

Terms of Reference

For construction and Interior renovation of State of the Art, E-Saulat Student Service Centre The Islamia University of Bahawalpur, Bahawalpur

(1). PROJECT BACKGROUND

Objective

The Interior design of the building should be safe, reliable, cost effective, energy saving, solar system, well ventilated with adequate light environment friendly, Seismic resistant, special people friendly, well equipped with CCTV and firefighting, Parking, Plumbing, Drainage and Communication facilities.

Scope of Work

Consultancy services are required for

1. Detailed design including architectural, structural, MEP and approval from concerned departments.
2. Preparation of Bidding Documents and assisting the client in procurement process.
3. Resident Construction Supervision.

Detailed Design

The consultant will be required to submit detailed design and construction drawings which may be required for the execution and addition / alteration of the buildings. Such construction drawings / documents be comprised of but not limited to following.

1. Preparation of Conceptual Design and obtain its approval from concerned quarters.
2. Detailed architectural design and drawings
3. Structural designs and drawings
4. MEP design of building
5. Landscaping design and drawings
6. Design and details of parking area and walkways
7. External Development Works Design

Construction Supervision

1. The consultant is required to provide resident construction supervision that includes
2. Contract management
3. To supervise construction works in accordance with construction drawings and contract documents
4. Quality assurance of entire construction work.
5. To check quality control procedures of the contractor and assure use of construction material as per specifications.
6. To check and verify interim as well as final payment certificates of the contractor for payment.

(2). ELIGIBILITY CRITERIA:

1. Application name, address, contact number along with the copy of CMC.
2. Organization Structure of the firm.
3. Firms must be registered with Pakistan Engineering Council (PEC) in relevant consultant category EC01, EC02.
4. Firms must be registered with PED Board, Government of Punjab.
5. Copy of valid certificate of registration from income tax department / Organizations, along with income tax statement of past 03 years.
6. Financial position Bank Statement of past two fiscal years.
7. Audit reports of minimum 03 years.
8. List of establishments visited of the firm with various departments along with supporting documents.
9. List of Interior Works already completed with various government departments along with all supporting documents.
10. List of government professional staff along with their CV's of relevant core staff showing project site experience.
11. 05 years working experience in Interior Design, renovation of space along with completion letters.
12. Consultants must provide the client with a detailed workplan for the project.
13. Affidavit that the firm has not been blacklisted from any govt. department nor there is any litigation.
14. Bidding committee reserves the right to accept or reject any bid without assigning any reason.

(3). SELECTION OF THE CONSULTANT:

The specific objectives are:

1. To plan state of the Art Students Services Center Interior Facilities.
2. Preparation of detailed design and BOQs of the project.
3. Assist in procurement of contractors for renovation of the building.
4. Supervise the construction activities and monitor the quality and progress.
5. Timely completion and execution of the project as per given timeline.

Phasing of the assignment:

1. Planning of the site including conceptual design.
2. Conceptual design of the interior.
3. Detailed design of the building along with MEP Drawings, BOQ, Engineer's Estimate.
4. Development of Tender Documents.
5. Detailed executed construction experience.
6. Detailed billing and verification.

Following facilities has to be provided at the site:

1. Well designated seating area for students and their guides.
2. Tables counter with identical settings and one separate counter for handicapped.
3. Operation manager assisting and operating the tables counter.
4. Storage area with full height bins to procure maximum record.
5. Day / Night party.
6. Porter room carrying internal and external loads. The porter room should be serving internally and externally for the facilitation of students.
7. Reversing the workstation layout.
8. Working podium table, a well-defined space for the students to fill up their forms.
9. Student's self-cleaning area where they can wash themselves on their own. Systems will be provided for the students for purpose. Material used should be natural and should depict the nature inspired environment.
10. Faculty-student counseling area, to be constructed in a cubicle form so that it may serve privately. The cubicle should be nature inspired and made from natural materials.

Design Objectives:

1. Student Traffic / Smooth inflow and outflow of bulk of students during admission session.
2. Designing furniture according to users
3. Selection of colors and materials
4. Designing of the lighting
5. Integration of Technology

Sl No	DESCRIPTION	QTY	AREA
1	Waiting Area	01	800 sqft approx.
2	Exhibit Counter	01	800 sqft approx.
3	Pantry	01	200 sqft approx.
4	Printer Room	01	200 sqft approx.
5	Store Room	01	800 sqft approx.
6	Washrooms	02	400 sqft approx.
7	Self-Counseling Area	01	400 sqft approx.
8	Faculty-Students Counseling Area	01	1200 sqft approx.

(4). FORMAT AND SELECTION OF TENDERS:-

1. The bid shall be typed or written in indelible ink, and all the pages of offered bid must be clearly marked by numbers with covering letter.
2. The bid shall contain no overwriting except as necessary to correct errors made by the Bidder, in which case such correction shall be initialed by the person or person signing the bid.
3. For items of which no price has been quoted, the price of item will be deemed to have been covered in total bid price.
4. The consultant is required to submit detail layouts of the building along with their elevation, section, 3D visualizations and walk through animations.

(5). SEALING AND MARKING OF THE BIDS:-

Bids should be submitted by hand or sent by courier mail. It is totally responsibility of the bidder to ensure timely submission.

(6). LATE BIDS:-

Any bid received by the bidders after the deadline date and time for submission of bids will be rejected and returned unopened to the Bidder.

(7). CLARIFICATION OF BIDS:-

During the evaluation of the bids, the committee may, at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response by the bidder shall be in writing, and no change in the substance of the bid shall be sought, offered or permitted.

(8). PRELIMINARY EXAMINATION:-

1. The committee will examine the technical bids to determine whether they are complete, whether any computational errors have been made, whether required surties have been furnished, whether the documents have been properly signed and whether the bids are generally in order and fulfil the technical criteria.
2. Prior to the detailed evaluation, the committee will determine the substantial responsiveness of each bid to the bidding document.
3. If a bid is not substantially responsive, it will be rejected by default.

(9). EVALUATION AND COMPARISON OF BIDS:

1. After the evaluation and scrutiny of technical bids, the committee shall open financial bids for evaluation and comparison which have been determined to be technically responsive.
2. The Committee will evaluate and compare the bids, which have been determined to be substantially responsive as per tender documents.
3. The Committee's evaluation of a bid, further elaborated under bid data sheet, will be on delivered duty paid price inclusive of prevailing duties and transportation charges, and it will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

(10). POST QUALIFICATION:

1. Based on the qualification criteria, the Committee will determine to satisfaction whether the bidder selected as having submitted the latest evaluated responsive bid is qualified satisfactorily to perform the contract.
2. The determination will take into account the bidder's financial, technical quality control and production capabilities. It will be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder and other information, as mentioned in Tender Documents.

(11). AWARD CRITERIA:

The committee will award the contract to the successful bidders, whose bid has been determined to be substantially responsive, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

(12). RECEIVER'S / PURCHASER'S / RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The committee reserves the right to accept or reject any or all bids, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected bidder or bidders of the grounds for the purchaser's action.

(13). NOTIFICATION OF AWARDS:

The notification of award will constitute the formation of the Contract within 3 days of opening of financial bid.

(14). PAYMENT SCHEDULE:

Payment will be made on satisfactory completion of the job.

Upon appointment as architect	15%
Upon approval of basic design	25%
On submission of Tender Drawings	25%
On submission of working drawings	25%
During execution	10%

(15). PRELIMINARY CONCEPT PAPER:

The Consultants shall then prepare a preliminary concept paper covering the entire project including its lay-out, design as well as the cost implications involved. This concept paper shall be prepared after discussions with the committee based on presentations given by the Consultants.

(16). DESIGN FOR INFRASTRUCTURES AND SERVICE:

Upon the approval of the master plans submitted by the Consultants in accordance with the schedule attached at Annex-A. The consultant shall prepare detailed design of various components of the infrastructures and take necessary steps to incorporate the same in the project and the detailed cost estimate after the approval of these plans by the committee.

(17). ARCHITECTURAL PLANS:

The Consultants shall then proceed to prepare the architectural plans. These designs shall be finalized in consultation and with the approval of the Committee.

(18). ENGINEER'S ESTIMATE:

Upon approval of the concept paper the Consultants shall prepare the Engineer's Estimate on the prescribed format for approval by the competent body and shall make all such changes in the document, which are so directed by the said body. The Consultants shall submit the required number of copies as listed at Annex-A.

(19). TENDER DOCUMENTS:

A detailed cost estimate for the project shall be then prepared by the Consultants and shall include all such data / information, which is necessary for the technical sanction of the estimate by the competent authority. The Consultants shall finalize the document after incorporating any observations of the competent authority and then submit the required number of copies as listed at Annex-A.

(20). BOQs & APPROVAL OF DOCUMENTS:

Bill of quantities and the tender documents for various items of work shall be prepared by the Consultants in accordance with the work groups finalized by the committee and so conveyed to the Consultants. The Consultants shall also render any assistance required by the Client in processing.

(21). TECHNICAL ASSISTANCE:

The Consultants shall render any technical assistance to the committee during the execution stage of the project and shall resolve any issues emanating out of the detailed design earlier prepared by him / her.

(21). PROFESSIONAL LIABILITY:

The Consultants shall be professionally liable in terms of the relevant provisions of the conduct and practices prescribed for engineering consultants by the Pakistan Engineering Council (PEC).

(22). DELIVERABLES:

A list of deliverables along with the delivery schedule & time frame is attached as Annex-A. The Consultants shall render himself to any penalty so described in the agreement upon his failure to meet the targets given in the schedule.

(23). PAYMENTS:

All payments to the Consultants shall be made in accordance with the provisions of the contract and shall be based on percentage cost of the project as determined in the approved Engineer's Estimate.

(24). BOQs & APPROVAL OF DOCUMENTS:

Bill of quantities and the tender documents for various items of work shall be prepared by the Consultants in accordance with the committee and as conveyed to the Consultants. The Consultants shall also render any assistance required by the Client in processing and evaluating the tenders.

(25). TECHNICAL ASSISTANCE:

The Consultants shall render any technical assistance to the committee during the execution stage of the project and shall resolve any issues emanating out of the detailed design earlier prepared by him. The consultant shall be responsible for technical evaluation and processing of the tenders and update the committee accordingly.

(26) BID SECURITY:

The bidder shall guarantee / CDR / Pay Order @ 2% of the total bid / value drawn on any schedule bank of Pakistan.

(27). **FINANCIAL:**

The weights given to the Technical (T) and Financial Proposal (F) are:

T=0.80 and F=0.20

1. Percentage of TECHNICAL EVALUATION = TECHNICAL EVALUATION / TOTAL MARKS x80
2. Percentage of FINANCIAL EVALUATION = BASE LINE / BID PRICE x20

DELIVERABLES

Sr. No	Description	No of Copies	Time Frame
1	Survey Reports	Three	03 Days
2	Master Plan of the site	Three	Within 05 days of the approval of survey plans by the client
3	Concept Paper and presentation	Two along with presentations	Within 03 days of the approval of Sr no. 2
4	Architectural and interior planning	Two	Within 05 days of the approval of master plan and concept paper
5	Design of Infrastructure and services	Three	Within 05 days of the approval of master plan and concept paper
6	Tender Documents	Required number	Within 03 days of the approval of concept paper
7	Engineer's Estimate	Required Number	Within 03 days of the approval of Tender Documents
8	Preparation of BOQ's and Tender Documents for each group approved by the committee	Three sets. Any additional set to be provided at cost agreed with the client	Within 03 days or according to the tendering pattern approved by the committee.

RFQ DATA SHEET

REF. NO.	Description	
1	Name of the client	The Islamia University of Bahawalpur, Bahawalpur
2	The Client's representative	Rizwan Majeed (Director IT) Farkhanda Tehseen (Deputy Director P&D)
3	Method of Selection	QCBS (Quality Cost Based Selection)
4	Technical Proposal is to be submitted in a sealed envelope	Name of the assignment: The Islamia University of Bahawalpur For construction & Interior Renovation of State Of The Art Student Service Centre
5	Financial Proposal is to be submitted after the shortlisting of the Technical Proposal in a sealed envelope.	
6	Proposals must remain valid for 90 days after submission date.	
7	Proposals shall be submitted in English Language	
9	Firms should submit completion letters of min 5 Interior/ Corporate assignments.	
10	CV's should contain details of min 5 general projects done by the individual in the past. Undertaking by the individual regarding his availability for the Project, duly signed by him/her.	
11	Amounts payable by the client to the consultants under the agreement are subjected to local taxation, i.e deductions as per applied Govt. Rules	

TOTAL QUOTED AMOUNT

Sr. No.	Description	Quoted Amount (Rs.)
1		
2		
G>Total (Quoted Amount)		

Grand Total (In Words) =
Name of Firms/Individual
=

Dated:

Signature
and Seal:

BIDDER DATA FORM

1. Firms/IndividualName: _____

2. Address: _____

3. TelephoneNo. _____

FaxNo. _____

MobileNo. _____

E-mailAddress: _____

4. Address of authorized representative in Pakistan & Phone, Fax,
Email No.

5. Firms/Individuals RegistrationNo.: _____

7. Other Registrations (if any): _____

8. Person to be contacted with Contact No. _____

9. Call Deposit No. & Date: _____

Signature of Owner/
Representative