



INFORMATION TECHNOLOGY UNIVERSITY (ITU)

Request for Expression of Interest

Hiring of Short Term Consultancy Firm for Topography Survey of ITU Main Campus, Barki Road, Lahore.

Sr. No.	Title of Consultancy	No. of Firms	Requirements
1.	Consultancy Firm for Topography Survey	01	• Detailed Terms of Reference (TORs) and scope of work is attached herewith

1. The above required consultancy firm shall be engaged for short term consultancy by following Punjab Procurement Rules, 2014.
2. The duration of the consultancy engagement is thirty (30) days.
3. Incomplete/pruned (having cutting)/unsigned proposal(s) based on incorrect information and received after due date shall be rejected.
4. Only shortlisted firms will be called for further evaluation.
5. EOI(s) along with the detailed technical and financial proposals must reach in the Procurement Department of ITU (6th Floor, Arfa Software Technology Park, 346-B Ferozepur Road, Lahore) on or before **03/09/2024**.
6. Only those firms having required expertise with sound financial capabilities and are well reputed shall be considered.

DEPUTY DIRECTOR (PURCHASE)

INFORMATION TECHNOLOGY UNIVERSITY (ITU)

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Terms of Reference (TORs) Hiring of Short Term Consultancy Firm for Topography Survey of ITU Main Campus, Barki Road, Lahore

Complete Survey for the premises of Information Technology University Barki Campus having almost 220-acre land.

Location: Barki Road Lahore

Consultancy Duration: 30 days after issuance of award letter.

Project Name: Survey of ITU Land.

Objective

The objective of this consultancy (Firm) is to prepare the complete details of land i.e. Topography survey, demarcation of Boundary wall with actual Co Ordinates, Co Ordinates of Roads & Buildings, prepare detailed Topography sheet, Providing of formal drawings i.e. in Hard & Soft form

Scope of the work

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

- Conduct a thorough survey of the university premises.
- Conduct a Topography Survey with GPS & Total Station.
- Identify the actual location of Buildings & Roads structures.
- Identify the Co Ordinates of Buildings marked in master Plan & road structures.
- Submission of Topography Sheet, Maps, Photograph & Coordinates plan.
- Provide Auto-cad version and Issue three sets of the drawings once approved.

1 Expertise of the Consultancy

- The consultant (Firm) company should be duly registered with Pakistan Engineering Council.
- The Company needs to demonstrate a high degree of technical expertise in the detailed survey & preparation of drawing according to coordinates & existing level

2 Services and Facilities for the Consultant:

- The Consultant (Firm) would be provided with the necessary data and documents required to produce the desired results.
- ITU field staff will facilitate consultants while surveying the site.

3 Payment Mode

The consultant will be paid in the following manner.

- 100 % of the contract amount will be paid at the completion of the work subject to endorsement from office of engineering works.

The firm shall submit the invoice along with necessary documentation at each milestone to claim the remuneration.

4 Evaluation Criteria of Consultancy

The evaluation criteria will be based on the financial bids submitted by the Consulting Firms. The firm offering the lowest cost will be selected after the approval of the relevant committee.

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.

I understand that my role as a consultant is to provide complete survey of ITU Land.

I confirm that I have the necessary expertise, experience, and resources to deliver the services as required.

I agree to work independently and impartially, without any conflict of interest.

I understand that my services will be evaluated based on the performance criteria outlined in the TOR.

I commit to delivering high-quality services, meeting deadlines, and maintaining open communication with the client.

I agree to maintain confidentiality and handle sensitive information with care.

I understand that this undertaking is a binding declaration and forms an integral part of the consultancy agreement.

We also emphasize 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 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/allmembers 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)