include general administration cost, rent, clerical and junior professional staff and business getting expenses, etc. Breakdown of proposed percentage charges for overhead should be submitted and supported (see II-Form-3).

Item No. 5 Fee shall include company profit and share of salary of partners and directors (if not billed individually for the project) or indicated in overhead costs of the Company.

Item No. 8 The Grand Total should be inclusive of all the prevailing taxes, levied in AJ&K including Income Tax, TQT, KLC, Education Cess, Stamp Duty, GST etc. All these taxes are required to be built in the quoted rates & not to be mentioned separately. Moreover, all other expenditures required for design services like printing, site visits and associated services for geotechnical investigations (Field & Laboratory Tests) etc. should be incorporated in the remuneration of design team.

Full Name: _____
Signature: _____
Title: _____

**SALARY COST / REMUNERATION RATE
(FOR KEY STAFF)**

Sr.No.	Position	Name	Man Months	Monthly Billing Rate (Pak Rs.)	Total Amount (Pak Rs.)
1	Team Leader (for Pre-Construction & Supervision Phase)		20		
2	Contract Specialist		12		
3	MEP Engineer		12		
4	Draughtsman / CAD Operator.		6		
5	Quantity Surveyor		20		
6	Resident Engineer		18		
7	Material Engineer		18		
8	Electrical Inspector		18		
9	Site Inspector Civil		18		
10	Surveyor / Site Inspector		18		
TOTAL					

Note: The Total should be inclusive of all the taxes, levied in AJ&K including Income Tax, TQT, KLC, Education Cess, Stamp Duty, GST etc. All these taxes are required to be built in the quoted rates & not be mentioned separately.

DIRECT (NON-SALARY) COSTS

S.No.	Nomenclature	Job	Total Months	Rate per Month	Total Amount
1.	Rent of Office & Residential Accommodation including furniture, all utilities bills, sweeping/housekeeping and all necessary facilities etc. (Lump Sum)	1	18		
2.	Cost of Office/Other Equipment including computers along with accessories, printers and papers of all sizes, scanners, active internet connections, photocopy machines, communication equipment, stationary, courier charges etc. (Lump Sum)	1	18		
3.	Provision of Vehicles for transportation including drivers, POL, Per diem for supervisory staff and design support staff including maintenance charges for vehicles. (Lump Sum)	1	18		
	Total:				

Note: The Total should be inclusive of all the taxes, levied in AJ&K including Income Tax, TQT, KLC, Education Cess, Stamp Duty, GST etc. All these taxes are required to be built in the quoted rates & not to be mentioned separately.

SUMMARY OF COST OF CONSULTANT

S.No.	Description	Amount (Rs.)
1.	SALARY COST / REMUNERATION RATE (FOR KEY STAFF)	
2.	DIRECT (NON-SALARY) COSTS	
	GRAND TOTAL	

Note: The Grand Total should be inclusive of all the taxes, levied in AJ&K including Income Tax, TQT, KLC, Education Cess, Stamp Duty, GST etc. All these taxes are required to be built in the quoted rates & not to be mentioned separately.

APPENDIX III

Terms of Reference (TORs)

TERMS OF REFERENCE

CONSTRUCTION OF ACADEMIC BLOCK AND EXTERNAL DEVELOPMENT / PROTECTION WORKS, FOR UNIVERSITY OF HAVELI, KAHUTA, AJ&K

1. Background:

The University of Haveli, Kahuta has been entrusted with execution of the subject project for which the Govt. of AJ&K has approved the funding for the project to be implemented over a 2 years' period. A portion of the approved cost of the project is intended to be applied to finance the cost of the consultant's services.

2. Scope of Services:

Pre-Construction Stage:

- Review of drawings and design prepared by Central Design Office GoAJ&K Muzaffarabad to the extent required for preparation of tender documents.
- Preparation of complete tender documents, cost estimates, BOQ`s of Academic Block and External Development Works including walk ways, drains etc. and Protection Works.
- Evaluation for pre-qualification / post qualification of Constructors by adopting standard procedure.
- Preparation and signing of bid Evaluation report, including attending pre bid meeting & bid opening ceremony.
- Preparation, submission & signing of contract agreement with the contractor on the prescribed PEC standards format with the approval of client

Supervision stage:

- The quality and quantity assurance shall be the sole responsibility of the consultants being the Engineer In-charge of the project.
- Full time supervision of the construction work since starts of the work till final satisfactory completion of all components as mentioned in the scope of work.
- Developing and ensuring quality assurance mechanism as per Engineering/Architectural standards.
- Expediting progress at the site as per work plan for timely completion of the project.

- Preparation & presentation of monthly progress report or any review / report requested by client of the project.
- Taking measurement of work done carried out by the contractor, preparation, submission and verification of interim payment certificate (IPC) including final bill, deviation statements, Variation orders (if any), security and any other advances extended to the contractor/ sub constructor (if any) as per Government Rules.
- The detailed construction supervision shall include planning guidance programming inspection monitoring of the construction activities, constructor's performance quality /quantity control , implementation of work plans, drawings design and specifications , Preparation and verification of variation orders including drawing/sketches, correspondence with the constructor in capacity of the Engineer In-charge and maintain a good liaison with the client office including all other duties pertinent to the construction phase of the project with the prime objective to complete the work in the best of Govt. interest.
- Submission of as built drawings/inventories/ projects completion reports/PC-IV after successful completion of the Project.
- The consultant will periodically visit completed projects during defects liability period for prompt & efficient maintenance work through the contractor.
- Processing and recommendation of contractor`s security after successful completion of Defect liability period.
- The Consultant will be accountable for any defects of losses or damages as a result of proven faults, errors or omissions on the part of the consultant during or after the completion of the work being the Engineer In-charge.

3. Time Period And Work Schedule

The Project is estimated to be completed within **20 months** including **02 months** for planning & procurement of contractor and **18 months** for construction supervision.

4 **LIST OF DELIVERABLES**

S.#	Deliverables
1	Engineer's Estimate
2	Draft Bidding Documents Including Specifications – (05 copies)
3	Final Bidding Documents (inc Tender Drawings, BOQs etc) -(15 copies)

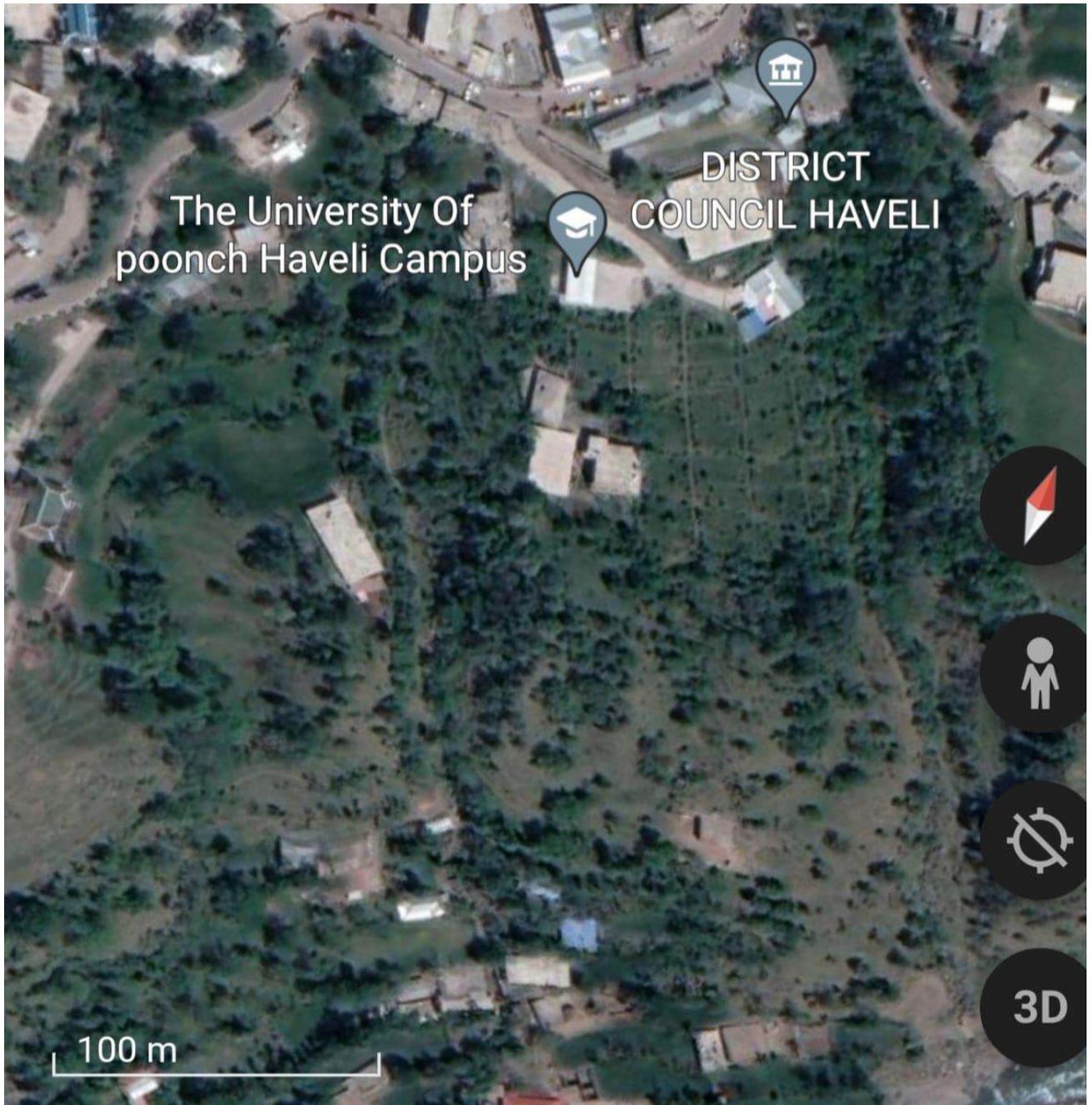
The above mentioned Deliverables must cover all aspects mentioned in the LOI, RFP and TOR etc. and should be submitted to Client within the total period of one (01) month from the commencement date of services of each major component of the assignment. In addition, Monthly Progress Reports of the Project Sites are also mandatory to be submitted before 7th of each month.

APPENDIX IV

PAYMENT SCHEDULE

Remuneration to consultant will be processed after every three months upon submission of bills by the consultant, subject to the physical and financial progress of construction work.

APPENDIX V



**SITE PLAN OF PROPOSED ACADEMIC BLOCK
KAHUTA HAVELI AJ&K**

APPENDIX VI

Copy of Model Agreement

Relevant standard form of contract document prepared by the Pakistan Engineering Council shall be adopted.

Form of Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

No.: *[number of Bidding process]*

Date: *[date (as day, month and year)]*

To: The Director Works / P&D
University of Haveli, Kahuta, AJ&K

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid- Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid validity, (i) fail or refuse to sign the Contract; or (ii) fail or refuse to furnish the Performance Security (or guarantee), if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder* _____

Name of the person duly authorized to sign the Bid on behalf of the Bidder**

Title of the person signing the Bid

Signature of the person named above

Date signed _____ day of _____, _____

*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

** : Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all members to the Joint Venture that submits the Bid.]