

Section 1: Letter of Invitation

SUBJECT: LETTER OF INVITATION

Dear Mr./Ms.:

1. The Islamia University of Bahawalpur invites proposals to provide the consulting services for the following building works. Details on the services are provided in the Terms of Reference (TOR).

S#	Name of Project	Budget Cost (Rs Million)
1	Construction of Guest House at Bahawalnagar Campus	20.00
2	Construction of a Mosque at Rahim Yar Khan Campus	25.00
3	Construction of Faculty Offices and Extension of Veranda at Department of Electrical and Telecommunication Engineering at Baghdad-ul-Jadeed Campus	45.00

2. All engineering / consultant firms are invited to participate. Interested firms are to submit their technical and financial proposals under **single stage – two envelope procedure**.
3. The Consultant will be selected under the **Quality and Cost Based Selection Method** and procedures described in this RFP, in accordance with the policies of the Government of Punjab detailed in the Consultant Selection Guidelines issued by the Planning & Development Department.
4. The RFP includes the following additional documents:
 - Section 2 - Instructions to Consultants (including Data Sheet)
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference
5. It is mandatory for proposals to be made using the Standard Forms of the RFP. Proposals that are not in the prescribed format may be discarded. If any information required in the forms is found missing, or written elsewhere, no credit will be given in the relevant section of the evaluation.
6. Firms should submit details of 05 (five) of their most relevant assignments for technical evaluation using the prescribed format. Assignments submitted beyond the given number will not be considered.

7. CVs of key personnel corresponding to the list given in the Data Sheet should provide details of 05 (five) projects done by the individual in the past 10 (ten) years.
8. Please send one original and two copies of Technical Proposal (three copies in all) and one original copy of Financial Proposals to the following address.

Name: Afzal Ahmad
Designation: Director Planning and Development/ Chairman Consultant Selection Committee (CSC)
Address: The Directorate of Planning and Development, Abbasia Campus,
The Islamia University of Bahawalpur

Yours sincerely,

Afzal Ahmad
Director (P&D), IUB

Section 2 (b)

Instructions to Consultant

Data Sheet

DIFFERENT PROJECTS AT ISLAMIA UNIVERSITY OF BAHAWALPUR

Instructions to Consultants

DATA SHEET

Paragraph Reference	
1.1	Name of the Client: The Islamia University of Bahawalpur Method of selection: Quality and Cost Based Selection Method
1.2	Financial Proposal to be submitted together with Technical Proposal for the assignments: <ol style="list-style-type: none">1. Construction of Guest House at Bahawalnagar Campus (Rs 20.00 M)2. Construction of a Mosque at Rahim Yar Khan Campus (Rs 25.00 M)3. Construction of Faculty Offices and Extension of Veranda at Department of Electrical and Telecommunication Engineering at BJ Campus (Rs 45.00 M)
1.3	A pre-proposal conference will not be held. The Client's representative is: Mr. Afzal Ahmad, Director (P&D) Address: Abbasia Campus, The Islamia University of Bahawalpur Cell-Telephone 0345-9440952 Facsimile: 062-9250254 E-mail: director.planning@iub.edu.pk
1.11	Proposals must remain valid for 60 days after the submission date.
2.1	Clarifications may be requested not later than 07 days before the submission date. The address for requesting clarifications is: The Directorate of Planning and Development, Abbasia Campus, The Islamia University of Bahawalpur Facsimile: 062-9250254 E-mail: director.planning@iub.edu.pk

3.1	Proposals shall be submitted in English language.
3.3 (a)	<p>The firm may associate with other firms.</p> <p>YES: <input type="checkbox"/> NO: <input checked="" type="checkbox"/></p>
3.4 (a)	The Consultant Firms should submit details of 5 assignments completed within past 10 years.
3.4 (f)	CVs of firms' staff should contain details of 5 projects done by the individuals in the past 10 years.
3.4 (g)	Training is not a specific component of this assignment.
3.6	There will be no reimbursable expenditure to be paid by Client. However, for additional scope of assignment given by the Client, if any, firm may apply to Client for reimbursement of such expenditure on mutually agreed rates.
3.7	Amounts payable by the Client to the firm under the agreement will be subject to all local/ Govt. taxation. The Client will pay such taxes on behalf of the firm after equivalent deduction from the bill.
3.8	The date of exchange rates is: Not Applicable.
4.3	The Firm must submit the original and two copies of the Technical Proposal, and the original Financial Proposal.
4.5	<p>The Proposal submission address is:</p> <p>Director (P&D), The Directorate of Planning and Development, Abbasia Campus, The Islamia University of Bahawalpur</p> <p>Proposals must be submitted no later than the following date and time:</p> <p>18/10/2019 :: 04:00 PM</p>

5.2

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are:

	<u>Points</u>
(i) Firm Profile:	[100]
a) Number of similar assignments	[45]
b) Value of similar assignments	[45]
c) Organizational structure	[10]
	Total = A ₁
 (ii) Project Team:	[100]
a) Architect	[20]
b) Structural Engineer	[20]
c) Electrical Engineer	[20]
d) Public Health Engineer	[20]
e) Quantity Surveyor	[20]
	Total = A ₂
The number of points to be assigned to each of the above project team staff positions shall be determined considering the following three sub criteria and relevant score:	
1) Education and qualifications	[25]
2) Relevant background	[55]
3) Time with firm	[20]
	Total score: 100
 (iii) Approach & Methodology:	[100]
a) Understanding & Innovativeness	[40]
b) Methodology & Work plan	[60]
	Total = A ₃

$$\text{Technical Score (T)*} = \frac{A_1 * 50}{100} + \frac{A_2 * 40}{100} + \frac{A_3 * 10}{100}$$

*The minimum technical score (T) required to pass is: 60 Points

<p>5.7</p>	<p>The formula for determining the financial scores is the following:</p> <p>$F = 100 \times F_m / F_p$, in which F is the financial score, F_m is the lowest proposal price and F_p the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial Proposals (F) are:</p> <p>T = 0.60 and F = 0.40</p> <p>Final Score = $T * .60 + F * .40$</p>
<p>6.1</p>	<p>Expected date and address for agreement negotiations: 02/12/2019</p> <p>Director (P&D), Abbasia Campus, The Islamia University of Bahawalpur</p>
<p>7.2</p>	<p>Expected date for commencement of Firm services</p> <p>09/12/2019</p>

Section 5 (TORs)

TERMS OF REFERENCE (TORs) FOR CONSULTANCY SERVICES FOR DIFFERENT PROJECTS AT ISLAMIA UNIVERSITY OF BAHAWALPUR

INTRODUCTION:

The Islamia University of Bahawalpur intends to get the design of different buildings at Baghdad-ul-Jadeed (BJ) Campus, Bahawalpur, Sub-Campus Bahawalnagar and Sub-Campus Rahim Yar Khan. For this purpose the Islamia University of Bahawalpur requires to hire consultancy services of competent and well reputed consultant firms.

1. THE PROJECT:

The list of buildings are as under:-

<u>Cost (M)</u>	<u>BUILDINGS</u>	<u>Budgeted</u>
4.	Construction of Guest House at Bahawalnagar Campus	20.00
5.	Construction of a Mosque at Rahim Yar Khan Campus	25.00
6.	Construction of Faculty Offices and Extension of Veranda at Department of Electrical and Telecommunication Engineering at BJ Campus	45.00

2. SCOPE AND SERVICES:

The consultants will be required to provide the following services:

1. Site survey
2. Geotechnical investigation
3. Conceptual design
4. Tender Design development
5. BOQs, Cost Estimates and Specifications
6. Detailed design and construction drawings

Client reserves the right to increase or decrease the scope of work.

2.1 SITE SURVEY

The consultant will carry out survey to establish horizontal and vertical control of the area along with establishment of permanent reference points in correlation with existing features.

The deliverables will be

- i) Site plan.
- ii) Location/ detail of established benchmarks and data pertaining to site.

2.2 GEOTECHNICAL INVESTIGATION

The consultant shall be required to carry out geotechnical investigation and will submit a report with recommendations regarding structural form and material use.

Deliverables of this item of work include:

- i. Geotechnical Report

2.3 CONCEPTUAL DESIGN:

The consultant shall be required to provide the following various components of conceptual design:

- i) Prepare and submit at least three conceptual architectural designs/out lines/ proposals
- ii) Prepare and submit preliminary conceptual designs incorporating the client's suggestions and comments.
- iii) Consultant is expected to give presentation incorporating 3D views of the conceptual plans.

Deliverables of this item of work include:

- i) A Conceptual Plan
- ii) The perspective view of exterior, interiors and its various elements.

2.4 TENDER DESIGN DEVELOPMENT:

Under this item of work consultant will be required to perform the following functions.

To prepare tender drawings/ documents regarding

- Architectural
- Structural
- Electrical
- Telecommunication
- Public Health (Water supply, Sui gas, Sewerage and Drainage etc.)
- BOQs, Cost estimates, Specifications

Deliverables of this item of work include.

- i) Tender Drawings
- ii) BOQs, Detailed Cost Estimates and Book of Specifications

2.5 DETAILED DESIGN AND CONSTRUCTION DRAWINGS

Under this item of work the consultants will be required to prepare and submit supplementary detailed design and construction drawings which may be required for the execution/construction of the project. Such construction drawings/documents may inter-alia comprise:

- i) Detailed architectural design and drawings
- ii) Structural design and drawings including design calculations, bar bending schedule for all structural members as approved by the client
- iii) Electrical, telecommunication drawings
- iv) Public health drawings including emergency exits and access plans for disable persons.

Deliverables of this item of work include.

- i) Complete sets of all above items as per construction requirements.

3. EXPECTED OUT PUT AND BENEFITS

The consultant's work is expected to result in elegant, efficient, safe, culturally/environmentally responsive and economical design for all item(s) of each work keeping in view the latest building codes/standards as per requirement of the Islamia University of Bahawalpur.

4. MODE OF PAYMENT TO CONSULTANT

Payment of services provided by the consultant under the contract shall be made for design within fifteen (15) days of receipt of the invoice subject to the acceptance and approval of deliverables by the client.

Tentative lump sum payment schedule will be as under:-

- | | | |
|------|---|---------------|
| i) | On submission of Survey and Geotechnical Report
Fee | 15% of Design |
| ii) | On submission and approval of conceptual plan.
Fee | 15% of Design |
| iii) | On submission of Tender Drawings, BOQs,
Fee
Cost estimates and Specifications | 40% of Design |
| iv) | On submission of Detailed Construction Drawings
Fee | 30% of Design |

5. LIABILITY

If the employer suffers any losses or damages as a result of proven faults, errors or omissions in the design of the project, the consultant shall make good such losses or damages, subject to the condition that the maximum liability as aforesaid shall not exceed twice the total remuneration of the consultant for the design phase in accordance with the terms of the agreement between the consultant and client.

6. **TIME SCHEDULE**

The time schedule for the submission of the documents from the date of award of assignment/contract is as under:-

- | | | |
|------|--|----------------------|
| i) | Submission of Survey and Geotechnical Report | 3 rd week |
| ii) | Submission of Conceptual Design and
amendments and approval | 5 th Week |
| iii) | Submission of Tender Drawings, BOQs, Cost Estimates | 7 th week |
| iv) | Submission of Construction Drawings | 8 th week |

7. **PENALTY**

Any delay in services to be provided by the consultant will result in the following penalties.

Delay of 7 to 14 days	1% of Design Fee
Delay of 15 to 29 days	2% of Design Fee
Delay of 30 to 45 days	3% of Design Fee
Delay of 45 to 60 days	5% of Design Fee
Delay of more than 60 days	contract cancellation