



WORKERS WELFARE BOARD
REQUEST FOR PROPOSAL (RFP)

FOR

**CONSULTANCY SERVICES FOR DETAILED
DESIGN, DRAWINGS, SUPERVISION AND
DETAIL COST ESTIMATE FOR ESTABLISHMENT
OF I.T LABS, SMART CLASSROOMS AND
INTERACTIVE BOARDS AND RENOVATION OF 20
NO SCHOOLS OF WORKERS WELFARE BOARD
ESTABLISHED ACROSS VARIOUS DISTRICTS OF
KHYBER PAKHTUNKHWA**

**OFFICE OF THE DIRECTOR (WORKS)
KP, WORKERS WELFARE BOARD
PESHAWAR (PH.091-9217950)**

**CONSULTANCY SERVICES FOR DETAILED DESIGN, DRAWINGS, SUPERVISION AND
DETAIL COST ESTIMATE FOR ESTABLISHMENT OF I.T LABS, SMART CLASSROOMS
AND INTERACTIVE BOARDS AND RENOVATION OF 20 NO SCHOOLS OF WORKERS
WELFARE BOARD ESTABLISHED ACROSS VARIOUS DISTRICTS OF KHYBER
PAKHTUNKHWA**

01. **NAME OF THE PROJECT:**

CONSULTANCY SERVICES FOR DETAILED DESIGN, DRAWINGS, SUPERVISION AND DETAIL COST ESTIMATE FOR ESTABLISHMENT OF I.T LABS, SMART CLASSROOMS AND INTERACTIVE BOARDS AND RENOVATION OF 20 NO SCHOOLS OF WORKERS WELFARE BOARD ESTABLISHED ACROSS VARIOUS DISTRICTS OF KHYBER PAKHTUNKHWA.

02. **NAME OF CLIENT**

Khyber Pakhtunkhwa, Workers Welfare Board.

03. **SCOPE OF WORK & TORS**

Scope of work covers Detailed Design, Drawings, Preparation of Detail cost estimates/PC-I, Bidding Documents, BOQ, Assistance of Client in bidding of Contractor/Firms, Bid Evaluation, Supervision Contractor's IPC's scrutinizing/checking and submission to Client, periodic visits during defect liability period and Handing/taking of Schemes.

NOTE

Annex-I (Terms of References)

Annex-II (Location of Sites)

04. **TENTATIVE COST:** RS.385.00 Million

05. **SUBMITAL**

The interested firms shall submit of Rs.3,000/- through Demand Draft or pay order in the name of Secretary Khyber Pakhtunkhwa, Workers Welfare Board . The prospective/complete bidders shall submit a scan copy of the Demand draft/pay order on Epads. Original Pay order/O.D must be submitted to the Procuring Agency on or before the closing time of bid submission, failing which the bid shall be rejected.

Consultant must submit Electronic bid through Epads by the date and time mentioned in NIT.

06. **LIST OF STAFF TO BE DEPLOYED**

List of staff along with CV's on prescribed format as given in this RFP shall be provided for all the key staff to be deployed on this project.

TORS FOR CONSULTANCY SERVICES

Terms of Reference for Consultancy Services for Design/Review and Construction Supervision of the Project “Establishment of I.T Labs, Smart Classrooms and Interactive Boards and Renovation of 20 No of Schools of Workers Welfare Board Established Across Various Districts of Khyber Pakhtunkhwa.

01. **DESCRIPTION**

The KP, Workers Welfare Board Peshawar intends to launch a project for the “**ESTABLISHMENT OF I.T LABS, SMART CLASSROOMS AND INTERACTIVE BOARDS AND RENOVATION OF 20 NO SCHOOLS OF WORKERS WELFARE BOARD ESTABLISHED ACROSS VARIOUS DISTRICTS OF KHYBER PAKHTUNKHWA**”. The scheme envisages provision of the modern education computer based practical learning, updated curriculum enable excess to the latest tools and technologies relevant to various subjects will facilitate team work and digital collaboration platform improved academic performance tech savvy students efficient teaching with excess to vast digital resources in WFG Schools of KP, WWB.

02. **ASSIGNMENT AND PLANNING**

- i. Develop a baseline knowledge of the work and make a power point presentation to the Client on Consultants approach, methodology, work plan and organization & staffing pertaining to this project.
- ii. Site engineering assessment.
- iii. Conduct site visit to assess the current condition of the schools
- iv. Identify requirement of IT Labs, Smart Classrooms and Interactive Boards
- v. Develop detail project plan including timelines and milestone
- vi. Site preparation engineering.
- vii. IT equipment selection and system design criteria.
- viii. Determine No and size of the system, conceptual design elements, and specification.
- ix. IT system size options.
- x. IT equipment and interactive Panel Boards specifications.
- xi. Prepare the cost estimates of the proposed project based on latest KP schedule of Rates MRS-2025.

03. **LOCATION & TECHNICAL PARAMETERS:**

IT system, Computer Lab equipments/smart Classroom equipments and interactive Panel Board will be installed in WFG Schools of KP, WWB along with renovation and beautification of the schools etc.

04. **SCOPE & DURATION OF SERVICES:**

- i. **02-Months** (Feasibility study, Detail design, Preparation and submission of PC-I etc.),
- ii. **01- Month** after approval of PC-I preparation of Tender documents, assistance of client in prequalification of firms and Bid evaluation.
- iii. **05-Months** (Supervision of Installation work, Testing & Commissioning and Operationalization of IT Labs, Smart Classrooms, interactive Boards and Renovation/beautification of WFG Schools as per scope).

- iv. **12-Months** from the date of installation (Services during Defect Liability Period of Contractor).

05. **DESIGN AND SPECIFICATION**

- I. Prepare architectural design and engineering designs for renovation.
- ii. Develop technical specifications for IT infrastructure, Smart Classrooms and Interactive Boards.
- iii. Ensure designs and specifications comply with relevant building codes and standard.
- iv. Develop Preparation and Submission of Inspection Report.
- v. Preparation and Submission of reports related to IT system Design, complete technical details/specifications.
- vi. Preparation/Submission of reports of Detailed working drawings and modification (If required).
- vii. Preparation/Submission of reports of cable schedules and routing plan.
- viii. Preparation/Submission of Tender/bidding documents of project.
- ix. Preparation and Submission of bid evaluation report.
- x. Preparation and Submission of Contract Agreement.

06. **SUPERVISION STAGE:**

- i. The quality and quantity assurance shall be the sole responsibility of the consultants being the Engineer in charge of the project.
- ii. Supervision of the scheme since start of the work till final satisfactory completion of all components as mentioned in the scope of the work.
- iii. Developing and ensuring Quality Assurance mechanism as per standards.
- iv. Expediting progress at the site as per work plan for timely completion of the project.
- v. Preparation and Submission of monthly periodic progress report or any other review/report requested by the client of the project.
- vi. Taking measurements of work carried out by the Contractors, preparations, submission and verification of Interim Payment Certificate (IPCs) including final bill with all supporting documents, security and any other advances extended to the Contractors/Subcontractor (if any) as per Government Rules.
- vii. Supervise/check setting out of all structure/Equipment's and general layout of the system.
- viii. Arrange & supervise necessary testing of all Equipment/material from Government approved Laboratories according to protocols to ensure quality products before and after installation of IT/Smart Classrooms System and related accessories.
- ix. Approve those items/material fulfilling the specification spelled out in the tender documents/Contract Agreement.
- x. Supervise implementation of the project in the capacity of Engineer to ensure that the project is being implemented satisfactorily in accordance with approved drawings & specifications.
- xi. Approval of program/schedule of work submitted by the Contractor.
- xii. Consultants will coordinate with all stakeholders for efficient, quality and timely completion.
- xiii. Provide adequate consultation and advice to the Employer in matters that crop up during implementation stage.
- xiv. Prepare and submit fortnightly reports of work done, PC-III and presentation on Monthly progress to Client.

- xv. Participate in coordination and progress review meetings convened at site and Peshawar as and when required by Client.
- xvi. Prepare variation order for approval of the Employer, if required as per site requirement as well as revised PC-I required (If any).
- xvii. The detail installation supervision shall include planning, guidance, programming, inspection, monitoring of construction activities, contractor's performance, quality/quantity control, implementation of work plans, drawings, design and specifications, preparation and verification of variation orders including drawing, correspondence with the Contractor in capacity of the Engineer Incharge and 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 in the best Govt. interest, including PC-IV Performa and Handing over, Taking Over Certificate duly signed by the Client Department.

07. **POST COMPLETION STAGE:**

- i. Submission of as-built drawings/inventories/project completion report/PC-IV after successful completion of the project and handover the facility to the Client Department thereafter.
- ii. The Consultants will periodically visit completed projects during Defect Liability Period for prompt & efficient maintenance work through the concerned Contractors.
- iii. Processing and recommendation of Contractor's retention money after successful completion of Defect Liability Period.
- iv. The Consultant will be responsible for overall financial responsibilities of the project including availability at the time of external audit and clearance of audit matters with the Audit if any.
- v. The Consultants will be accountable for any defect of 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 being the Engineer Incharge.
- vi. Evaluate the user manuals both in Urdu & English languages prepared by the Contractor for handing over to the beneficiary.
- vii. Monitor awareness training to be delivered by the Contractor to the local staff/end users.
- viii. Assist the Employer in Liaison with the Contractor.
- ix. Provide & submit PC-IV, PC-V of the project after its completion.
- x. Prepare & submit post evaluation report on presentation.
- xi. Consultant will also arrange training sessions at local level to train the end users for Operation & Maintenance of all IT equipments after completion of Defect Liability Period of Contractors.

08. **IMPLEMENTATION PERIOD**

- i. Upto 06-Months after Award of Contract.

09. **TENDER DOCUMENTS**

- a. Preparing specifications and such particulars as may be necessary for the preparation of bill of quantities.
- b. Preparing detailed bill of quantities and conditions of contract as per standard bidding contract documents of Pakistan Engineering Council (Latest amended).
- c. Preparing final cost estimates
- d. Preparing Tender documents in respect of the Project.

- e. Rendering all necessary assistance to the Client in pre-qualification of contractors, the invitation, evaluation and scrutiny of the bids.
- f. Advising and assisting the Client in evaluation of bids and award of work.
- g. Preparation of PC-I based on latest MRS-2025 and providing assistance in getting its approval.
- h. The PC-I is required to be submitted as per scope and duration of services (4)(i) positively for onward placement before WWB Technical Committee (DWP).

10. The Financial Proposals should include the following:

FINANCIAL PROPOSALS

- a. Consultancy fee should be quoted separately for designing and Supervision phase of the Project in percentage.
- b. All the required tests and survey will be done by consultant and cost to his effect will be reimbursed by the Board to the consultant on submission of original receipt against concerned head of PC-I. However, the consultant will formulate the requirements for the survey and fields investigation and supervise the same.
- c. Payment for the design phase will be made after approval of PC-I from the Competent Forum.

11. SUBMISSION OF FINANCIAL BIDS

- a. Single stage- One envelope procedure will be adopted. Each Consultant can be eligible for any package if declared the lowest.
- b. The envelopes shall be marked as “FINANCIAL PROPOSAL” in bold and legible letters.
- c. The Khyber Pakhtunkhwa Workers Welfare Board shall evaluate the financial proposal and reject any or all proposals which do not confirm to the specified requirement.
- d. The Financial Proposal of bids shall be opened publicly at a time, date and venue mentioned in advertisement.
- e. No Cost shall be paid on account of expenses incurred on preparation of Financial Proposals.
- f. Incomplete conditional offers shall not be entertained.
- g. The Consultant of the scheme shall be bound to the decisions/directions of the KP Workers Welfare Board taken from time to time.

12. OTHER TERMS AND CONDITIONS

- a. 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/meeting scheduled on **22.09.2026 at 13:00 hrs**. 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.

- b. The Client shall provide the inputs on request, and will assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- c. Please note that:
 - i. The cost of preparing the proposal, 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.
- d. 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.
- e. All the government taxes (Federal, Provincial and any other) will be deducted as per the prevailing Government policy.
- f. Consultants shall appear in Project meetings and site visits and shall also make presentation if so directed by the department for which no TA/DA, boarding, lodging and claim for incidental charges etc, shall be entertained.
- g. The consultant except with prior approval of the department shall not sublet the study or any part thereof.
- h. 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, shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond to such requests and copies of the response shall be sent to all invited Consultants.
- i. 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 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.

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WORKERS WELFARE BOARD
REQUEST FOR PROPOSAL (RFP)

FOR

**CONSULTANCY SERVICES FOR DETAILED
DESIGN, DRAWINGS, SUPERVISION AND
DETAIL COST ESTIMATE FOR THE
INSTALLATION OF 02 NO LIFTS IN
MAIN OFFICE BUILDING
KHYBER PAKHTUNKHWA
WORKERS WELFARE BOARD
PESHAWAR**

**OFFICE OF THE DIRECTOR (WORKS)
KP, WORKERS WELFARE BOARD
PESHAWAR (PH.091-9217950)**

**CONSULTANCY SERVICES FOR DETAILED DESIGN, DRAWINGS, SUPERVISION AND
DETAIL COST ESTIMATE FOR INSTALLATION OF 02 NO LIFTS IN MAIN OFFICE
BUILDING KHYBER PAKHTUNKHWA WORKERS WELFARE BOARD PESHAWAR**

01. **NAME OF THE PROJECT:**

CONSULTANCY SERVICES FOR DETAILED DESIGN, DRAWINGS, SUPERVISION AND DETAIL COST ESTIMATE FOR INSTALLATION OF 02 NO LIFTS IN MAIN OFFICE BUILDING KHYBER PAKHTUNKHWA WORKERS WELFARE BOARD, PESHAWAR.

02. **NAME OF CLIENT**

Khyber Pakhtunkhwa, Workers Welfare Board.

Scope of work covers Detailed Design, Drawings, Preparation of Detail cost estimates/PC-I, Bidding Documents, BOQ, Assistance of Client in bidding of Contractor/Firms, Bid Evaluation, Supervision Contractor's IPC's scrutinizing/checking and submission to Client, periodic visits during defect liability period and Handing/taking of Schemes.

NOTE

Annex-I (Terms of References)

Annex-II (Location of Sites)

04. **TENTATIVE COST:** RS.30.00 Million

05. **SUBMITAL**

The interested firms shall submit of Rs.3,000/- through Demand Draft or pay order in the name of Secretary Khyber Pakhtunkhwa, Workers Welfare Board . The prospective/complete bidders shall submit a scan copy of the Demand draft/pay order on Epads. Original Pay order/O.D must be submitted to the Procuring Agency on or before the closing time of bid submission, failing which the bid shall be rejected.

Consultant must submit Electronic bid through Epads by the date and time mentioned in NIT.

06. **LIST OF STAFF TO BE DEPLOYED**

List of staff along with CV's on prescribed format as given in this RFP shall be provided for all the key staff to be deployed on this project.

TORS FOR CONSULTANCY SERVICES”

Terms of Reference for Consultancy Services for Design/Review and Construction Supervision of the Project “Installation of 02 No Lifts in Main Office Building Khyber Pakhtunkhwa Workers Welfare Board, Peshawar.

01. DESCRIPTION

The KP, Workers Welfare Board Peshawar intends to launch a project for the “**INSTALLATION OF 02 NO LIFTS IN MAIN OFFICE BUILDING KHYBER PAKHTUNKHWA WORKERS WELFARE BOARD, PESHAWAR**”. The scheme envisages the Installation of 02 No Lifts will make convenience in movement of the staff and public.

02. SURVEY & FEASIBILITY STUDY

The Consultant shall work for carrying out the survey and feasibility study of the project “Installation of 02 No Lifts in Main Office Building Khyber Pakhtunkhwa Workers Welfare Board, Peshawar” as per terms of reference not limited to the following:

- i. Develop a baseline knowledge of the work and make a power point presentation to the Client on Consultants approach, methodology, work plan and organization & staffing pertaining to this project.
- ii. Site engineering assessment.
- iii. Site preparation engineering.
- iv. Prepare the cost estimates of the proposed solar project based on latest KP schedule of Rates MRS-2025.

03. LOCATION & TECHNICAL PARAMETERS:

Supply of 02 No. Lifts will be installed in Main Office Building KP, WWB and its allied works.

04. SCOPE & DURATION OF SERVICES:

- i. **02-Months** (Feasibility study, Detail design, Preparation and submission of PC-I etc.),
- ii. **01- Month** after approval of PC-I preparation of Tender documents, assistance of client in prequalification of firms and Bid evaluation.
- iii. **05-Months** (Supervision of Installation work, Testing & Commissioning and Operationalization of 02 No Lifts as per scope in Main Office Building).
- iv. **12-Months** from the date of installation (Services during Defect Liability Period of Contractor).

05. DESIGN PHASE

- i. Preparation of PC-I according to the survey report of the concerned sites, covering all the aspect of technical and financial parameters.
- ii. Preparation and Submission of Inspection Report and Energy Audit Report.
- iii. Preparation/Submission of reports of Detailed working drawings and modification (If required).
- iv. Preparation/Submission of reports of cable schedules and routing plan.
- v. Preparation/Submission of Tender/bidding documents of project.
- vi. Preparation and Submission of bid evaluation report.

vii. Preparation and Submission of Contract Agreement.

06. SUPERVISION STAGE:

- i. The quality and quantity assurance shall be the sole responsibility of the consultants being the Engineer in charge of the project.
- ii. Supervision of the scheme since start of the work till final satisfactory completion of all components as mentioned in the scope of the work.
- iii. Developing and ensuring Quality Assurance mechanism as per standards.
- iv. Expediting progress at the site as per work plan for timely completion of the project.
- v. Preparation and Submission of monthly periodic progress report or any other review/report requested by the client of the project.
- vi. Taking measurements of work carried out by the Contractors, preparations, submission and verification of Interim Payment Certificate (IPCs) including final bill with all supporting documents, security and any other advances extended to the Contractors/Subcontractor (if any) as per Government Rules.
- vii. Arrange & supervise necessary testing of all Equipment/material from Government approved Laboratories according to protocols to ensure quality products before and after installation of Solar System and related accessories.
- viii. Approve those items/material fulfilling the specification spelled out in the tender documents/Contract Agreement.
- ix. Supervise implementation of the project in the capacity of Engineer to ensure that the project is being implemented satisfactorily in accordance with approved drawings & specifications.
- x. Approval of program/schedule of work submitted by the Contractor.
- xi. Consultants will coordinate with all stakeholders for efficient, quality and timely completion.
- xii. Provide adequate consultation and advice to the Employer in matters that crop up during implementation stage.
- xiii. Prepare and submit fortnightly reports of work done, PC-III and presentation on Monthly progress to Client.
- xiv. Participate in coordination and progress review meetings convened at site and Peshawar as and when required by Client.
- xv. Prepare variation order for approval of the Employer, if required as per site requirement as well as revised PC-I required (If any).
- xvi. The detail installation supervision shall include planning, guidance, programming, inspection, monitoring of construction activities, contractor's performance, quality/quantity control, implementation of work plans, drawings, design and specifications, preparation and verification of variation orders including drawing, correspondence with the Contractor in capacity of the Engineer Incharge and 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 in the best Govt. interest, including PC-IV Performa and Handing over, Taking Over Certificate duly signed by the Client Department.

07. POST COMPLETION STAGE:

- i. Submission of as-built drawings/inventories/project completion report/PC-IV after successful completion of the project and handover the facility to the Client Department thereafter.
- ii. The Consultants will periodically visit completed projects during Defect Liability Period for prompt & efficient maintenance work through the concerned Contractors.

- iii. Processing and recommendation of Contractor's retention money after successful completion of Defect Liability Period.
- iv. The Consultant will be responsible for overall financial responsibilities of the project including availability at the time of external audit and clearance of audit matters with the Audit if any.
- v. The Consultants will be accountable for any defect of 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 being the Engineer Incharge.
- vi. Evaluate the user manuals both in Urdu & English languages prepared by the Contractor for handing over to the beneficiary.
- vii. Monitor awareness training to be delivered by the Contractor to the local staff/end users.
- viii. Assist the Employer in Liaison with the Contractor.
- ix. Provide & submit PC-IV, PC-V of the project after its completion.
- x. Prepare & submit post evaluation report on presentation.
- xi. Consultant will also arrange training sessions at local level to train the end users for Operation & Maintenance of the installed lifts after completion of Defect Liability Period of Contractors.

08. IMPLEMENTATION PERIOD

- i. Upto 06-Months after Award of Contract.

09. TENDER DOCUMENTS

- a. Preparing specifications and such particulars as may be necessary for the preparation of bill of quantities.
- b. Preparing detailed bill of quantities and conditions of contract as per standard bidding contract documents of Pakistan Engineering Council (Latest amended).
- c. Preparing final cost estimates
- d. Preparing Tender documents in respect of the Project.
- e. Rendering all necessary assistance to the Client in pre-qualification of contractors, the invitation, evaluation and scrutiny of the bids.
- f. Advising and assisting the Client in evaluation of bids and award of work.
- g. Preparation of PC-I based on latest MRS-2025 and providing assistance in getting its approval.
- h. The PC-I is required to be submitted as per scope and duration of services (4)(i) positively for onward placement before WWB Technical Committee (DWP).

The Financial Proposals should include the following:

10. FINANCIAL PROPOSALS

- a. Consultancy fee should be quoted separately for designing and Supervision phase of the Project in percentage.
- b. All the required tests and survey will be done by consultant and cost to his effect will be reimbursed by the Board to the consultant on submission of original receipt against concerned head of PC-I. However, the consultant will formulate the requirements for the survey and fields investigation and supervise the same.
- c. Payment for the design phase will be made after approval of PC-I from the Competent Forum.

11. SUBMISSION OF FINANCIAL BIDS

- a. Single stage- One envelope procedure will be adopted. Each Consultant can be eligible for any package if declared the lowest.
- b. The envelopes shall be marked as "FINANCIAL PROPOSAL" in bold and legible letters.
- c. The Khyber Pakhtunkhwa Workers Welfare Board shall evaluate the financial proposal and reject any or all proposals which do not confirm to the specified requirement.
- d. The Financial Proposal of bids shall be opened publicly at a time, date and venue mentioned in advertisement.
- e. No Cost shall be paid on account of expenses incurred on preparation of Financial Proposals.
- f. Incomplete conditional offers shall not be entertained.
- g. Preparation of PC-I based on latest MRS-2025 and providing assistance in getting its approval.

12. OTHER TERMS AND CONDITIONS

- a. 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/meeting scheduled on **22.09.2026 at 13:00 hrs**. 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.
- b. The Client shall provide the inputs on request, and will assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- c. Please note that:
 - i. The cost of preparing the proposal, 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.
- d. 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.
- e. All the government taxes (Federal, Provincial and any other) will be deducted as per the prevailing Government policy.
- f. Consultants shall appear in Project meetings and site visits and shall also make presentation if so directed by the department for which no TA/DA, boarding, lodging and claim for incidental charges etc, shall be entertained.
- g. The consultant except with prior approval of the department shall not sublet the study or any part thereof.
- h. 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, shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond to such requests and copies of the response shall be sent to all invited Consultants.
- i. 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 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.



WORKERS WELFARE BOARD
REQUEST FOR PROPOSAL (RFP)

FOR

**CONSULTANCY SERVICES FOR DETAILED
DESIGN, DRAWINGS, SUPERVISION AND
DETAIL COST ESTIMATE FOR THE SOLARIZATION
OF TUBE WELLS IN WORKERS WELFARE BOARD
LABOUR COLONIES ESTABLISHED
ACROSS VARIOUS DISTRICTS OF
KHYBER PAKHTUNKHWA**

**OFFICE OF THE DIRECTOR (WORKS)
KP, WORKERS WELFARE BOARD
PESHAWAR (PH.091-9217950)**

**CONSULTANCY SERVICES FOR DETAILED DESIGN, DRAWINGS, SUPERVISION AND
DETAIL COST ESTIMATE FOR THE SOLARIZATION OF TUBE WELLS IN WORKERS
WELFARE BOARD LABOUR COLONIES ESTABLISHED ACROSS VARIOUS DISTRICTS
OF KHYBER PAKHTUNKHWA**

12. NAME OF THE PROJECT:

CONSULTANCY SERVICES FOR DETAILED DESIGN, DRAWINGS, SUPERVISION AND DETAIL COST ESTIMATE FOR THE SOLARIZATION OF TUBE WELLS IN WORKERS WELFARE BOARD LABOUR COLONIES ESTABLISHED ACROSS VARIOUS DISTRICTS. OF KHYBER PAKHTUNKHWA.

02. NAME OF CLIENT

Khyber Pakhtunkhwa, Workers Welfare Board.

03. SCOPE OF WORK & TORS

Scope of work covers Detailed Design, Drawings, Preparation of Detail cost estimates/PC-I, Bidding Documents, BOQ, Assistance of Client in bidding of Contractor/Firms, Bid Evaluation, Supervision Contractor's IPC's scrutinizing/checking and submission to Client, periodic visits during defect liability period and Handing/taking of Schemes.

NOTE

Annex-I (Terms of References)

Annex-II (Location of Sites)

04. TENTATIVE COST: RS.260.00 Million

05. SUBMITAL

The interested firms shall submit of Rs.3,000/- through Demand Draft or pay order in the name of Secretary Khyber Pakhtunkhwa, Workers Welfare Board . The prospective/complete bidders shall submit a scan copy of the Demand draft/pay order on Epads. Original Pay order/O.D must be submitted to the Procuring Agency on or before the closing time of bid submission, failing which the bid shall be rejected.

Consultant must submit Electronic bid through Epads by the date and time mentioned in NIT.

06. LIST OF STAFF TO BE DEPLOYED

List of staff along with CV's on prescribed format as given in this RFP shall be provided for all the key staff to be deployed on this project.

TORS FOR CONSULTANCY SERVICES

Terms of References for Consultancy Services for Design/Review and Construction Supervision of the Project “Solarization of Tube Wells in Labour Colonies of Workers Welfare Board Established at Various Districts of Khyber Pakhtunkhwa”.

12. DESCRIPTION

The KP, Workers Welfare Board Peshawar intends to launch a project for the **“SOLARIZATION OF TUBE WELLS IN WORKERS WELFARE BOARD LABOUR COLONIES ESTABLISHED ACROSS VARIOUS DISTRICTS OF KHYBER PAKHTUNKHWA”**. The scheme envisages provision of the solar technology to Labour Colonies of KP, WWB which will ensure uninterrupted supply of water supply to the Labour Colonies “Solarization of Tube Wells in Workers Welfare Board Labour Colonies Established across Various Districts of Khyber Pakhtunkhwa” will lessen the burden on conventional expensive energy sources. The proposed project provides quick and cost-efficient alternate energy.

02. SURVEY & FEASIBILITY STUDY

The Consultant shall work for carrying out the survey and feasibility study of the project “Solarization of Tube Wells in WWB Labour Colonies Established across Various Districts of Khyber Pakhtunkhwa” as per terms of reference not limited to the following:

- i. Develop a baseline knowledge of the work and make a power point presentation to the Client on Consultants approach, methodology, work plan and organization & staffing pertaining to this project.
- ii. Site engineering assessment.
- iii. Site preparation engineering.
- iv. Photovoltaic equipment selection and system design criteria.
- v. Determine PV system size, conceptual design elements, and specification.
- vi. PV system size options.
- vii. PV equipment specifications.
- viii. Prepare the cost estimates of the proposed solar project based on latest KP Schedule of Rates MRS 2025.
- ix. Conduct economic analysis of the proposed solar project characteristics.

03. LOCATION & TECHNICAL PARAMETERS:

Solar PV System will be installed in Labour Colonies of KP, WWB. Solar Photo Voltaic Plant consists of the Solar Modules Array, Modules Mounting Structure, Pumping Machinery with allied equipments, Inverter, Batteries, Control & Protections, Interconnect cables, switches and proper earthing system etc.

04. SCOPE & DURATION OF SERVICES:

- i. **02-Months** (Feasibility study, Detail design, Preparation and submission of PC-I etc.),
- ii. **01- Month** after approval of PC-I preparation of Tender documents, assistance of client in prequalification of firms and Bid evaluation.
- iii. **05-Months** (Supervision of Installation work, Testing & Commissioning and Operationalization of Tube wells on Solar energy as per scope).

- iv. **12-Months** from the date of installation (Services during Defect Liability Period of Contractor).

05. DESIGN PHASE

- i. Preparation of PC-I according to the survey report of the concerned sites, covering all the aspect of technical and financial parameters.
- ii. Preparation and Submission of Inspection Report and Energy Audit Report.
- iii. Preparation and Submission of reports related to system PV system Design, complete technical details/specifications.
- iv. Preparation/Submission of reports of Detailed working drawings and modification (If required).
- v. Preparation/Submission of reports of cable schedules and routing plan.
- vi. Preparation/Submission of Tender/bidding documents of project.
- vii. Preparation and Submission of bid evaluation report.
- viii. Preparation and Submission of Contract Agreements.

06. SUPERVISION STAGE:

- i. The quality and quantity assurance shall be the sole responsibility of the consultants being the Engineer in charge of the project.
- ii. Supervision of the scheme since start of the work till final satisfactory completion of all components as mentioned in the scope of the work.
- iii. Developing and ensuring Quality Assurance mechanism as per standards.
- iv. Expediting progress at the site as per work plan for timely completion of the project.
- v. Preparation and submission of monthly periodic progress report or any other review/report requested by the client of the project.
- vi. Taking measurements of work carried out by the Contractors, preparations, submission and verification of Interim Payment Certificate (IPCs) including final bill with all supporting documents, security and any other advances extended to the Contractors/Subcontractor (if any) as per Government Rules.
- vii. Supervise/check setting out of all structure/Equipment's and general layout of the Solar Power System.

Design of the SPS with a brief detail of the following parameters:

- STC rating (Watts of PVPs (Photo Voltaic Panels).
 - Rated power output of the solar inverter(s).
 - Footprint (area required) for the total no of PVPs proposed.
 - The consultant on the expense of contractor/supplier shall verify Flash test reports with serial numbers from manufacture for each panel (at the time of supply).
- viii. Verification of components of the pumping machinery and motors as per specification.
 - ix. Checking of pump performance/acceptance test as per ISO 9906 standards
 - x. Arrange & supervise necessary testing of all Equipment/material from Government approved Laboratories according to protocols to ensure quality products before and after installation of Solar System and related accessories.
 - xi. Approve those items/material fulfilling the specification spelled out in the tender documents/Contract Agreement.

- xii. Supervise implementation of the project in the capacity of Engineer to ensure that the project is being implemented satisfactorily in accordance with approved drawings & specifications.
- xiii. Approval of program/schedule of work submitted by the Contractor.
- xiv. Consultants will coordinate with all stakeholders for efficient, quality and timely completion.
- xv. Provide adequate consultation and advice to the Employer in matters that crop up during implementation stage.
- xvi. Prepare and submit fortnightly reports of work done, PC-III and presentation on Monthly progress to Client.
- xvii. Participate in coordination and progress review meetings convened at site and Peshawar as and when required by Client.
- xviii. Prepare variation order for approval of the Employer, if required as per site requirement as well as Revised PC-I required if any.
- xix. The detail installation supervision shall include planning, guidance, programming, inspection, monitoring of construction activities, contractor's performance, quality/quantity control, implementation of work plans, drawings, design and specifications, preparation and verification of variation orders including drawing, correspondence with the Contractor in capacity of the Engineer Incharge and 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 in the best Govt. interest, including PC-IV Performa and Handing over, Taking Over Certificate duly signed by the Client Department.

07. POST COMPLETION STAGE:

- i. Submission of as-built drawings/inventories/project completion report/PC-IV after successful completion of the project and handover the facility to the Client Department thereafter.
- ii. The Consultants will periodically visit completed projects during Defect Liability Period for prompt & efficient maintenance work through the concerned Contractors.
- iii. Processing and recommendation of Contractor's Retention Money after successful completion of Defect Liability Period.
- iv. The Consultant will be responsible for overall financial responsibilities of the project including availability at the time of external audit and clearance of audit matters with the Audit if any.
- v. The Consultants will be accountable for any defect of 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 being the Engineer Incharge.
- vi. Evaluate the user manuals both in Urdu & English languages prepared by the Contractor for handing over to the beneficiary.
- vii. Monitor awareness training to be delivered by the Contractor to the local staff/end users.
- viii. Assist the Employer in Liaison with the Contractor.
- ix. Provide & submit PC-IV, PC-V of the project after its completion.
- x. Prepare & submit post evaluation report on presentation.
- xi. Consultant will also arrange training sessions at local level to train the end users for Operation & Maintenance of the Solar Power Plants after completion of Defect Liability Period of Contractors.

08. IMPLEMENTATION PERIOD

- i. Upto 06-Months after Award of Contract.

09. TENDER DOCUMENTS

- a. Preparing specifications and such particulars as may be necessary for the preparation of bill of quantities.
- b. Preparing detailed bill of quantities and conditions of contract as per standard bidding contract documents of Pakistan Engineering Council (Latest amended).
- c. Preparing final cost estimates
- d. Preparing Tender documents in respect of the Project.
- e. Rendering all necessary assistance to the Client in pre-qualification of contractors, the invitation, evaluation and scrutiny of the bids.
- f. Advising and assisting the Client in evaluation of bids and award of work.
- g. Preparation of PC-I based on latest MRS 2025 and providing assistance in getting its approval.
- h. The PC-I is required to be submitted as per scope and duration of services (4)(i) positively for onward placement before WWB Technical Committee (DWP).

The Financial Proposals should include the following:

10. FINANCIAL PROPOSALS

- a. Consultancy fee should be quoted separately for designing & supervision phase of the Project in percentage.
- b. All the required tests and survey will be done by consultant and cost to his effect will be reimbursed by the Board to the consultant on submission of original receipt against concerned head of PC-I. However, the consultant will formulate the requirements for the survey and fields investigation and supervise the same.
- c. Payment for the design phase will be made after approval of PC-I from the Competent Forum.

11. SUBMISSION OF FINANCIAL BIDS

- a. Single stage- One envelope procedure will be adopted. Each Consultant can be eligible for any package if declared the lowest.
- b. The envelopes shall be marked as "FINANCIAL PROPOSAL" in bold and legible letters.
- c. The Khyber Pakhtunkhwa Workers Welfare Board shall evaluate the financial proposal and reject any or all proposals which do not confirm to the specified requirement.
- d. The Financial Proposal of bids shall be opened publicly at a time, date and venue mentioned in advertisement.
- e. No Cost shall be paid on account of expenses incurred on preparation of Financial Proposals.
- f. Incomplete conditional offers shall not be entertained.
- g. The Consultant of the scheme shall be bound to the decisions/directions of the KP, Workers Welfare Board taken from time to time.

12. OTHER TERMS AND CONDITIONS

- a. 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/meeting scheduled on **22.09.2026 at 13:00 hrs**. 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.
- b. The Client shall provide the inputs on request, and will assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- c. Please note that:
 - i. The cost of preparing the proposal, 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.
- d. 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.
- e. All the government taxes (Federal, Provincial and any other) will be deducted as per the prevailing Government policy.
- f. Consultants shall appear in Project meetings and site visits and shall also make presentation if so directed by the department for which no TA/DA, boarding, lodging and claim for incidental charges etc, shall be entertained.
- g. The consultant except with prior approval of the department shall not sublet the study or any part thereof.

- h. 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, shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond to such requests and copies of the response shall be sent to all invited Consultants.
- i. 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 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.

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WORKERS WELFARE BOARD
REQUEST FOR PROPOSAL (RFP)

FOR

**CONSULTANCY SERVICES FOR DETAILED
DESIGN, DRAWINGS, SUPERVISION AND
DETAIL COST ESTIMATE FOR THE SOLARIZATION
OF 20 NO WORKING FOLKS GRAMMAR SCHOOLS
ESTABLISHED ACROSS VARIOUS DISTRICTS OF
KHYBER PAKHTUNKHWA AND
WORKERS WELFARE BOARD
MAIN OFFICE BUILDING
HAYATABAD PESHAWAR**

**OFFICE OF THE DIRECTOR (WORKS)
KP, WORKERS WELFARE BOARD
PESHAWAR (PH.091-9217950)**

**CONSULTANCY SERVICES FOR DETAILED DESIGN, DRAWINGS, SUPERVISION AND
DETAIL COST ESTIMATE FOR THE SOLARIZATION OF 20 NO WORKING FOLKS
GRAMMAR SCHOOLS ESTABLISHED ACROSS VARIOUS DISTRICTS OF
KHYBER PAKHTUNKHWA AND WORKERS WELFARE BOARD
MAIN OFFICE BUILDING HAYATABAD PESHAWAR**

01. NAME OF THE PROJECT:

CONSULTANCY SERVICES FOR DETAILED DESIGN, DRAWINGS, SUPERVISION AND DETAIL COST ESTIMATE FOR THE SOLARIZATION OF 20 NO WORKING FOLKS GRAMMAR SCHOOLS ESTABLISHED ACROSS VARIOUS DISTRICTS OF KHYBER PAKHTUNKHWA AND WORKERS WELFARE BOARD MAIN OFFICE BUILDING HAYATABAD PESHAWAR.

02. NAME OF CLIENT

Khyber Pakhtunkhwa, Workers Welfare Board.

03. SCOPE OF WORK & TORS

Scope of work covers Detailed Design, Drawings, Preparation of Detail cost estimates/PC-I, Bidding Documents, BOQ, Assistance of Client in bidding of Contractor/Firms, Bid Evaluation, Supervision Contractor's IPC's scrutinizing/checking and submission to Client, periodic visits during defect liability period and Handing/taking of Schemes.

NOTE

Annex-I (Terms of References)

Annex-II (Location of Sites)

04. TENTATIVE COST: RS.220.00 Million

05. SUBMITAL

The interested firms shall submit of Rs.3,000/- through Demand Draft or pay order in the name of Secretary Khyber Pakhtunkhwa, Workers Welfare Board . The prospective/complete bidders shall submit a scan copy of the Demand draft/pay order on Epads. Original Pay order/O.D must be submitted to the Procuring Agency on or before the closing time of bid submission, failing which the bid shall be rejected.

Consultant must submit Electronic bid through Epads by the date and time mentioned in NIT.

06. LIST OF STAFF TO BE DEPLOYED

List of staff along with CV's on prescribed format as given in this RFP shall be provided for all the key staff to be deployed on this project.

TORS FOR CONSULTANCY SERVICES

Terms of Reference for Consultancy Services for Design/Review and Construction Supervision of the Project “Solarization of 20 No Working Folks Grammar Schools established across Various Districts of Khyber Pakhtunkhwa and Workers Welfare Board Main Office Building Hayatabad Peshawar.

01. DESCRIPTION

The KP, Workers Welfare Board Peshawar intends to launch a project for the **“SOLARIZATION OF ITS 20 NO WORKING FOLKS GRAMMAR SCHOOLS (BOYS AND GIRLS) ESTABLISHED ACROSS VARIOUS DISTRICTS OF KHYBER PAKHTUNKHWA AND WORKERS WELFARE BOARD MAIN OFFICE BUILDING HAYATABAD PESHAWAR”**. The scheme envisages provision of the solar technology to WFG Schools of KP, WWB and WWB Main Office Building which will ensure uninterrupted supply of electricity to the WFG Schools and Main Office Building. Solarization of WFG Schools of KP, WWB and WWB Main Office Building will lessen the burden on conventional expensive energy sources. The proposed project provides quick and cost-efficient alternate energy.

02. SURVEY & FEASIBILITY STUDY

The Consultant shall work for carrying out the survey and feasibility study of the project “Solarization of WFG Schools of KP, WWB and WWB Main Office Building” as per terms of reference not limited to the following:

- i. Develop a baseline knowledge of the work and make a power point presentation to the Client on Consultants approach, methodology, work plan and organization & staffing pertaining to this project.
- ii. Site engineering assessment.
- iii. Site preparation engineering.
- iv. Photovoltaic equipment selection and system design criteria.
- v. Determine PV system size, conceptual design elements, and specification.
- vi. PV system size options.
- vii. PV equipment specifications.
- viii. Prepare the cost estimates of the proposed solar project based on latest KP schedule of Rates MRS-2025.
- ix. Conduct economic analysis of the proposed solar project characteristics.
- x. The proposed solar system should be designed in such a way that the Tube Wells located in the school premises and in the Main Office Building must run on solar energy after school timings.

03. LOCATION & TECHNICAL PARAMETERS:

Solar PV System will be installed in WFG Schools of KP, WWB and WWB Main Office Building. Solar Photo Voltaic Plant consists of the Solar Modules Array, Modules Mounting Structure, Inverter, Batteries, Control & Protections, Interconnect cables, switches and earthing system etc.

04. SCOPE & DURATION OF SERVICES:

- i. **02-Months** (Feasibility study, Detail design, Preparation and submission of PC-I etc.),

- ii. **01- Month** after approval of PC-I preparation of Tender documents, assistance of client in prequalification of firms and Bid evaluation.
- iii. **05-Months** (Supervision of Installation work, Testing & Commissioning and Operationalization of WFG Schools and WWB Main Office Building on Solar energy as per scope).
- iv. **12-Months** from the date of installation (Services during Defect Liability Period of Contractor).

05. DESIGN PHASE

- I. Preparation of PC-I according to the survey report of the concerned sites, covering all the aspect of technical and financial parameters.
- ii. Preparation and Submission of Inspection Report and Energy Audit Report.
- iii. Preparation and Submission of reports related to system PV system Design, complete technical details/specifications.
- iv. Preparation/Submission of reports of Detailed working drawings and modification (If required).
- v. Preparation/Submission of reports of cable schedules and routing plan.
- vi. Preparation/Submission of Tender/bidding documents of project.
- vii. Preparation and Submission of bid evaluation report.
- viii. Preparation and Submission of Contract Agreement.

06. SUPERVISION STAGE:

- i. The quality and quantity assurance shall be the sole responsibility of the consultants being the Engineer in charge of the project.
- ii. Supervision of the scheme since start of the work till final satisfactory completion of all components as mentioned in the scope of the work.
- iii. Developing and ensuring Quality Assurance mechanism as per standards.
- iv. Expediting progress at the site as per work plan for timely completion of the project.
- v. Preparation and Submission of monthly periodic progress report or any other review/report requested by the client of the project.
- vi. Taking measurements of work carried out by the Contractors, preparations, submission and verification of Interim Payment Certificate (IPCs) including final bill with all supporting documents, security and any other advances extended to the Contractors/Subcontractor (if any) as per Government Rules.
- vii. Supervise/check setting out of all structure/Equipment's and general layout of the Solar Power System.
- viii. Arrange & supervise necessary testing of all Equipment/material from Government approved Laboratories according to protocols to ensure quality products before and after installation of Solar System and related accessories.
- ix. Approve those items/material fulfilling the specification spelled out in the tender documents/Contract Agreement.
- x. Supervise implementation of the project in the capacity of Engineer to ensure that the project is being implemented satisfactorily in accordance with approved drawings & specifications.
- xi. Approval of program/schedule of work submitted by the Contractor.
- xii. Consultants will coordinate with all stakeholders for efficient, quality and timely completion.

- xiii. Provide adequate consultation and advice to the Employer in matters that crop up during implementation stage.
- xiv. Prepare and submit fortnightly reports of work done, PC-III and presentation on Monthly progress to Client.
- xv. Participate in coordination and progress review meetings convened at site and Peshawar as and when required by Client.
- xvi. Prepare variation order for approval of the Employer, if required as per site requirement as well as revised PC-I required (If any).
- xvii. The detail installation supervision shall include planning, guidance, programming, inspection, monitoring of construction activities, contractor's performance, quality/quantity control, implementation of work plans, drawings, design and specifications, preparation and verification of variation orders including drawing, correspondence with the Contractor in capacity of the Engineer Incharge and 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 in the best Govt. interest, including PC-IV Performa and Handing over, Taking Over Certificate duly signed by the Client Department.

07. POST COMPLETION STAGE:

- i. Submission of as-built drawings/inventories/project completion report/PC-IV after successful completion of the project and handover the facility to the Client Department thereafter.
- ii. The Consultants will periodically visit completed projects during Defect Liability Period for prompt & efficient maintenance work through the concerned Contractors.
- iii. Processing and recommendation of Contractor's retention money after successful completion of Defect Liability Period.
- iv. The Consultant will be responsible for overall financial responsibilities of the project including availability at the time of external audit and clearance of audit matters with the Audit if any.
- v. The Consultants will be accountable for any defect of 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 being the Engineer Incharge.
- vi. Evaluate the user manuals both in Urdu & English languages prepared by the Contractor for handing over to the beneficiary.
- vii. Monitor awareness training to be delivered by the Contractor to the local staff/end users.
- viii. Assist the Employer in Liaison with the Contractor.
- ix. Provide & submit PC-IV, PC-V of the project after its completion.
- x. Prepare & submit post evaluation report on presentation.
- xi. Consultant will also arrange training sessions at local level to train the end users for Operation & Maintenance of the Solar Power Plants after completion of Defect Liability Period of Contractors.

08. IMPLEMENTATION PERIOD

- i. Up to 06-Months after Award of Contract.

09. TENDER DOCUMENTS

- a. Preparing specifications and such particulars as may be necessary for the preparation of bill of quantities.

- b. Preparing detailed bill of quantities and conditions of contract as per standard bidding contract documents of Pakistan Engineering Council (Latest amended).
- c. Preparing final cost estimates
- d. Preparing Tender documents in respect of the Project.
- e. Rendering all necessary assistance to the Client in pre-qualification of contractors, the invitation, evaluation and scrutiny of the bids.
- f. Advising and assisting the Client in evaluation of bids and award of work.
- g. Preparation of PC-I based on latest MRS-2025 and providing assistance in getting its approval.
- h. The PC-I is required to be submitted as per scope and duration of services (4)(i) positively for onward placement before WWB Technical Committee (DWP).

10. The Financial Proposals should include the following:

FINANCIAL PROPOSALS

- a. Consultancy fee should be quoted separately for designing and Supervision phase of the Project in percentage.
- b. All the required tests and survey will be done by consultant and cost to his effect will be reimbursed by the Board to the consultant on submission of original receipt against concerned head of PC-I. However, the consultant will formulate the requirements for the survey and fields investigation and supervise the same.
- c. Payment for the design phase will be made after approval of PC-I from the Competent Forum.

11. SUBMISSION OF FINANCIAL BIDS

- a. Single stage- One envelope procedure will be adopted. Each Consultant can be eligible for any package if declared the lowest.
- b. The envelopes shall be marked as "FINANCIAL PROPOSAL" in bold and legible letters.
- c. The Khyber Pakhtunkhwa Workers Welfare Board shall evaluate the financial proposal and reject any or all proposals which do not confirm to the specified requirement.
- d. The Financial Proposal of bids shall be opened publicly at a time, date and venue mentioned in advertisement.
- e. No Cost shall be paid on account of expenses incurred on preparation of Financial Proposals.
- f. Incomplete conditional offers shall not be entertained.
- g. The Consultant of the scheme shall be bound to the decisions/directions of the KP, Workers Welfare Board taken from time to time.

12. OTHER TERMS AND CONDITIONS

- a. 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/meeting scheduled on **22.09.2026 at 13:00 hrs**. 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.

- b. The Client shall provide the inputs on request, and will assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- c. Please note that:
 - i. The cost of preparing the proposal, 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.
- d. 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.
- e. All the government taxes (Federal, Provincial and any other) will be deducted as per the prevailing Government policy.
- f. Consultants shall appear in Project meetings and site visits and shall also make presentation if so directed by the department for which no TA/DA, boarding, lodging and claim for incidental charges etc, shall be entertained.
- g. The consultant except with prior approval of the department shall not sublet the study or any part thereof.
- h. 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, shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond to such requests and copies of the response shall be sent to all invited Consultants.
- i. 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 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.

**DETAILS OF TUBE WELLS IN WORKING FOLKS GRAMMAR SCHOOLS
UNDER KHYBER PAKHTUNKHWA WORKERS WELFARE BOARD**

S.NO	NAME OF SCHOOL	NO. OF SCHOOLS
01.	WFG School (Boys & Girls), Peshawar-I	01
02.	WFG School (Boys & Girls), Peshawar-II (LC 224 & Regilalma)	01
03.	WFG School (Boys & Girls), Amangarh	01
04.	WFG School (Boys & Girls), Ziarat Kaka Sahib	01
05.	WFG School (Boys & Girls), Akora Khattak	01
06.	WFG School (Boys & Girls), Charsadda	01
07.	WFG School (Boys & Girls), Mardan	01
08.	WFG School (Boys & Girls), Takhtbhai	01
09.	WFG School (Boys & Girls), Gadoon Amazai	01
10.	WFG School (Boys & Girls), Swat	01
11.	WFG School (Boys & Girls), Hattar	01
12.	WFG School (Boys & Girls), Haripur-I	01
13.	WFG School (Boys & Girls), Haripur-II	01
14.	WFG School (Boys & Girls), Kohat-I	01
15.	WFG School (Boys & Girls), Kohat-II	01
16.	WFG School (Boys & Girls), Karak	01
17.	WFG School (Boys & Girls), Shahbaz Azmat Khel Bannu	01
18.	WFG School (Boys & Girls), Sarai Naurang	01
19.	WFG School (Boys & Girls), Ghazni Khel	01
20.	WFG School (Boys & Girls), D.I.Khan	01
	TOTAL	20



WORKERS WELFARE BOARD
REQUEST FOR PROPOSAL (RFP)

FOR

**CONSULTANCY SERVICES FOR DETAILED
DESIGN, DRAWINGS, SUPERVISION AND
DETAIL COST ESTIMATE FOR
REHABILITATION/RENOVATION OF
50 FAMILY QUARTERS
LABOUR COLONY
MARDAN**

**OFFICE OF THE DIRECTOR (WORKS)
KP, WORKERS WELFARE BOARD
PESHAWAR (PH.091-9217950)**

**CONSULTANCY SERVICES FOR DETAILED DESIGN, DRAWINGS, SUPERVISION AND
DETAIL COST ESTIMATE FOR REHABILITATION/RENOVATION OF
50 FAMILYQUARTERS LABOUR COLONY MARDAN**

01. NAME OF THE PROJECT:

CONSULTANCY SERVICES FOR DETAILED DESIGN, DRAWINGS, SUPERVISION AND DETAIL COST ESTIMATE FOR REHABILITATION/RENOVATION OF 50 FAMILY QUARTERS LABOUR COLONY MARDAN.

02. NAME OF CLIENT

Khyber Pakhtunkhwa, Workers Welfare Board.

03. SCOPE OF WORK & TORS

Scope of work covers Detailed Design, Drawings, Preparation of Detail cost estimates/PC-I, Bidding Documents, BOQ, Assistance of Client in bidding of Contractor/Firms, Bid Evaluation, Supervision Contractor's IPC's scrutinizing/checking and submission to Client, periodic visits during defect liability period and Handing/taking of Schemes.

NOTE

Annex-I (Terms of References)

Annex-II (Location of Sites)

04. TENTATIVE COST: RS.100.00 Million

05. SUBMITAL

The interested firms shall submit of Rs.3,000/- through Demand Draft or pay order in the name of Secretary Khyber Pakhtunkhwa, Workers Welfare Board . The prospective/complete bidders shall submit a scan copy of the Demand draft/pay order on Epads. Original Pay order/O.D must be submitted to the Procuring Agency on or before the closing time of bid submission, failing which the bid shall be rejected.

Consultant must submit Electronic bid through Epads by the date and time mentioned in NIT.

06. LIST OF STAFF TO BE DEPLOYED

List of staff along with CV's on prescribed format as given in this RFP shall be provided for all the key staff to be deployed on this project.

TORS FOR CONSULTANCY SERVICES”

Terms of Reference for Consultancy Services for Design/Review and Construction Supervision of the Project “REHABILITATION/RENOVATION OF 50 FAMILY QUARTERS LABOUR COLONY MARDAN”.

01. DESCRIPTION

The KP, Workers Welfare Board Peshawar intends to launch a project for the “**REHABILITATION/RENOVATION OF 50 FAMILY QUARTERS LABOUR COLONY MARDAN**”. The scheme envisages to provide a good environment and extend better residential facilities to the labour class of the area. Moreover, the colony will be in position to full fill the requirements of the residents of the colony and will safeguard the building from environmental effects.

02. ASSIGNMENT AND PLANNING

- i. Develop a baseline knowledge of the work and make a power point presentation to the Client on Consultants approach, methodology, work plan and organization & staffing pertaining to this project.
- ii. Site engineering assessment.
- iii. Conduct site visit to assess the current condition of the quarters.
- iv. Identify renovation requirements and prioritize repairs.
- v. Preparing of BOQ based estimation of each activity required.
- vi. Develop detail project plan including timelines and milestone
- vii. Site preparation engineering.
- viii. Prepare the cost estimates of the proposed project based on latest KP schedule of Rates MRS-2025.

03. SCOPE & DURATION OF SERVICES:

- i. **02-Months** (Feasibility study, Detail design, Preparation and submission of PC-I etc.),
- ii. **01- Month** after approval of PC-I preparation of Tender documents, assistance of client in prequalification of firms and Bid evaluation.
- iii. **05-Months** (Supervision of Rehabilitation/renovation of 50 Family Quarters as per scope).
- iv. **12-Months** from the date of installation (Services during Defect Liability Period of Contractor).

04. DESIGN AND SPECIFICATION

- i. Prepare architectural design and engineering designs for renovation.
- ii. Ensure designs and specifications comply with relevant building codes and standard.
- iii. Develop Preparation and Submission of Inspection Report.
- iv. Preparation and Submission of reports related to construction activities Design, complete technical details/specifications.
- v. Preparation/Submission of reports of Detailed working drawings and modification (If required).
- vi. Preparation/Submission of Tender/bidding documents of project.
- vii. Preparation and Submission of bid evaluation report.
- viii. Preparation and Submission of Contract Agreement.

05. SUPERVISION STAGE:

- i. The quality and quantity assurance shall be the sole responsibility of the consultants being the Engineer in charge of the project.
- ii. Supervision of the rehabilitation/renovation project ensuring quality safety and timeline from start of the work till final satisfactory completion of all components as mentioned in the scope of the work.
- iii. Developing and ensuring Quality Assurance conduct testing and inspection as per mechanism and standards.
- iv. Expediting progress at the site as per work plan for timely completion of the project.
- v. Preparation and Submission of monthly periodic progress report or any other review/report requested by the client of the project.
- vi. Taking measurements of work carried out by the Contractors, preparations, submission and verification of Interim Payment Certificate (IPCs) including final bill with all supporting documents, security and any other advances extended to the Contractors/Subcontractor (if any) as per Government Rules.
- vii. Supervise/check setting out of all structure/Equipment's and general layout of the system.
- viii. Approve those items/material fulfilling the specification spelled out in the tender documents/Contract Agreement.
- ix. Supervise implementation of the project in the capacity of Engineer to ensure that the project is being implemented satisfactorily in accordance with approved drawings & specifications.
- x. Approval of program/schedule of work submitted by the Contractor.
- xi. Consultants will coordinate with all stakeholders for efficient, quality and timely completion.
- xii. Provide adequate consultation and advice to the Employer in matters that crop up during implementation stage.
- xiii. Prepare and submit fortnightly reports of work done, PC-III and presentation on Monthly progress to Client.
- xiv. Participate in coordination and progress review meetings convened at site and Peshawar as and when required by Client.
- xv. Prepare variation order for approval of the Employer, if required as per site requirement as well as revised PC-I required (If any).
- xvi. The detail installation supervision shall include planning, guidance, programming, inspection, monitoring of construction activities, contractor's performance, quality/quantity control, implementation of work plans, drawings, design and specifications, preparation and verification of variation orders including drawing, correspondence with the Contractor in capacity of the Engineer Incharge and 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 in the best Govt. interest, including PC-IV Performa and Handing over, Taking Over Certificate duly signed by the Client Department.

06. POST COMPLETION STAGE:

- i. Submission of as-built drawings/inventories/project completion report/PC-IV after successful completion of the project and handover the facility to the Client Department thereafter.
- ii. The Consultants will periodically visit completed projects during Defect Liability Period for prompt & efficient maintenance work through the concerned Contractors.

- iii. Processing and recommendation of Contractor's retention money after successful completion of Defect Liability Period.
- iv. The Consultant will be responsible for overall financial responsibilities of the project including availability at the time of external audit and clearance of audit matters with the Audit if any.
- v. The Consultants will be accountable for any defect of 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 being the Engineer Incharge.
- vi. Evaluate the user manuals both in Urdu & English languages prepared by the Contractor for handing over to the beneficiary.
- vii. Monitor awareness training to be delivered by the Contractor to the local staff/end users.
- viii. Assist the Employer in Liaison with the Contractor.
- ix. Provide & submit PC-IV, PC-V of the project after its completion.
- x. Prepare & submit post evaluation report on presentation.
- xi. Consultant will also arrange training sessions at local level to train the end users for Operation & Maintenance of all IT equipments after completion of Defect Liability Period of Contractors.

07. IMPLEMENTATION PERIOD

- i. Upto 06-Months after Award of Contract.

08. TENDER DOCUMENTS

- a. Preparing specifications and such particulars as may be necessary for the preparation of bill of quantities.
- b. Preparing detailed bill of quantities and conditions of contract as per standard bidding contract documents of Pakistan Engineering Council (Latest amended).
- c. Preparing final cost estimates
- d. Preparing Tender documents in respect of the Project.
- e. Rendering all necessary assistance to the Client in pre-qualification of contractors, the invitation, evaluation and scrutiny of the bids.
- f. Advising and assisting the Client in evaluation of bids and award of work.
- g. Preparation of PC-I based on latest MRS-2025 and providing assistance in getting its approval.
- h. The PC-I is required to be submitted as per scope and duration of services (4)(i) positively for onward placement before WWB Technical Committee (DWP).

The Financial Proposals should include the following:

09. FINANCIAL PROPOSALS

- a. Consultancy fee should be quoted separately for designing and Supervision phase of the Project in percentage.
- b. All the required tests and survey will be done by consultant and cost to his effect will be reimbursed by the Board to the consultant on submission of original receipt against concerned head of PC-I. However, the consultant will formulate the requirements for the survey and fields investigation and supervise the same.
- c. Payment for the design phase will be made after approval of PC-I from the Competent Forum.

10. SUBMISSION OF FINANCIAL BIDS

- a. Single stage- One envelope procedure will be adopted. Each Consultant can be eligible for any package if declared the lowest.
- b. The envelopes shall be marked as “FINANCIAL PROPOSAL” in bold and legible letters.
- c. The Khyber Pakhtunkhwa Workers Welfare Board shall evaluate the financial proposal and reject any or all proposals which do not confirm to the specified requirement.
- d. The Financial Proposal of bids shall be opened publicly at a time, date and venue mentioned in advertisement.
- e. No Cost shall be paid on account of expenses incurred on preparation of Financial Proposals.
- f. Incomplete conditional offers shall not be entertained.
- g. The Consultant of the scheme shall be bound to the decisions/directions of the KP Workers Welfare Board taken from time to time.

11. OTHER TERMS AND CONDITIONS

- a. 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/meeting scheduled on **22.09.2026 at 13:00 hrs**. 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.
- b. The Client shall provide the inputs on request, and will assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- c. Please note that:
 - i. The cost of preparing the proposal, 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.
- d. 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.
- e. All the government taxes (Federal, Provincial and any other) will be deducted as per the prevailing Government policy.
- f. Consultants shall appear in Project meetings and site visits and shall also make presentation if so directed by the department for which no TA/DA, boarding, lodging and claim for incidental charges etc, shall be entertained.
- g. The consultant except with prior approval of the department shall not sublet the study or any part thereof.
- h. 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, shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond to such requests and copies of the response shall be sent to all invited Consultants.
- i. 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 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.

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