

INVITATION FOR PROPOSAL

HIRING OF SHORT-TERM CONSULTANCY FIRM FOR ENGINEERING DESIGN, DRAWINGS, BOQS AND COST ESTIMATIONS FOR ADMIN BLOCK AT ITU MAIN CAMPUS, BARKI ROAD

Country: Pakistan
Project Name: Admin Block (Initially to be used for Academic activity)
Implementing Agency: Information Technology University of the Punjab
Consultancy Services for: **Engineering Design, Drawings, BOQs & Cost Estimates**

Sealed Bids/Proposals are invited from well reputed and Certified firms for **“Hiring of Short Term Consultancy Firm for Engineering, Design, Drawings, BOQs & Cost Estimates at ITU Main Campus, Barki Road, Lahore”**.

Interested bidders may get the Request for proposal (RFP) with detailed Terms of Reference (TORs) immediately after publication of this Invitation for Proposal available for information and can be downloaded from the websites of www.ppra.punjab.gov.pk and www.itu.edu.pk. The procurement shall be completed in accordance with Punjab Procurement Rules 2014, on Single Stage - One Envelope Bidding Procedure.

A single package containing Technical and Financial Bids, duly completed, signed, stamped, sealed along with tender fee of **Rs.5,000/-** (non-refundable) in Account title “Information Technology University”, The Bank of Punjab Account # 6580045464600034 and in complete conformity with Request for Proposal and TORs should be dropped, in ITU office, 6th Floor, Arfa Software Technology Park, 346-B, Main Ferozepur Road Lahore, not later than 1500 Hours on last date of submission of bids i.e. **11th April, 2024**. The bids shall be opened at 1600 Hours on the same date, as per Punjab Procurement Rules, 2014. In case the date of opening or last date of submission of bid is declared as a public holiday by the government or non-working day due to any reason, the next official working day shall be deemed to be the last date submission and opening of bids accordingly.

All proposals must be accompanied by **Bid Security** amounting **Rs.30,000/-** in the form of CDR/Demand Draft/Pay Order in favor of Information Technology University with the Technical Proposal, otherwise the bid shall stand rejected and non-responsive.

The eligible consultancy firms are required to demonstrate/provide 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 Proposals, are given in detailed TORs.

ITU will not be responsible for any cost or expense incurred by Bidders about the preparation or delivery of Bids/proposals. Income/Sales tax registration certificate and other required documents as mentioned in detailed TORs must accompany the bids. Taxes will be deducted as per government rules.

Note: ITU may reject all bids or proposals at any time prior to the acceptance of a bid or proposal, as provided under Rule-35 of Punjab Procurement Rules, 2014.

For queries,

Resident.engineer@itu.edu.pk

Information Technology University

Tel: +92-42-99046003

Terms of Reference (TORs)

RFP No. 01-28032024-01

HIRING OF SHORT-TERM CONSULTANCY FIRM FOR ENGINEERING DESIGN, DRAWINGS, BOQs & COST ESTIMATIONS FOR ADMIN BLOCK AT ITU MAIN CAMPUS, BARKI ROAD



INFORMATION TECHNOLOGY UNIVERSITY OF THE PUNJAB

6th Floor, Arfa Software Technology Park,

346-B, Ferozepur Road, Lahore, Pakistan

Phone: (+92) (42) 111-111-488 (6030)

URL: www.itu.edu.pk

Information Technology University (ITU) is a public sector autonomous institute established with aim to provide 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 Detailed Drawings, including Bill of Quantities and Cost Estimations.

Location:	Barki Road Lahore
Consultancy Duration:	2-Months (Time Sensitive), extendable to 06 months under unavoidable circumstances subject to the approval of the competent authority.
Project Name:	Consultancy Services for Admin Block (initially to be used for academic activities)
Method of Selection:	Quality and Cost Based Selection Method (QCBS) will be followed.
Bid Security:	Bid security amount has been calculated and demanded on estimated price as per provision of Rule-27 "Bid Security" of PPRA Rules, 2014 (i.e. not exceeding five percent of the estimated cost), the Bidder shall furnish the Bid Security (Earnest Money); for a sum of Rs.30,000/- in the form of Demand Draft / Pay Order / Call Deposit Receipt, favor of Information Technology University. Have a minimum validity period of 120 days from the last date for submission of the Proposal.
Last date for submission:	Request for Proposal and TORs should be submitted on or before 1500 Hours, 11th April, 2024.
Date of Opening of Bids:	The bids shall be opened at 1600 Hours on 11th April, 2024. In case the date of opening or last date of submission of bid is declared as a public holiday by the government or non-working day due to any reason, the next official working day shall be deemed to be the last date submission and opening of bids accordingly.

Survey, Engineering Design, Detailed Drawings, Bill of Quantities, Cost Estimation of the Admin Block on main campus land. The covered area of the project is approximately 22,500 sft (G+2). The building should be designed in such a way that it can be initially used for Academic purpose and later on can be converted for Administrative Operations. The building under consideration is one component of four similar nature buildings, therefore, the design should be such that it can be replicated on other buildings.

Objective

The objective of this consultancy is to prepare detailed design, drawings and to produce a reliable estimate of the construction for an Admin Block of approx. 22,500 sft (G+2); the initial input on the required space allocation will be provided by the Office of Engineering Works.

- Preparing Engineering design drawings (Architectural, Structural, Electrical, Plumbing & Utilities drawings) while considering the conceptual design provided by ITU team. Drawings in 2D and 3D shall be provided.
- 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

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. Conceptual drawings and front elevation.
5. Detailed Engineering drawings including sewerage and plumbing facilities in complete sets.
6. Structural drawings with complete detailing and bar bending schedule.
7. Electrical drawings.
8. Detailed specifications for the various items of works.
9. Water supply scheme design from the source including reservoir and intake tanks
10. Detailed cost estimate, BOQ and rate analysis wherever necessary.

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.

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 22500sqft (G+2) land area.
5. The lay out plan shall allow provisions for parking facilities for general sized vehicles.
6. 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.
7. 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.
8. Adequate number of drawings should be produced to appropriately represent all the necessary details, views, etc.
9. Detailed Drawings should be provided in digital form.
10. References of national/regional standards and local building codes may be annexed as per the requirement of the building.
11. The detail reinforcement schedule will be a part of the drawings.
12. All drawings shall be in ISO A3 and A2 format (297x420mm) and in conformity with PATRIP requirements.
13. Descriptive reports shall be prepared in A4 format.
14. Except for similar components, each different component shall have separate drawings in cross section, elevation, and plan. Also provide in CAD form.
15. 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).
16. 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.

17. 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.

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 expertise of design and management of about 5 projects of similar type and scale or have about 10 years or more experience in construction design and

management.

2. Must have at least Master/Business administration Bachelor's Degree in Architecture/Civil Engineering from a reputed University.
3. Must be fluent in spoken & written English.
4. Other relevant certification PMP, PGMP, Quality management professional will be preferred.
5. Certified professional Engineer from Pakistan Engineering council.

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.
4. Registration with PEC/PCATP.

C. Structural/Civil Engineer/Associate

1. Must have at least Bachelor's Degree in the relevant field.
2. Must have at least 5 years of experience in Building works.
3. Registration with PEC and must be professional Engineer.

D. Electrical Engineer/Associate

1. Must have at least Bachelor's Degree in electrical engineering.
2. Must have at least 3 years of experience in Electrical works of the Buildings.

E. Quantity Surveyor

1. Must have at least Diploma in Civil Engineering.
2. Must have at least 5 years of experience in Quantity Survey.

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.

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

1. Conceptual Maps of the building.
2. Final report but not limited to following task
 - 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.
 - k. Floor wise complete estimates for the construction of the building

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

The submission of the final report does not relieve the consultant from their responsibility to the submitted 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.

5. Payment Mode

The consultant will be paid in the following manner:

1. 10% will be paid for after the physical site visit and submission and approval of survey reports.
2. 30% will be paid on submission and approval of conceptual designs. At least three different options shall be presented to the Committee, from which the Committee may finalize one or can ask for further modifications.
3. 30% will be paid on submission and approval of Detailed Engineering Design of the building, consisting of all the above mentioned drawings.
4. 15% will be paid on submission of complete BoQs along with cost estimates as per latest MRS and rate analysis wherever required.
5. 15% will be paid as final payment, after completing all the required revisions/iterations, subject to the satisfactory note from the Office of Engineering Works.

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. Each page of attached documents should be signed and stamped by bidder/firms. Technical bid will be assessed based on the list of criteria/requirements as given in the TORs. Breakdown of technical evaluation marks are given below:

Sr. #	Marks	Assigned Marks
1	Technical Proposal (detailed presentation to the Committee)	35
2	Certificate of Registration with relevant bodies/authorities under the laws of Pakistan Valid Income Tax and Sales Tax Registration with Active Status	15
3	05 similar projects (3 Marks for 01 project) completed in the last 05 years. The worth of each project should be 100M or above.	15

4	Staff <ul style="list-style-type: none"> • Team lead (6 Marks) • Architect (5 Marks) • Structural/Civil Engineer/Associate (5 Marks) • Electrical Engineer/Associate (2 Marks) • Quantity Surveyor (2 Marks) 	20
5	List of Topographical Survey equipment Total Station, Theodolite, Staff, Tripods, Level, Dumpy Level, GPS, Optical Square etc.	10
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 50 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 45 points.
- In the end, the Technical and Financial Points will be added. Company with highest combined marks will be selected for award of consultancy.

UNDERTAKING

(To be submitted on Legal valid and attested Stamp Paper)

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of Request for Proposal and Terms of Reference (TORs) and are liable to any punitive action for furnishing false information / documents.

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 undertake that our company / firm has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in 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.

Dated this ____ day of _____ 2024.

Signature (Company Seal) _____

In the capacity of Duly authorized to sign bids for and on behalf of...