

# Consultant Terms of Reference (TORs) For Admin Block

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 21,500 sft (G+1). The building should be designed in such a way that it can be initially used for Academic purposed 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.

**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)

## 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. 21,500 sft (G+1);

- 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

## Scope of the work

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

1. Detailed Engineering drawings.
2. Detailed specifications for the various items of works.
3. Detailed cost estimate, BOQ and rate analysis wherever necessary.

## 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 cost estimate should be treated as highly confidential.

## Payment Mode

The consultant will be paid in the following manner.

1. 50% will be paid for after the submission and approval of the drawings.
2. 50% will be paid for the submission and approval of BOQs and Engineer Estimates.

The Consultant will submit an invoice and payment will be cleared subject to satisfactory note from the Office of Engineering Works of ITU.

## Qualification Criteria

1. Should be duly registered with the PEC
2. Should be active for all the required tax filing

## Evaluation Criteria of Consultancy

The contract will be issued to the lowest bidder for the completion of the required scope of work.

## 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) .....