

INVITATION REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES)

Country: Pakistan
Project Name: Multipurpose Building for Information Technology University
Implementing Agency: Information Technology University of the Punjab
Consultancy Services for: **Engineering Design and Construction Supervision**

ITU is a public sector autonomous institute established with aim to provide for education in information technology and other branches of knowledge as it may deem fit, and make provisions for research, service to the society and for the application, advancement and dissemination of knowledge in such manner as it may determine.

The university intends to apply part of the proceeds for hiring of consulting firms for Detailed Engineering Design and Construction Supervision for; (i) design documentation, including cost estimations in project document, Bill of Quantities, for engineering services to achieve economies of scale and desired results, and (ii) resident supervision of infrastructure development.

The detailed Terms of Reference (TOR) for the assignment, along with this Request for Expressions of Interest (REOI) Notice, can be accessed from websites www.ppra.punjab.gov.pk or www.itu.edu.pk The eligible consulting firms are required to demonstrate/provide following requisite information to prove their qualification/eligibility to perform the assignment. Consultancy firms are encouraged to provide materials/ information that would be specific to the proposed services only by giving all the relevant details as required in the Instructions, and to avoid submitting generic promotional material. The unrelated or incomplete materials/information shall not be considered. The parameters for evaluating the EOI Responses, are given against each requisite as under: -

- a) **Relevant Experience:** Demonstrated expertise and capacity of conducting feasibility studies, geotechnical investigations, topographic surveys, designing, estimating bill of quantities, procurement services & construction supervision/resident engineering services of community development infrastructure schemes at national, provincial or regional level, by furnishing the list of completed/ongoing projects. The firm should have completed at least five contracts of comparable scale and complexity.
- b) **Corporate Capacity:** Complete historical profile of the organization/firm with the information i.e. incorporation certificate, registrations, experience, last three years audit reports, corporate profile indicating years of operations, core competencies, management structure & systems, policies procedures and practices to ensure quality services to clients, complaint redressal mechanism and competency in using MIS Based Applications for reporting while delivering similar/comparable services,
- c) **Staffing Capacity:** Firm shall have adequately qualified and skill staff, permanent/ intermittent staff, pool of panel of experts as per the scope of work. (Specific CVs and nominations are required at this stage)

A virtual information session will be held on 21st Nov, 2022 through video link (Link may be obtained by contacting with Purchase officer through email) to provide a detailed walkthrough of Project, TOR and procurement process.

Expressions of Interest response, delivered in a written form to the address below (in person, by email or by post) by or before **1500hours** on **01st December, 2022**.

For queries,

Purchase Officer

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Consultant Terms of Reference (TORs)

Technical Survey, Engineering Design and Cost Estimation of the multipurpose hall on main campus land.

Description of Work: Technical Survey, Engineering Design, Details Drawings and Cost Estimation of construction for a multipurpose hall.

Location: Burki Road Lahore

Consultancy Duration: 12-Months

Phase I (First six weeks for all deliverables)

Phase II (Site visits during construction phase)

Project Name: Construction of Multipurpose Hall

Project Duration: 12- Months (December 2022 – November 2023)

Objective

The objective of this consultancy is to prepare master plan, detailed design, drawings and to produce a reliable estimate of the construction for a multipurpose building by;

- Undertaking a detailed topographical survey of the site providing basis for architectural and structural design process.
- Preparing Engineering design drawings (Architectural, Structural, Electrical, Plumbing & Utilities drawings) while considering the conceptual design provided by ITU team.
- Preparing Technical Specifications, Bill of Quantities (BoQs) and full set of design reports necessary for the implementation of the project.
- Preparing engineer's cost estimates based on current market rates
- Providing supervisory inputs during construction phase.
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Scope of the work

The scope of the works to be undertaken by the consultancy firm includes the following:

1. Carry out the physical verification of the site for assessing the scope of work.
2. Conduct necessary tests to determine the design parameters.
3. Site survey and develop site layout plan for multipurpose building.
4. Detailed Engineering drawings including sewerage and plumbing facilities in complete sets.
5. Structural drawings with complete detailing and bar bending schedule.
6. Electrical drawings complete with cable connection from nearby pole.
7. Detailed specifications for the various items of works.
8. Water supply scheme design from the source including reservoir and intake tanks
9. Detailed cost estimate, BOQ and rate analysis wherever necessary.
10. Support in building layout and design of the structure.
11. Field supervision of the project activities.
12. Obtaining approvals from government department where required.
13. Completion certificate.

Topographical Survey Work

1. Equipment: Provide list and description of digital instruments and instrumentation method should be provided through which physical data will be collected.
 - I. Site information and documentation: Gather information, i.e. the geographical area to

be included, the level of detail, accuracy, and data output.

- II. Undertake a preliminary or reconnaissance survey of the area for planning and carrying out detailed survey.
 - III. All the physical entities/services and infrastructures should be highlighted/marked on site for digital documentation for detailed survey. These may be all natural and man-made features such as boundaries/property lines, existing buildings within site, adjacent roads, pathways, parking bays, manholes, vegetation, trees, ramps, service infrastructure (reticulated water, sewer lines, underground or overhead power lines), water bodies and any other feature present on the site.
 - IV. Levels/elevations should be indicated for all features mentioned in (point III) above.
 - V. All boundary/property corner points of the subject site are to be shown as GPS coordinates.
 - VI. Covered areas of documented site and buildings should be mentioned.
 - VII. Photographic documentation during the survey should be carried out and submitted.
 - VIII. All documented entities should be labelled with titles and their covered areas.
2. Drawings
- I. Final drawings must illustrate site plan, contour plan, 2 cross-sections and covered area of the plot(s) and all existing buildings contained at site.
 - II. Hard copy of drawings should be presented on A3 and A2 paper.

Preparation of Conceptual Design and Cost Estimates

1. Prepare a Detailed Engineering Design, in line with design furnished by ITU, which shall describe the general idea about initial work structure and identify the scope of physical components and structures, specific outputs and requirements of the structures and propose methods of construction as necessary
2. Determine whether the initial budget estimate prepared by ITU team would be sufficient to cover the detailed engineering design, construction supervision and construction of the resource center.
3. Review the space plan/ allocation initially prepared by the ITU and prepare a revised/alternate space plan/allocation, as necessary, while taking into consideration the plans for the existing building and at the same time the available budget.
4. Estimate costs for interior design and landscaping.

Design of the Building/Infrastructure

1. All the pre-requisite studies such as site study, surface study and investigations tests, collection of data, and incorporate in the structural design before detail design of building structures.
2. The Consultant will produce design, drawings, with due consideration to energy efficiency and upkeep with local cultural and environment context.
3. The consultant will follow standard building codes of Pakistan applicable.
4. The infrastructure should be designed over an area of 27000sqft land area.
5. The lay out plan shall allow provisions for parking facilities for general sized vehicles.
6. Develop drawings for Sanitary system (including water, plumbing etc.), fire protection and heating illustrating both layouts and schematics for kitchens /wall fixtures in conformity with Electrical and Architectural Plans
7. Develop Electrical layouts for ceiling and wall with defined hardware and all other equipment (to be closely coordinated with other drawings/plans), including layout plan, the power installation plan, telephone, fire, the electricity loading norms, single line scheme and a panel view.
8. The drawings should be done in an appropriate style and the scales suitably fixed so that they are easily readable at site by naked eye. Except for the general views, the drawings should preferably be made to the scale of 1:50 and for showing minute details to 1:20 / 1:10 where necessary.
9. Adequate number of drawings should be produced to appropriately represent all the necessary

details, views, etc.

10. Detailed Drawings should be provided in digital form AutoCAD 2016-2019 with 1/50 detail and as pdf documents.
11. References of national/regional standards and local building codes may be annexed as per the requirement of the building.
12. The drawings must be readable in all aspect ratios. The drafting must be duly layered and color coded. Standard symbols should be referred and used.
13. The detail reinforcement schedule will be a part of the drawings.
14. All drawings shall be in ISO A3 and A2 format (297x420mm) and in conformity with PATRIP requirements.
15. Descriptive reports shall be prepared in A4 format.
16. Except for similar components, each different component shall have separate drawings in cross section, elevation, and plan. Also provide in CAD form.
17. Drawings should be printed on A3 and A2 sizes and easily readable by naked eye. All drawing dimensions shall be in metric system (i.e., meter, cm and mm).
18. The design report will sum up all design activities and provide the rationale for the optimal designs made. Standards, norms and regulations used must be referred to in the design report extensively. No conclusions and decision must be made without reference to any standard, norm, or regulation.
19. The detailed design should be in accordance to the requirements of the ITU. The consultants are required to make changes considering the site conditions and feedback of ITU.

Bill of Quantities and Rate Analysis

1. The BoQs should be explicit covering all items of work. It should be as exhaustive as possible to avoid changes, additions, deletions, and substitutions during execution and therefore the undesired disputes and claims.
2. The detailed technical and material specifications should be a part of the BoQ. One copy of the technical Specifications shall be submitted to ITU for its comments & suggestions before making the required number of copies.
3. The quantities should be worked out as accurate as possible to avoid unnecessary variations during the execution of the work. Availability of such materials may also be specified which are unique in features. As far as possible, the materials should be readily available in the project site. The materials may be suggested to suit the climatic condition of the office location.
4. The cost estimates should be appropriately worked out to indicate the approximate cost of the entire building. It should be accompanied by analysis of rates where necessary.
5. The cost estimate should be treated as highly confidential.

Construction Supervision

1. The consultants should provide technical assistance during ground breaking/excavation works and laying out of centerlines.
2. Consultant will visit the site on quarterly basis or on request of ITU to monitor progress, quality of the Works and to determine in general if work is proceeding in accordance to approved design, drawings, standards, specifications and within the provisions of contract agreement/documents.
3. The Consultant shall check that construction materials brought at site by the contractor for use in construction is in accordance with the specification and is got tested as per standard practices laid down in specifications.
4. The Consultant shall recommend and execute corrective measures in accordance with site requirements.
5. The Consultant shall be responsible for design revisions required as per site conditions during the currency of the project in the minimum possible time.
6. The Consultants would provide guidance to the contractors in all matters concerning safety and

care of work or on any problem arising in construction work during its execution.

7. Provide visit reports on the progress/status, material inputs, quality of works and timing of the Works and if there is any revision.
8. Organize and attend periodic site meetings and prepare minutes of these meetings. Copies of all site-meeting minutes to be submitted to the ITU not later than four (4) days after the meeting.

Assistance during construction phase

1. Key Personnel:

The Consulting firm shall engage the following key personnel whose CV and experience shall be evaluated, apart from other support staff to carry out the Services.

- Team leader
- Architect
- Structural/Civil Engineer/Associate
- Electrical Engineer/Associate
- Quantity Surveyor

The key personnel shall meet the following minimum eligibility requirements: -

A. Team leader:

1. Must have managed about 3 construction projects of similar type and scale or have about 5 years or more experience in construction project management.
2. Must have at least Bachelors/Diploma Degree in Architecture/civil engineering.
3. Must be fluent in spoken & written English.

B. Architect

1. Must have at least Bachelor's Degree in architecture from a reputed University.
2. Must have at least 5 years of experience in building design works
3. Must be fluent in spoken & written English.

C. Structural/Civil Engineer/Associate

1. Must have at least Bachelor's Degree in relevant field.
2. Must have at least 5 years of experience in Building works.
3. Must be fluent in spoken & written English.

D. Electrical Engineer/Associate

1. Must have at least Bachelor's Degree in electrical engineering.
2. Must have at least 5 years of experience in Building Electrical works.
3. Must be fluent in spoken & written English.

E. Quantity Surveyor

1. Must have at least Diploma in Civil Engineering.
2. Must have at least 5 years of experience in Quantity Survey.
3. Must be fluent in spoken & written English.

The consulting firm should submit detailed Curriculum Vitae (CV) and qualification experience certificates and the letter of commitment of the proposed consulting engineers/associates.

For uniformity in evaluation, the qualification, experience record, etc. of only the above five key personnel would be evaluated. The firm shall be disqualified if the qualification & experience certificates and letter of commitment of the consulting engineers are not enclosed.

2 Qualification of Consultancy

1. The consultant company should be duly registered with Pakistan Engineering Council.
2. The Company needs to demonstrate a high degree of technical expertise in the preparation of documents for the project by referring to previous similar projects completed during last 5 years.

The consultant must also furnish performance certificates from 03 partners/clients.

3. The company must submit a list of selected projects from the last 5 years. Presented projects must be on a high level in the field of esthetics, functionality, and flexibility. The consultant must submit consultancy agreement/task completion certification, pictures, or other references/evidence necessary for verification of the projects.
4. The company should demonstrate sound financial standing and have a turnover of its projects/services provided and paid by clients during the last 3 years.

3 Services and Facilities for the Consultant:

1. The Consultant would be provided the copy of site plan for the purpose of preparation of lay out plans, designs and drawings.
2. For the purpose of detailed design and layout, the consultant will carry out detail survey of the site on its own and shall take full responsibility for accuracy of the data collected.
3. ITU field staff will facilitate consultants while surveying the site.
4. Provide coordinates drawings for building exact location.

4 Deliverables

Phase I

1. Topographical surveys reports (Deliverable 1).
2. Conceptual Maps of the building (Deliverable 2) with cost estimates.
3. Final report but not limited to following task (Deliverable 3)
 - a. Master plan with complete site development works
 - b. Architectural drawings with complete detail
 - c. Plumbing drawings
 - d. Drainage and sanitation drawings
 - e. Electrical Sanitation drawing
 - f. Telephone and LAN line layout drawings
 - g. Structural drawings with complete details
 - h. Structural analysis and design calculations
 - i. Bill of Quantities separately for each group of works (i.e., architectural & construction works)
 - j. Work schedule, also provide drawings detailed for fire points.

Phase II

- k. Supervision of structural and architectural design including foundation, lenter(slab), finishing works and reports.
- l. Completion certificate.

The final report shall also consist of the following documents:

- A flash drive/USB containing the plot files as well as the drawing (.dwg) files.
- Three sets of BoQ & Materials/Technical specifications printed and bound and also in USB.
- Three sets of detail design drawings printed on A3 and A2 size paper.
- Cost estimate and rate analysis for all items of work– one hard copy (properly sealed) and softcopy in USB in editable format.
- Two copies of detail structural analysis and design of the buildings
- 04 Site visits reports on quarter basis (Deliverable 04)

The submission of the final report does not relieve the consultant from their responsibility to the ~~submit~~ report. The consultant must bear full responsibility for:

- Authenticity of all the field data including and topographical survey information.
- Correctness of the documentation such as covered areas and all the calculations.
- Correctness of the drawings and documentation
- Correctness of any other details related to topographical survey.

5 Duration of the consultancy

1. Topographical surveys reports including conceptual maps with cost estimates will be submitted in the first four weeks.
2. Final report as per changes or amendments proposed during the review of first report will be submitted in the second two weeks.
3. Four Visits to the project site will be undertaken on milestone basis or on request of ITU.

6 Payment Mode

The consultant will be paid in the following manner.

Phase I

1. 05% will be paid for 1st site visit and submission and approval of reports.
2. 15% will be paid on submission and approval of topographical and technical Surveys.
3. 20% will be paid on submission and approval of Detailed Engineering Design of the building along with cost estimates.

Phase II

4. 20% will be paid for 2nd site visit and submission and approval of reports of foundation preparation.
5. 20% will be paid for 3rd site visit and submission and approval of reports of lenter preparation.
6. 20% will be paid for 4th site visit and submission and approval of reports of project completion.

Evaluation Criteria of Consultancy

The evaluation criteria will be based on technical and financial bids submitted by consultant. Moreover the consultant is required to provide signed declaration undertaking with technical documents. Technicalbid will be assessed based on the list of criteria/requirements in as given in the TORs. Breakdown of technical evaluation marks are given below.

S#	Marks	Assigned Marks
1	Technical Proposal	25
2	Registration	25
3	05 similar projects (2 Marks for 01 project) completed in the last 05 years	10
4	Staff <ul style="list-style-type: none">• Team leader (12 Marks)• Architect (7 Marks)• Structural/Civil Engineer/Associate (7 Marks)• Electrical Engineer/Associate (2 Marks)• Quantity Surveyor (2 Marks)	30
5	List of Topographical Survey equipment	5
6	Others (performance certificates/high achievement)	5
	Total	100

To qualify technically, bidders must achieve at least 80% of technical scores. Financial bids will be evaluated in the following manner.

- Only responsive financial bids will be considered in the evaluation.
- Lowest bidder will get full 20 points for financial evaluation.
- Others will get as much less percentage of financial points as their bid is higher i.e. 10% higher bid will get
- 10% lower financial points or 18 points.
- In the end, the Technical and Financial Points will be added. Company with highest combined marks will be selected for award of consultancy.

Declaration of Undertaking

We underscore the importance of a free, fair and competitive procurement process that precludes fraudulent use. In this respect we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process or, in the event that we awarded the contract, in the subsequent execution of the contract.

We also underscore the importance of adhering to minimum social standard ("Core Labor Standard") in the implementation of the project. We undertake to comply with the Core Labor Standards ratified by the country of Pakistan.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country of Pakistan.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client if this situation should occur at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding upon the client, the client is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

(Place) this.....day of

Name of company

Signature (s)