

**GOVERNMENT OF PAKISTAN
MINISTRY OF NATIONAL FOOD SECURITY & RESEARCH
PAKISTAN TOBACCO BOARD**



**REQUEST FOR PROPOSAL
FOR
HIRING OF CONSULTANCY FIRM FOR THE FEASIBILITY
STUDY/PREPARATION OF DESIGN, PC-I DOCUMENTS AND
CONSTRUCTION SUPERVISION**

July, 2026

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REQUEST FOR PROPOSAL

Country: Pakistan
Province: _____
District: _____
Project Name: Hiring Of Consultancy Firm For The Feasibility Study/Preparation Of Design, PC-I Documents And Construction Supervision
Project Duration: **18 Months (03 Months Design Phase, 15 months Construction Supervision)**
Title of Consultancy: Consultancy Services for Detailed Design and Construction Supervision

DEFINITIONS:

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

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

LETTER OF INVITATION (LOI)

Name & Address of Consultant:

1. INTRODUCTION:

- 1.1 You are hereby invited to submit a technical and a financial proposal for Engineering/ Architectural 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 Draft.
- 1.2 A brief description of the Assignment and its objectives are given in the Data Sheet. Details are provided in the attached TORs.
- 1.3 The Client (Pakistan Tobacco Board (PTB) has intends to execute development project titled “ HIRING OF CONSULTANCY FIRM FOR THE FEASIBILITY STUDY/PREPARATION OF DESIGN, PC-I DOCUMENTS AND CONSTRUCTION SUPERVISION” for utilization towards the cost of the Assignment, and the Client intends to apply part of the funds to eligible payments under the contract for which this LOI is being issued.
- 1.4 To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the client and project site in Mardan, Buner Manshera and Gujrat before submitting a proposal and attend a pre-proposal meeting if specified in the Data Sheet. Your representative shall meet the officials named in the Data Sheet. Please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.
- 1.5 Please note that:
 - 1.5.1 The cost of preparing the proposal, including a visit to the Client and site, are not reimbursable as a direct cost of the Assignment; and
 - 1.5.2 The Client is not bound to accept any of the proposals submitted.

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- 1.6 We wish to remind you that in order to avoid conflicts of interest:
- 1.6.1 Any firm providing goods, works, or services with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services (other than the Services and any continuation thereof) resulting from or associated with the project of which this Assignment forms a part; and
 - 1.6.2 Any previous or ongoing participation in relation with the project by your firm, its professional staff, its affiliates or associates under a contract may result in rejection of your proposal. You should clarify your situation in that respect with the Client before preparing the proposal.
- 1.7 Please note that:
- 1.7.1 In-complete and late proposals will not be entertained. Further information / clarification about the assignment & documents may be obtained from the Project's Director's office.
 - 1.7.2 Incomplete defective proposals and proposals not conforming to the RFP documents shall be liable to rejection.
 - 1.7.3 The Pakistan Tobacco Board (PTB) reserves the right to cancel the process at any stage and reject any or all the proposal thereof, having valid reasons and without being liable for any claim/compensation of any nature whatsoever.

2. DOCUMENTS:

- 2.1 To prepare a proposal, please use the attached Forms/Documents listed in the Data Sheet which is mandatory.
- 2.2 Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than Ten (10) days before the proposal submission date. Any request for clarification in writing, or by post, electronic mail or telefax shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond in writing, electronic mail 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 sent in writing or by post, electronic mail or telefax to all invited Consulting firms will have binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3. PREPARATION OF PROPOSAL:

- 3.1 You are requested to submit a technical and a financial proposal in two separate sealed envelopes indicating technical and financial bid. Your proposal shall be written in English language.

Technical Proposal:

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

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

- a. JV/Consortium of firms can apply only as a same JV/Consortium with a same Lead firm for this RFP. Subcontracting part of the Assignment to other consultants is not allowed.
- b. At least ten (10) Similar assignments (Government's sector only) of Buildings projects completed in last 15 years each of worth Min. Rs. 300 million to fetch the full marks against the firm's general experience.
- c. At least ten (10) Similar assignments (Government's sector only) of Buildings projects in hand each of worth minimum Rs. 300 million will fetch the full marks against the firm's general experience.
- d. At least 10 years of relevant experience
- e. The key professional staff proposed shall be permanent employees of the firm unless otherwise indicated in the Data Sheet.
- f. Proposed staff should have experience preferably under conditions similar to those prevailing in the area of the Assignment.
- g. No alternative to key professional staff may be proposed, and only one curriculum vitae (CV) may be submitted for each position & must be supported with verifiable proof of documents.
- h. Client has the right to enquire from the clients mentioned in consultant's proposal regarding the consultant's performance. In case of negative response from two or more than two clients, consultant may be declared disqualified in technical evaluation & his financial proposal may be returned unopened.

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

I-From-1 Summary of ten (10) general assignments (minimum worth Rs. 300 million each) of Government sector only, completed in last 15 years must be supported with completion certificate or performance certificate of client, which must mention the amount of project & the services provided by firm, else the experience will not be considered for evaluation

I-Form-2 Summary of ten (10) general assignments ongoing projects (minimum worth Rs. 300 million each) of Government sector only, must be supported with completion certificate or performance certificate of client, which must

mention the amount of project & the services provided by firm, else the experience will not be considered for evaluation.

- 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 The Consultant's comments or suggestions, if any, on the TORs;
- I-Form-5 Summary of Proposed Key Professionals for the Project
- I-Form-6 CVs recently signed within current month by the proposed key professional staff must be supported with valid PEC/PCATP certificate and verifiable documents. 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. Additional qualification (M.S.) of the proposed professional must be supported with degree's copy.
- I-Form-7 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-8 A schedule for compilation and submission of various types of reports as envisaged in attached TORs.
- I-Form-9 Power of Attorney to declare lead firm for that project, if any.

3.5 The technical proposal shall not include any financial information. The Consultant's comments, if any, on the data indicated in the TORs shall be included in the technical proposal.

3.6 Mandatory Documents to be attached with Technical proposal are as under,

- a. Valid Certificate of registration of a Firm with PEC and/or PCATP.
- b. Documents to substantiate the forming of JV/Association as per guidelines of the governing body (PEC and/or PCATP), if any.
- c. Valid National Tax Number of consultant(s).
- d. Audited Statements of Accounts and Annual Turnover of 30 Million for the last three years.
- e. A valid Affidavit for the current month issued in the name of client attested by oath commissioner on stamp paper of amount Rs. 100/- that the firm has not been blacklisted or debarred by any Government / Autonomous / International Body.

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

Financial Proposal:

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3.7 The financial proposal should be based on lump-sum cost include all the costs associated with the Assignment. These normally covers remuneration for staff in the field and at headquarters, per diem, housing, transportation for mobilization and demobilization, services, equipment, (vehicles, office equipment furniture and supplies), overheads, contingencies, printing of documents, surveys and investigations **and there will be No additional payment admissible at the part of client.** These costs should be broken into foreign (if applicable) and local costs (if required). Your financial proposal should be prepared using the formats attached as **Appendix-II**; else the proposal of applicant firm will be rejected.

3.8 The financial proposal shall also take into account the professional liability as provided under the relevant PEC Bye-Laws and cost of insurances.

3.9 Costs shall be expressed in Pak Rs. Inclusive of all taxes.

3.10 All the prevailing applicable Provincial and Federal Govt. taxes will be deducted from the Consultancy Fees. The proposal should be submitted inclusive of all prevailing taxes.

4. SUBMISSION OF PROPOSALS:

5. All proposals must be submitted online through e-PADS Version 2.0. Manual or hard-copy submissions shall not be accepted.

6. PROPOSAL EVALUATION:

5.1 A two-envelope procedure shall be adopted in ranking of the proposals. Firms shall be ranked using combined technical & financial scores as under:

Technical Score weightage: 70%

Financial Score Weightage: 30%

Technical Proposal:

5.2 The evaluation committee appointed by the Client shall carry out its evaluation, applying the evaluation criteria and point system specified in the below table & annexed technical proposal forms. Each responsive proposal shall be attributed a technical score (St). There are four essential elements for judging the capability of any firm to perform credibly on a given project. These are its previous experience on similar & general projects, its professional staff having the specific expertise to meet its obligations during the assignment & approach/methodology of consultant and its financial capability. The weightage of the respective component shall be as under;

SN	Component	Weightage
1	Experience on similar & general projects	30
2	Key Personal	30

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3	Approach & Methodology	20
4	Financial Capability	20
	Total	100

5.3 The firms obtaining 70% & above marks in technical evaluation will technically qualify and only be called for financial proposal opening, whereas the financial proposals of the firms obtaining less than 70% marks will be returned unopened.

5.4 Minimum 40% marks in each category shall be mandatory for a firm to be qualified/considered for award of consultancy.

5.5 Technical Proposal Evaluation Criteria:

i. Experience on similar Projects **30 Marks**

a. Similar Projects Completed in Government Sector **20 Marks**

Ten (10) Buildings completed projects during last 15 years (Development works in Govt. sector only). The project cost must be minimum Rs. 300 million to get the points. The projects which are not Buildings projects and / or less than Rs.300 million will not be considered for points in this category.

(3 Marks will be awarded for each completed project)

b. Similar Projects (Ongoing) in Government Sector **10 Marks**

Ten (10) Similar ongoing Buildings projects in Government Sector. The project cost must be minimum Rs. 300 million to get the points.

(1 Marks will be awarded for each ongoing project)

Note:

1. All the project(s) must be supported by documentary evidence i.e. Acceptance letter/work order & Completion/Performance Certificates, duly signed by concerned Authorities. In case of failure, no marks will be awarded.
2. A firm that may have changed its name, style or form business will earn its experience from the date of change.

ii. Evaluation of Key Personal : **30 Marks**

1. Project Manager/Team Leader/Civil Engineer: **08 Points**

A. Design Stage:

1. Senior Architect: **05 Points**

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- | | |
|--------------------------------|-----------|
| 2. Senior Structural Engineer: | 04 Points |
| 3. Geo-technical Engineer: | 02 Points |
| 4. Electrical Engineer: | 02 Points |
| 5. Public Health Engineer: | 02 Points |

B. Supervision Stage:

- | | |
|--------------------------------|-----------|
| 1. Resident Engineer | 05 Points |
| 2. Assistant Resident Engineer | 02 Points |

The Evaluation of Technical Staff will be made as per following weightage: -

- | | |
|---|------------|
| i. Academic Qualification | 30% |
| Basic Degree | 25% |
| Additional Higher Qualification | 05% |
| ii. Professional Experience | 45% |
| Overall Experience | 15% |
| Similar Experience other than HEIs | 10% |
| Specific Project Experience in HEIs | 10% |
| Experience of Working on Similar Position | 05% |
| Local Language | 05% |
| iii. Time with Firm | 25% |

Note:

1. The incumbent having less qualification/overall experience than the minimum required will not be considered for further evaluation.
2. Verifiable documents of each Key Personnel must be attached in the Proposal for Evaluation purpose; in case of failure, no marks will be awarded.
3. Proof of employment with the firm for last two years to be attached in shape of latest salary slip and appointment letter, otherwise no mark will be awarded in the relevant category i.e. Time with Firm.
4. In cases, where it is established that information supplied by any firms/consultant is false or intentionally misrepresented, the competent forum may take appropriate action against the firms which may lead to black listing of the firms.
5. No marks will be awarded to person who is presently employee of Government / Semi Government / public Department unless NOC from parent Department is provided

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iii. **Financial Capability (Historical Financial Performance) : 20 Points**

Average annual consultancy turnover for last three (03) years of Rs. 100 million or above will fetch full hundred percent point. Other applicant will be assessed as per following. Attach documentary proof of bank statement duly signed/ attested from bank and audited financial statements/reports from chartered accountant of last three years i.e; **2022-23; 2023-24,2024-2025**

Average Annual Turnover for last Three (03) Years	
In PKR	Points
Rs. 100 million or above	Full Points / 10 Points
From Rs. 90 to Rs. 99.9 million	9 points
From Rs. 70 to Rs. 89.9 million	7 points
From Rs. 50 to Rs. 69.9 million to	5 points
From Rs. 30 to 49.9 million	2 points

iv. **Proposed Methodology 20 Points**

- 1. Work/ Schedule plan 10 Points**
Submit work/ schedule plan from design till completion of projects.
- 2. Organogram proposed for site supervision 05 Points**
Submit organogram plan / chart for site supervision team & their core responsibilities/ methodology.
- 3. Quality Control Policy 05 Points**
Provide quality control policy/ methodology opted by consultant.
List down sequence of inspection and tests to be carried out by consultant to ensure quality checks.

Total Points for the above criteria: 100 Points

5.6 Financial Proposal Evaluation Criteria:

For Quality cum Cost Based Selection

The financial proposals of the technically qualified consulting firms will be opened after technical evaluation in the presence of the representatives of these firms, who shall be invited for the occasion and who care to attend. The total cost and major components of each proposal shall be publicly announced to the attending representatives of the firms. The date & time for opening of financial proposals of the firms will be intimated later on.

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

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

(F = amount of specific financial proposal)

- 5.8 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:

T= 70% weight P= 30% weight

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

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

7. 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 draft contract by the conclusion of negotiations.
- 6.3 Negotiations shall commence with a discussion of your technical proposal. The proposed methodology, work plan, staffing and any suggestions you may have made to improve the TOR. Agreement shall then be reached on the final TOR, the staffing, and the bar charts, which shall indicate activities, staff, and periods in the field and in the home office, staff months, logistics and reporting.
- 6.4 Having selected Consultants on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the staff named in the proposal. Prior to contract negotiations, the Client shall require assurances that the staff members will be actually available. The Client shall not consider substitutions of key staff except in cases of un-expected delays in the starting date or incapacity of key professional staff for reasons of health.
- 6.5 The negotiations shall be concluded with a review of the draft form of the contract. The Client and the Consultants shall finalize the contract to conclude negotiations. If negotiations fail, the Client shall invite the Consultants that received the second highest score in ranking to Contract negotiations. The procedure will continue with the third in case the negotiation process is not successful with the second ranked consultants.

8. AWARD OF CONTRACT:

- 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.

9. CONFIRMATION OF RECEIPT:

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

**LETTER OF INVITATION (LOI)
DATA SHEET**

Clause#			
1.1	The name of the Assignment is: SALIENT FEATURES/SCOPE OF WORK OF PROJECT ARE: <u>REPAIR AND MAINTENANCE WORK AT TRSS MANSEHRA</u>		
	Sr. No	Building	Description
	01	Farm Manager Office	Office AC, Cupboard, Door, Washroom (including tiles, basin, plumbing etc.) Office roof, Office floor repairing with tiles, New window installations (aluminum, grill mash), Paint, Electric wiring
	02	Admin Office	Windows, door, Cupboard, floor tiles and roof repairing, Electric wiring
	03	Chemist Office	Windows, door, Cupboard, floor tiles and roof repairing, wiring, Paint
	04	ADO Office	Office AC, Cupboard, washroom tiles, basin etc, office roof, office floor repairing with tiles, window installations(aluminum, grill mash), Paint
	05	Laboratory	Rack for chemicals, windows, door, Cupboard, floor tiles and roof repairing, wiring, plumbing etc, Paint
	06	Mosque	Floor tiles, window and door repair, electric work, washrooms repair and plumbing, Paint
	07	Guest house	Paint, AC 3 No, LED 3 No, complete repair work,
	08	Grading Shed	Roof, wall repair, electric work, steel windows and steel doors, Paint
	09	Barns	Wall and roof repair 3 No, steel windows and steel doors, electricity work, paint
	10	Quarter 03 No	Complete Repair work, Paint, Roof and floor, walls, electricity work, plumbing.

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		steel windows and steel doors, sewerage line
11	Banglow 02 No	Roof repair, floor tiles, steel doors and steel windows, kitchen cupboards, Paint.
12	Tining Shed	Complete Repair (completely damaged)
13	Dug well	Water pump, plumbing, motor, Wiring, Cleaning, Opening door
14	Extras	Overall plumbing, solarization, Main road repairing RCC, water tanks (06), Boundary wall

* The mentioned items can be changed/revised as per requirement/if required at the time of site visit as per the allocation of budget.

2. **CONSTRUCTION OF CONFERENCE ROOM/COMMITTEE HALL OF TRS, MARDAN**

Sr. No	Building	Description
01	Hall Area	60x30= 1800ft ²
02	Bricks Work	3200ft ²
03	Plaster Work	9000f ²
04	4) Concrete	(1:2:4)=1500ft ² MEETING HALL
05	Steel with Beam Lanter	4000kgs
06	Doors	(Nos 2)=2 (8x4)=64ft ²
07	Windows	(Nos-06) 6(8x6)=288ft ²
08	Curtains for windows	6(10x8)=480f ²
09	Electric Work (Hall)	i. Ceiling Fans= 10 ii. Electric Boards= 14 iii. Lights = 20 iv. Exhaust Fans= 6

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	10	Stage	10x10= 100ft ²												
	11	Multimedia + Sound System	-												
	12	Table	40 ft ²												
	13	Table for Sound system	-												
	14	Chairs	70												
	15	Washroom	6x6=36ft ² (Washroom accessories + Tails & PVC Pipes) i. Washroom Lights=1 ii. Electric Boards= 1												
	16	Kitchen near Hall	14.5x11=160ft ² & Kitchen Top= 17x2=34f ²												
	17	Marble/Tails for Hall	1800ft ²												
	* The mentioned items can be changed/revised as per requirement/if required at the time of site visit as per the allocation of budget. 3. <u>CONSTRUCTION/ REPAIR & MAINTENANCE WORK AT TOBACCO RESEARCH SUB-STATION, KUNJAH (GUJRAT)</u> <table><tr><th>Sr. No</th><th>Building</th><th>Description</th></tr><tr><td>01</td><td><u>CONSTRUCTION WORK</u> <u>Office Block</u> Boundary Wall of Office Block</td><td>Total Boundary wall Office block = 728 ft Gate = 20 ft</td></tr><tr><td>02</td><td colspan="2"><u>Repair & Maintenance Work</u> Repair and maintenance of office block Replacement of all Doors, windows and cupboards</td></tr><tr><td></td><td>Door</td><td>7 (7x3)</td></tr></table>			Sr. No	Building	Description	01	<u>CONSTRUCTION WORK</u> <u>Office Block</u> Boundary Wall of Office Block	Total Boundary wall Office block = 728 ft Gate = 20 ft	02	<u>Repair & Maintenance Work</u> Repair and maintenance of office block Replacement of all Doors, windows and cupboards			Door	7 (7x3)
Sr. No	Building	Description													
01	<u>CONSTRUCTION WORK</u> <u>Office Block</u> Boundary Wall of Office Block	Total Boundary wall Office block = 728 ft Gate = 20 ft													
02	<u>Repair & Maintenance Work</u> Repair and maintenance of office block Replacement of all Doors, windows and cupboards														
	Door	7 (7x3)													

		Window Large	3 (8x6)
		Window Small	3 (8x4)
		Ventilations	68 (4x2)
		Cupboards	3 (2x5x1.5)
		Plaster and Paint work on the office block	About 5700 square feet of covered area
		Repair of Storeroom and curing shed roofs	About 4000 square feet of covered area
		Upgradation of Soil Chemistry and Agronomy Labs	-
		Air-conditioners for offices	2 Nos
	03	Installation of pillars and barbed wire of the boundary wall	
		Boundary wall	3000 ft
		Gate	40 ft
	04	<u>Repair & Maintenance Work of Residential Block</u>	
		<u>RESIDENTIAL BLOCK:</u>	-
		C-Type Quarter - 2	
		F-Type Quarter- 2	-
		H-Type Quarter – 2	-
	05	Boundary wall residential block	
		Total Boundary wall Residential block	447 ft
		Gate	20 ft

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* The mentioned items can be changed/revised as per requirement/if required at the time of site visit as per the allocation of budget.

4. CONSTRUCTION OF TOBACCO MODEL FARM AT BUNER

Sr. No	Building	Description		
01	Room (03) + Wash Room (02)	Room	Wash Room 1	Wash Room 2
		14'-0' x 12'-0'	14'-0' x 12'-0'	6'-0' x 5'-6
02	Verandah + Kitchen	Verandah	Kitchen	
		10'-0' wide	4'-0' x 10'-0'	
03	Hall + Wash Room (02)	Hall	Wash Room 1	Wash Room 2
		10'-0' x 18'-0'	8'-0' x 6'-0'	8'-0' x 6'-0'
04	Verandah + Lawn (Car Porch) + Lawn (Main Gate)	Verandah	Lawn (Car Porch)	Lawn (Main Gate)
		10'-0' x 0' wide	13'-0' x 15'-0'	

ROAD SECTION

	4"	
PCC 1:4:8	PCC 1:4:8 / 6"	PCC 1:4:8
SHINGEL		

* The mentioned items can be changed/revised as per requirement/if required at the time of site visit as per the allocation of budget.

	Sr.No Description of Assignment	Covered Area / Scope
	1 Special repair of PTB building in District Mansehra Sub Head tobacco Research Sub Station, Mansehra 2 Construction of conference room/Comity Hall of TRS, Mardan 3 Construction/Repair maintenance of Tobacco Research Sub-Station, Kunjah 4 Construction of Tobacco Model Farm, Buner	

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	Name of the Client : Pakistan Tobacco Board (PTB) The address of the official is: 46 B office Enclave Phase 5 Hayatabad Peshawar Director (R&D) Pakistan Tobacco Board (PTB) Email: hasamadtahir@gmail.com
1.2	The brief description and the objectives of the assignment are: Location: The proposed project sites are located (TRSS), Mansehra, District Mansehra, (TRS), Mardan, District Mardan, (TRSS), Kunjah, District Gujrat, Tobacco Model Farm, Buner, District Buner. The project site is Different location. The proposed project sites are located at Tobacco Research Sub-Station (TRSS), Mansehra, District Mansehra; Tobacco Research Station (TRS), Mardan, District Mardan; Tobacco Research Sub-Station (TRSS), Kunjah, District Gujrat; and Tobacco Model Farm, Buner, District Buner. All project sites are accessible through the national road network and can be reached from the Federal Capital, Islamabad, and the respective provincial and district headquarters, facilitating project implementation, monitoring, and supervision activities. Background Construction of new building of TRSS, Mansehra The construction of new building at TRSS, Mansehra is essential, as the existing structure as been severely damaged by windstorm, compromising its safety and functionality. Additionally, rehabilitation and renovation of the old structure is required to restore its utility and ensuring better support for research and administrative operations. Construction of Conference Room/Committee Hall at TRS, Mardan The construction of a separate conference room/committee hall at TRS, Mardan is crucial, as the station currently lacks a proper indoor facility for meetings. Most of the meetings involving PTB staff and growers are held at TRS, Mardan, as it is largest tobacco research station and is located within the tobacco growing hub. These meetings take place in the grading shed or open areas, which are inadequate for official gatherings. The demand for a suitable meeting space has been a consistent request from growers and was reiterated during the Tripartite meeting held on 26-06-2024. Therefore,, PTB allocated the budget for this project which will enable TRS, Mardan to host meetings, training sessions and collaborative research activities in a more organized and professional setting, thereby enhancing its overall functionality and communication. Construction/Repair and Maintenance of TRSS, Kunjah The construction, repair, and maintenance work at TRSS, Kunjah are necessary to upgrade the existing facilities, address structural issues, and

	ensure a safe and efficient working environment for the staff and researchers. Construction of New Office Building at TMF, Buner The Tobacco Model Farm (TMF), in Buner has been functional since 26-02-2008, but no office building has constructed and the current offices are rented. The construction of new office building is both crucial and urgent to ensure efficient administrative operations and improve overall management at the Farm. Pakistan Tobacco Board (PTB), intends to hire a consultancy firm to prepare a PC-I(s) and supervision of the civil works. The estimated cost of the projects is Rs. 300.00 million. The project comprises the following civil works, for which consultancy services are required for feasibility study (where applicable), detailed design, preparation of bidding documents, cost estimates, and construction supervision. The details of the civil works are as follows: • Special Repair of PTB Building at Tobacco Research Sub-Station (TRSS), Mansehra, District Mansehra. • Construction of Conference Room/Committee Hall at Tobacco Research Station (TRS), Mardan, District Mardan. • Construction, Repair and Maintenance Works at Tobacco Research Sub-Station (TRSS), Kunjah, District Gujrat. • Construction of Tobacco Model Farm, Buner, District Buner. Objectives: The overall objective of the consultancy services is to place new structures according to campus master plan, detailed architectural and structural design, and detailed construction supervision of the works approved in the project. Specific objectives are: • To plan state of the art PTB buildings / infrastructure including all internal and external facilities in compliance of standard guidelines / codes and prevailing laws of the Government. • Propose different alternatives and select the best one in consultation with the Client. • Preparation of economical detailed architectural and structural designs, and preparation of all bidding documents and construction drawings etc. • Assistance in procurement of contractors for construction work. • Supervise the construction activities and maintain the quality and progress for timely completion of the project. • Prepare and maintain daily/ weekly/ monthly reports about the
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	progress, both physical and financial on all activities of the project. • Completion of the proposed new construction facilities and issuance of completion certificate after fulfillment of all pre-requisites.
1.3	Phasing of the Assignment, if any: (a) Planning of area including conceptual design keeping in view overall masterplan of the Pakistan Tobacco Board (PTB) already developed. (b) Conceptual Design of proposed Buildings in PC-1 and Approval from Higher Education Commission, Islamabad. (c) Detailed Design of Building, Allied Infrastructure works as approved in PC-I and preparation of Tender Documentations as per PEC, PPRA & KPPRA bye laws and approval from the Ministry Of National Food Security & Research (d) Assistance in hiring of contractors to ensure transparent competitive bidding process. (e) Detailed Resident Construction Supervision.
1.4	Pre-Proposal Meeting : as per advertisement
1.5	The Employer shall provide the following inputs: • Close Coordination • Identification of Project scope and objectives etc. • Assistance to get approval from relevant bodies, if any.
1.6	Selection Procedure:- 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 Single Stage-two envelope procedure, which is presented as follows:- (i) <i>The bid shall comprise a single package containing two separate sealed envelopes. Each envelope shall contain separately the financial proposal and the technical proposal and envelopes to be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.</i> (ii) <i>Initially, only the envelope marked “TECHNICAL PROPOSAL” be opened and the envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened.</i> (iii) <i>The procuring agency shall evaluate the technical proposal in a manner prescribed in advance in the RFP, without reference to the price and reject any Technical Proposal which manifests material deviation from the specified requirements.</i> (iv) <i>During the technical evaluation, no amendments in the technical proposal</i>

	<i>shall be permitted. After the evaluation and approval of the TECHNICAL PROPOSAL, the procuring agency, shall at a time within the bid validity period, publicly open the FINANCIAL PROPOSALS of the technically qualified firms at a time, date and venue announced and communicated to the Consultants in advance for the attendance of their authorized representative duly notified in advance.</i> <i>(v) The proposals found to be highest ranked determined after the combined evaluation of TECHNICAL and FINANCIAL proposals obtaining highest total combined score as per prescribed procedure in the RFP shall be accepted.</i>
1.7	The Documents are: 1. Data Sheet 2. Technical Proposal Forms for Consultancy Services 3. Financial Proposal Form for Consultancy Services 4. Terms of Reference (TOR) 5. Appendices etc. 6. Draft Contract
1.8	The address of the Personnel for seeking clarification is: Director (R&D) Pakistan Tobacco Board Ph. #: _____ Fax #: _____ Email – _____ URL – _____
1.9	Proposed key staff shall be employees, who are employed with the respective Consultant for at least two years prior to submission of this proposal: The Consultant has to submit verifiable proof of employment in shape of latest salary slips and appointment letters failure to which results in no marks in the relevant category.
2.0	The minimum required experience of proposed key staff during: Project Manager/Team Leader: Project Manager- Qualified M.S/equivalent or B.Sc Engr. (Civil), valid registration with PEC. Having minimum 20 years or above total experience for B.Sc. or minimum 18 years or above total experience for M.S. working on similar projects of which 5 years must be as a Project Manager/Team Leader. Minimum 02 years or above experience of working with existing firm on relevant projects as a Project Manager.

	A) Design Stage: 1. Senior Architect: Qualified M. Arch or B. Arch, valid registration with PCATP. Having minimum 20 years or above total experience for B. Arch and minimum 18 years or above total experience for M. Arch of working on similar projects Having minimum 02 years or above experience of working with existing firm on relevant projects. 2. Senior Structural Engineer: Qualified Master's degree (MS or equivalent) in Structure Engineering, valid registration with PEC, having minimum 15 years of experience on design of multistory buildings, culverts, retaining and protective structures especially in High Seismic Areas (as per building code of Pakistan). Minimum 02 years or above of experience of working with existing firm on relevant projects. 3. Geo-technical Engineer: Qualified Master's degree (MS or equivalent) in Geotechnical Engineering, valid registration with PEC. Having minimum 10 years or above total experience of working on similar projects. Minimum 02 years or above experience of working with existing firm on relevant projects. 4. Electrical Engineer: Qualified B.Sc. Engineering, valid registration with PEC. Having minimum 10 years or above total experience of working on similar projects. Minimum 02 years or above of experience working with existing firm on relevant projects. 5. Public Health Engineer: Qualified MS degree in related field, valid registration with PEC. Having minimum 10 years or above total experience of working on similar projects. Minimum 02 years or above experience of working with existing firm on relevant projects. B) Supervision Stage: 1. Resident Engineer Resident Engineer - Qualified M.S. or B.Sc Engr. (Civil) valid registration with PEC. Having minimum 10 years total experience for B.Sc. or 8 years total experience for M.S. working on similar projects of which 5 years must be as a Resident Engineer. Minimum 02 years or above experience of working with existing firm on relevant
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	projects as a Resident Engineer. 2. Assistant Resident Engineer Assistant Resident Engineer - Qualified B.Sc (Civil) Engineer, valid registration with PEC. Having minimum 5 years or above total experience of working on similar building projects of which 5 years must be as a Site Engineer/ARE. 02 years or above of experience working with existing firm on relevant projects as Assistant Resident Engineer. 3. Site Inspector Civil: Qualified DAE (Civil). Having 10 years or above of total experience of working on similar building projects of which 3 years must be as a Site Inspector. 4. Quantity Surveyor: Quantity Surveyor - Qualified DAE (Civil). Having 10 years or above of total experience of working on similar projects. 5. Site Inspector Electrical (Intermittent) two visit per month or as per site/ Client requirement). Qualified DAE (Electrical). Having 10 years or above of total experience of working on similar projects of which 3 years must be as a Site Inspector.																		
	Following members / supervision staff will be deputed on site by the consultant during supervision phase, <table><tr><td>SN</td><td>Description</td><td>No.</td></tr><tr><td>1</td><td>Resident Engineer</td><td>01</td></tr><tr><td>2</td><td>Assistant Resident Engineer</td><td>02</td></tr><tr><td>3</td><td>Quantity Surveyor</td><td>02</td></tr><tr><td>4</td><td>Site Inspector (Civil)</td><td>04</td></tr><tr><td>5</td><td>Site Inspector (Electrical)</td><td>02</td></tr></table> (According to the site requirements and project needs)	SN	Description	No.	1	Resident Engineer	01	2	Assistant Resident Engineer	02	3	Quantity Surveyor	02	4	Site Inspector (Civil)	04	5	Site Inspector (Electrical)	02
SN	Description	No.																	
1	Resident Engineer	01																	
2	Assistant Resident Engineer	02																	
3	Quantity Surveyor	02																	
4	Site Inspector (Civil)	04																	
5	Site Inspector (Electrical)	02																	
2.1	Costs shall be expressed in currency (s) :- Pakistani Rupees																		
2.2	The number of copies of the Technical Proposal required is: Original One (1) Copies One(1) Scan Copies (CD) One (1) The number of copies of the Financial Proposal (in sealed envelope) required is: Original One (1) Copies One(1)																		

2.3	The date, time and address for the Technical proposal opening as per NIT
2.4	Validity of the proposal is : 90 Days
2.5	The weights given to the Technical and Financial Proposals are: Technical: 80 Financial: 20
2.6	The Government taxes will be deducted from the Consultant as per rules.
2.7	The assignment is expected to commence on: <u>To be informed later on</u> Time Period for this assignment is: [18 Months] Design Phase: [03 Months] Detail Construction Supervision Phase : [15 Months]
2.8	Only space will be provided by the client for establishment of office & all Site Facilities including transport to Consultant Site Staff will be provided by Consultant.
2.9	Consultant will return the endorsed RFP (each page must be signed) along with the proposal.

Sincerely,

Director (R&D)
Pakistan Tobacco Board

Enclosures

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

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APPENDIX-I
TECHNICAL PROPOSAL FORMS

Issued by _____

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Summary of Buildings Projects (Govt. Sector only)

A maximum of 05 projects of worth Minimum Rs.300 million each, ongoing / completed in the last ten (10) years

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

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

Pakistan Tobacco Board (PTB) has the right to contact directly to the clients for feedback on the completed work and in case of negative feedback; no weightage/credit shall be given for that assignment. In case of negative feedback from 2 or more than two clients, may disqualify the consulting firm/JV.

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DETAIL OF FIRM'S EXPERIENCE

Relevant experience of Buildings projects (Govt. Sector only) of worth minimum Rs.300 million each carried out in the last (15) years which best illustrate specific qualifications

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

1. Assignment Name:		2. Country:	
3. Nature of Contract (please tick relevant)		- 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): Original: _____ Actual: _____	12. Approx. Value of Services (in Current USD/Rs.)	
13. Name of Associated Firm(s), if any:		14. No. of Months of Professional Staff provided by Associated Firm(s):	
15. Name of Senior Staff (Project Manager/Coordinator, Team Leader, Architect, Structural Engineer etc.) and Supervision staff (including Resident Engineer, Assistant Resident Engineer, Site Engineer, Quantity Surveyor, Sub Engineer/Site Inspectors etc.) involved and functions performed:			
16. Narrative Description of Project:			
17. Description of Actual Services Provided by Your firm also showing percentage share and position in Joint venture/Consortium, if applicable.			

Signatures of Authorized Representative _____

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Summary of General Work Assignments (Govt. Sector only)

**Atleast 10 similar projects (Govt. Sector only) of worth minimum Rs.300 million each,
Ongoing projects**

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

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

Pakistan Tobacco Board (PTB) has the right to contact directly to the clients for feedback on the completed work and in case of negative feedback no weightage/credit shall be given for that assignment. In case of negative feedback from more than two clients, may to disqualify the consulting firm/JV.

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

Consultants are suggested to present the Technical Proposal divided into the following chapters

- 1. Work/ Schedule plan**
Submit work/ schedule plan from design till completion of projects.
- 2. Organogram proposed for Detailed Design and Construction Supervision**
Submit organogram plan / chart for detailed design and site supervision team & their core responsibilities/ methodology.
- 3. Quality Control Policy**
Provide quality control policy/ methodology opted by consultant. List down sequence of inspection and tests to be carried out by consultant to ensure quality checks.

COMMENTS/SUGGESTIONS OF CONSULTANT

On the Terms of Reference (TOR), if any

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

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Summary of Proposed Key Professionals

SN	Description	Project Manager/ Team Leader	Senior Architect	Senior Structural Engr,	Geo-technical Engineer	Electrical Engineer	Public Health Engineer	Resident Engineer	Assist. Resident Engineer
		Name	Name	Name	Name	Name	Name	Name	Name
A	Academic Qualification								
	Basic Degree	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
	Additional Higher Qualification	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
B	Professional Exp. Related to Assignment								
	Overall Experience								
	Similar Experience other than HEIs	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
	Specific Project Experience in HEIs	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD
	Experience of Working on similar positions	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD

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FORMAT OF CURRICULUM VITAE**Proposed Positions** _____

1. The Discipline/ Expertise :
2. Name of the Firm :
3. Name of Staff member :
4. Date of Birth :
5. Years with the Firm :
6. Nationality :
7. PEC Registration/ PCATP Membership No. :
8. Academic Qualification :
9. Employment Record :
10. Languages and degree of proficiency : (In speaking, reading and writing as Excellent, Good, Fair, Poor)
11. Certification I, the undersigned, certify that, to the best of my knowledge and belief, these bio-data correctly describes myself, my qualifications and my experience.

Signature of staff member :

Dated: **day/month/year**

Authorized Official From the firm

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WORK PLAN/ACTIVITY SCHEDULE

Items of Work/ Activities	Monthly Plan from date of assignment (in the form of a Bar Chart)																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

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Completion and Submission of Reports / Deliverables

Reports / Deliverables	Date

Issued by _____

Bidder's Sign & Seal _____

Power of Attorney

[IMPORTANT NOTICE: Power of Attorney to be printed on stamp paper signed and notarized. In the case of a Pakistani Attorney, a copy of his Computerized National Identity Card (“CNIC”) should be attached with the Power of Attorney. In the case of a non-Pakistani Attorney, a copy of his passport should be attached.

Instructions for Consulting Firm

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

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

“Attorney”, to:

- sign and submit to Pakistan Tobacco Board (PTB), or its authorized nominee the EOI and all other documents and instruments required to submit EOI for Consultancy service “Detailed Design, Documentation and Detailed Construction Supervision.;
- execute all such deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing;
- do and carry out all other actions as may be required by Pakistan Tobacco Board (PTB) in connection with the Consultancy Services
- to immediately notify Pakistan Tobacco Board (PTB) in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.

_____ [*Insert name of Consortium Firm*] does hereby ratify and confirm whatever the Attorney shall do by virtue of these present.

WITNESSES:

[INSERT NAME OF GRANTOR]

1. _____

For:

2. _____

By:

Its:

NOTARY PUBLIC:

APPENDIX-II

Issued by _____

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FINANCIAL PROPOSAL FORM

SN	Description	Lump sum Fixed Cost (Rs.)	
		In Figures	In Words
1	Detailed Designing as per scope of work		
2	Detailed Construction Supervision		
	Total		

Important Note:

- i. The quoted total lump-sum fixed cost includes all salary, direct or indirect Cost, technical support of other resources, (Non Salary Cost, overheads & Contingencies, Govt. taxes etc) & there will be no additional payment admissible on part of the client.
- ii. Financial lump sum fixed cost proposal should be supported by detailed breakup of all consultancy charges / cost.
- iii. The service provided by the consultants shall be assumed as target oriented/performance based.
- iv. Supervision charges will be paid on the basis of financial progress at the site.
- v. No payment will be made to the consultants due to extension in time, increase in completion cost due to the variation in quantities, escalation charges or any other reason (if any).
- vi. Above quoted rates should be inclusive of all applicable government taxes which will be recovered at source at the time of making payment.
- vii. If the consultant fails to complete any activity or part of activity, the client reserves the right to execute the same at consultant's risk and cost.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Stamp/Seal: _____

Issued by _____

Bidder's Sign & Seal _____

TERMS OF REFERENCE (TOR)

FOR

**HIRING OF CONSULTANCY FIRM FOR THE FEASIBILITY
STUDY/PREPARATION OF DESIGN, PC-I DOCUMENTS AND CONSTRUCTION
SUPERVISION OF
THE PROJECT**

**“HIRING OF CONSULTANCY FIRM FOR THE FEASIBILITY
STUDY/PREPARATION OF DESIGN, PC-I DOCUMENTS AND CONSTRUCTION
SUPERVISION”**

July, 2026

Issued by _____

Bidder's Sign & Seal _____

1. Introduction:

The Pakistan Tobacco Board (PTB) intends to hire Engineering/Architectural consulting firm for Detailed Design & Construction Supervision of the development works at Pakistan Tobacco Board (PTB), for a project titled as **“HIRING OF CONSULTANCY FIRM FOR THE FEASIBILITY STUDY/PREPARATION OF DESIGN, PC-I DOCUMENTS AND CONSTRUCTION SUPERVISION”**

The Project:

Designing of new structures proposed under referred project according to Pakistan Tobacco Board (PTB) Master Plan and detailed Construction Supervision for proposed buildings/infrastructure having approximate covered area mentioned against each component, as approved in the PC-I at Pakistan Tobacco Board (PTB).

Designing of new structure proposed under the referred project, according ministry of national food security & research Pakistan tobacco board, including feasibility study, preparation of detailed designs, drawings, cost estimates, bidding documents, and detailed construction supervision for the following components:

S. No.	Description	Total Estimated Cost (Rs. Mn)
i.	Special repair of PTB building in District Mansehra Sub Head tobacco Research Sub Station, Mansehra	100.00
ii.	Construction of conference room/Committee Hall of TRS, Mardan	30.00
iii.	Construction/Repair maintenance of Tobacco Research Sub-Station, Kunjah	50.00
iv.	Construction of Tobacco Model Farm, Buner	120.00
Total		300.00

2. Scope of Work / Services:

The Following is expected from the selected consultant for above mentioned works & services and will be deemed to be inclusive in the quoted rates, in the financial proposal forms:

3.1 Design & Tender Stage:

3.2 (a) Data Collection, Survey& Investigation stage

- 3.2.1 Review of existing Plans and Documents provided by the Client. Development of a brief for the Client and carrying out the studies, consultations and discussions on updating the Client's requirements.
- 3.2.2 Collection of project requirements and scope of work from the Client/User Department. Evaluating the Client's requirement analytically and technically while designing and planning various components of the Project and adjusting it according to the approved scope of PC-1.

- 3.2.3 Topographical Survey, preparation of contour plan seismic zoning of the site & in line with existing master plan of new campus.

3.3 (b) Design Stage

- 3.3.1 (a) Preparation, describing and illustration of preliminary Architectural/ Structural design(s), outline proposals of the project buildings/infrastructure with detail of plans, floor plans, elevations, finishing, allocation of spaces, scheme of structural framework and proposal for utilities etc. keeping in view latest building codes, disabled access at all floors, provision of emergency exits and other requirements.
- (b) Detailed Architectural/Structure design of external developmental works & services
- 3.3.2 Preparation of Tender/Bidding documents including Drawings, Bill of Quantities (BoQs)/Engineer Estimates and Bid Documents for all proposed works.
- 3.3.3 Making presentations at various stages of Designing as per requirement of the Client and sponsoring agency
- 3.3.4 Assist the Client in Co-ordination of all technical matters with Development Agencies for external service like electrical connections (internal & external), ICT / telephone commutation, , water connection, sewerage water disposal etc.
- 3.3.5 Preparation of Elevations / views of proposed buildings and presentation thereof to the client and other related authorities matching / comparing with existing buildings.
- 3.3.6 Evaluating feedback of the Pakistan Tobacco Board (PTB) administration for further improvement in the designs
- 3.3.7 Vetting of designs from specialized Govt/Semi Govt Organizations
- 3.3.8 Making Final presentations after feedback of the Pakistan Tobacco Board (PTB).
- 3.3.9 Preparation of detailed specifications and such particulars as may be necessary for the preparation of bills of quantities.
- 3.3.10 Assist the client in preparation Notice Inviting Tender (NIT) as per requirements of the project.
- 3.3.11 Preparation of detailed bills of quantities and conditions of contract as per PEC By-Laws and final cost estimates along with detailed measurement sheets and their submission before tendering.

- 3.3.12 Preparation of Tender Documents in respect of the project. Rendering all necessary assistance to the Client in pre-qualification of contractors, invitation and scrutiny of bids and matters incidental thereto.
- 3.3.13 Assistance in Evaluation of bids, preparation of reports, providing rate analysis of the quoted bids / rates at par with Government approved scheduled of rates and advice soliciting on awarding of works/assignment(s).
- 3.3.14 Preparation and submission of work plan bases on MS Project or primavera.
- 3.3.15 Ensuring that all the buildings will be energy efficient, compliant of Building Code of Pakistan, Fire Prevention & Safety Regulations-2016, friendly for special / disabled people and other similar regulations formulated by the Government from time to time. The consultant shall have to certify in this regard.
- 3.3.16 Preparation, submission & signing of contract agreement with contractor on the prescribed PEC standard Format with approval from Pakistan Tobacco Board (PTB).

3.4 Construction Supervision Stage:

The scope of services includes but not limited to;

- 3.4.1 Full time detailed site supervision to ensure that the construction work proceeds and is completed in accordance with the approved construction drawings, technical specification, conditions of contract and bill of quantities.
- 3.4.2 Monitoring progress of construction through construction schedule. Preparation, maintaining daily work diary / report of each site, weekly and monthly progress reports along with supporting pictures of the site as per standard practice and as and when required by the Client.
- 3.4.3 To 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 within stipulated time period in the best public interest.
- 3.4.4 Coordination among the various disciplines and agencies concerned with the execution of the Project.
- 3.4.5 To monitor environmental issues during the construction period, ensuring minimum disruption/damage to the environment and local settlements by approval of the contractor's work statement/methodology, including monitoring the impact of construction works on the environment and local settlements and providing information to the Pakistan Tobacco Board (PTB) in the monthly progress reports

- 3.4.6 To prepare and recommend variation orders, if any, up to permissible limit which has financial implications subject to prior approval in writing of the Pakistan Tobacco Board (PTB).
- 3.4.7 To determine and recommend extension of time based on cogent reasons, with or without liquidated damages, subject to prior approval of the Pakistan Tobacco Board (PTB).
- 3.4.8 To advise/assist the Pakistan Tobacco Board (PTB) in case of any arbitration or litigation in court of law.
- 3.4.9 Introducing necessary measures at site to avoid any cost overrun and delay during execution and advise remedial measures where require to keep smooth execution of the project in close coordination with client.
- 3.4.10 Developing and ensuring Quality Assurance mechanism as per standard engineering practices of check requests and test results of various materials and activities in the logical sequence.
- 3.4.11 Recommend the client for fixation of actual date of commencement of work at site.
- 3.4.12 Maintaining test reports of materials regarding quality, finish and strength requirements. The quality and quantity assurance shall be the sole responsibility of the consultants in the capacity of the Engineer.
- 3.4.13 Scrutiny and recommendation for approval of shop drawings and the specimens of item of material intended to be used in the Project and prompt approval of submittal.
- 3.4.14 Scrutiny, verification & submission of statement of the payment (IPCs) submitted by the Contractors for payment. Ensuring compliance of all codal formalities / prescribed engineering practices / Govt. rules during execution and processing / verifying payments.
- 3.4.15 Taking/verifying measurements of the work done carried out by the contractor
- 3.4.16 Holding Monthly meetings with the Client and the Contractor to review progress and resolve the issues, if any, according to best project management techniques.
- 3.4.17 Assisting the Client in taking over the completed works including preparation of punch list and issuance of substantial Completion Certificate.
- 3.4.18 Submission of as built drawings, inventories & Project Completion Report/PC-IV after successful completion of the project.

3.5 Financial Management:

- 3.5.1 To check the contractor's accounts, invoices, Interim Payment Certificate, claims and other statements with respect to all aspects of financial regulatory, correctness and the contract.
- 3.5.2 To advise the Pakistan Tobacco Board (PTB) on all matters relating to the execution of the contract including provision of advice on processing of contractor's claims, if any.
- 3.5.3 To recommend to the Pakistan Tobacco Board (PTB) any liquidated damages to be claimed from the contractor or other actions which should be taken against the contractor under the construction contract.

3.6 Approval and Certificates:

- 3.6.1 To inspect the performance of the works with regard to workmanship and compliance with the specification and to order, to supervise or perform tests on materials and other work and to approve or disapprove the contractor's work and, if appropriate, his plant and equipment.
- 3.6.2 To certify work volume and Interim Certificates for payments.
- 3.6.3 To certify completion of part or all of the works, prepare punch list for payment to the contractors.
- 3.6.4 To order test of materials and completed works, and ordering removal of materials or works, which do not comply with specified requirements.
- 3.6.5 To order, if required, the uncovering of completed work and or the removal and substitution of proper materials and/or work.
- 3.6.6 To assist in the transfer of the project from the contractor to the Pakistan Tobacco Board (PTB).

3.7 Post Completion Stage:

- 3.7.1 The consultants will periodically visit completed projects during defect liability period for prompt & efficient maintenance work through the contractor.
- 3.7.2 Processing and recommendation of contractor's security after successful completion of Defect Liability period.
- 3.7.3 The consultant will be accountable for any defects or losses or damages as a result of proven faults, errors or omissions on the part of the consultants during or after the completion of the work.
- 3.7.4 Vetting, approving and submitting to the Client, as built drawings to be prepared by the Contractor(s) at the end of the Contract.
- 3.7.5 Observe deficiencies/defects and pursue rectification with the construction contractor as per contract conditions during Defect Liability Period.

3.7.6 Final inspection at the end of Defects Liability Period and issuance of Defects Liability Certificate and final payment certificate.

3.8 Deployment of Consultant's Staff:

3.8.1 The Consultant shall provide supervisory staff for detailed construction supervision at the site as per requirement mentioned in the contract. The staff strength may be determined on the basis of quantum of construction, in progress at site, at any given time. The nominated Resident Engineer will be responsible for overall supervision, quality control and payment certifications. The nominated Resident Engineer will be assisted by full time Assistant Resident Engineer and site Inspectors (as per job requirement) and part time Professional/Para-Professional staff for Works of various specialties. Staff hiring/removal for the instant project shall be made with prior approval/consent of the Pakistan Tobacco Board (PTB) administration. If the Pakistan Tobacco Board (PTB) administration observes unsatisfactory performance of any employ of the consultant, may ask the consultant to remove and replace the aforesaid official accordingly at earliest

3.8.2 Absence of any staff member of the consultants during Design or Supervision phase due to any reason whatsoever, the Pakistan Tobacco Board (PTB) shall have the liberty to make deductions from the Consultant's bills accordingly

3.8.3 The above arrangement will hold good till substantial completion of the works and handing over of the works to the Client. During Defect Liability Period of 1 year after handing over to the Client, casual supervision by Inspector and Engineer will be provided as per requirement of the Project.

3.8.4 All Govt. taxes will be deducted at source as per prevailing rules.

3.8.5 Any other condition with the consent of both the parties.

3.9 Post Completion Stage:-

- i. The Consultants shall periodically visit completed projects during defect liability period and submit punch list (if any) for rectification by the contractor.
- ii. Processing and recommendation of contractor's security after successful completion of defect liability period.
- iii. The consultants will be accountable and shall indemnify the Client against defects, losses, damages and overpayment (if any) as a result of proven faults, errors or omissions on the part of the consultants during or after the completion of the work.

3.10 Deliverables by the Consultant:-

a. Detailed Design

i.	Survey/Preliminary Design / Schematic Design	3-Copies
ii.	All Detailed Structural & Architectural Drawings (both hard & soft copies – pdf, Autocad, etc)	03-Copies
iii.	Presentations (soft & hard)	As per requirement
iv.	Final Design for approval of _____ (soft & hard)	03-Copies/ (As per requirement)
v.	Structural Design Calculation, Structure Stability Certificate (soft & hard– pdf, excel) if required	03 Copies
vi.	Engineer's Cost Estimates based on current MRS Khyber Pakhtunkhwa & market rates and its analysis for NSI supported by quotations (both hard and soft – pdf, excel)	03-Copies
vii.	Tender Drawings & BoQs, Specifications, Complete Bidding Documents	03-Copies
viii.	Submission of Working Drawings (both hard & soft copies – pdf, Autocad, 3D video etc)	03-Copies

b. Construction Supervision

i.	Construction Schedule based on MS Project	3-Copies (soft & hard)
ii.	Technical Sanction Estimates	3-Copies
iii.	Monthly & Quarterly Progress Reports with Site Pictures	2-Copies (soft & hard)
iv.	Shop Drawings	2-Copies
v.	Maintenance of Material Test Reports, Site Construction Record	2-Copies
vi.	Recommendation of Interim Payment Certificates (IPC)	As per requirement
vii.	Revised TS, if any	3-Copies
viii.	Punch lists	3-Copies
ix.	Handing / Taking Over Certificate, Inventories	3-Copies.
x.	Project Completion Report/PC-IV	3-Copies.
xi.	Defect Liability Certificate	3-Copies