



# PAKISTAN INDUSTRIAL DEVELOPMENT CORPORATION (PIDC)



## EXPRESSION OF INTEREST

### **CONSULTANCY SERVICES FOR THE DETAILED FEASIBILITY & PREPARATION OF PC-I FOR AUTO-PARTS VENDORS INDUSTRIAL PARK (AVIP) IN BIN QASIM TOWN, KARACHI**

1. Pakistan Industrial Development Corporation (PIDC), a government-owned company under the administrative control of the Federal Ministry of Industries & Production, intends to procure services of an Engineering Consultancy firm (PEC registered) for accomplishing a work titled "Detailed Feasibility Study & Preparation of PC-I for Auto-Parts Vendors Industrial Park (AVIP)" on approx. 17 acres land at PSM, Karachi. Firms should be registered with Pakistan Engineering Council bearing relevant codes, and have adequate experience in projects of similar nature.
2. Eligibility (Required Documents):
  - Company profile with Name, Address, and Legal status (i.e., Proprietorship, Partnership, Limited Company, etc.).
  - Firm should have the valid Pakistan Engineering Council (PEC) Registration certificate for the year 2023, bearing relevant codes.
  - Firm should be registered with federal and provincial tax authorities.
  - Affidavit be submitted on stamp paper for not Blacklisted on any project or by any organization.
  - Firm should have completed atleast one similar kind of work in the last 5 years.
3. Method of Procurement:

**Single Stage Two Envelope Procedure**, each bid shall comprise a single sealed package containing, separately, sealed technical proposal and financial proposal. The Bid found to be the "**Most Advantageous**" will be accepted after having a detailed Technical and Financial evaluation of proposals as per **Quality & Cost based selection**. The procurement shall be carried out in accordance with Public Procurement Authority Rules 2004 (amended till date).
4. RFP Documents Submission Schedule:

Interested firms are requested to submit their duly completed bids on or before **11 am, 12th June 2023** at below-mentioned address. The bids will be opened on the same day at **11:30 am** at the same venue in the presence of the tender procurement committee and the representatives of consulting firms (who wish to attend).
5. Interested firms should submit their queries at the address/ email given below. In order to clarify the bidder's queries, a pre-bid meeting will be held at **11 am, 29th May 2023** at the same address.
6. Incomplete bids will be rejected as per the provision of PPRA Rules. If the opening is declared a holiday for any reason, then the proposals will be opened on the next working day at the same time.
7. The RFP document including detailed TORs and Evaluation Criteria is available free of cost at PPRA [www.ppra.org.pk](http://www.ppra.org.pk) & PIDC [www.pidc.com.pk](http://www.pidc.com.pk) websites.
8. PIDC reserves the right to accept or reject any or all bids as per PPRA rules.

**Manager Technical**

(Industrial Infrastructure Division)

**Pakistan Industrial Development Corporation (PIDC)**

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PAKISTAN INDUSTRIAL DEVELOPMENT CORPORATION  
(PIDC)



# REQUEST FOR PROPOSAL

For

**“ENGINEERING CONSULTANCY SERVICES FOR  
DETAILED FEASIBILITY STUDY & PREPARATION  
OF PC-I FOR AUTO-PARTS VENDORS INDUSTRIAL  
PARK (AVIP)”**  
Bin Qasim, KARACHI

**Procurement No: PIDC/Tender/Tech/015**

**Manager Technical**

(Industrial Infrastructure Division)

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**May 2023**

# **TABLE OF CONTENTS**

<b>Section 1</b>	<b>Letter of Invitation</b>
<b>Section 2</b>	<b>Instructions to Bidders / Consulting Firms</b>
<b>Section 3</b>	<b>Evaluation Criteria</b>
<b>Section 4</b>	<b>Technical Proposal Forms</b>
<b>Section 5</b>	<b>Financial Proposal Forms</b>
<b>Section 6</b>	<b>Terms of Reference (TOR)</b>
<b>Section 7</b>	<b>Proposed Contract Format</b>

**SECTION 1**  
**LETTER OF INVITATION**

# Letter of Invitation

**Subject: LETTER OF INVITATION**

Pakistan Industrial Development Corporation (PIDC), a government-owned company under the administrative control of the Federal Ministry of Industries & Production, intends to procure the services of an Engineering Consultancy firm (PEC registered) for accomplishing a work titled “**Detailed Feasibility Study & Preparation of PC-I for Auto-Parts Vendors Industrial Park (AVIP)**” on approx. 17.3 acres land at PSM, Karachi. Firms should be registered with Pakistan Engineering Council bearing relevant codes, be active taxpayers, and have adequate experience in projects of similar nature.

Each bid shall comprise a single sealed package containing, separately, sealed technical proposal and financial proposal. **Single Stage Two Envelope Procedure** will be adopted and **Most Advantageous Bid** will be accepted after having detailed Technical and Financial evaluation of proposals as per **Quality & Cost Based Selection (QCBS)**. The procurement shall be carried out in accordance with Public Procurement Authority Rules 2004 (amended to date).

Interested firms are requested to submit their duly completed bids on or before **11 am, 12<sup>th</sup> June 2023** at below-mentioned address. The bids will be opened on the same day at **11:30 am** at the same venue in the presence of the tender procurement committee and the representatives of consulting firms (who wish to attend).

Interested firms should submit their queries at the address/ email given below. In order to clarify the bidder's queries, a pre-bid meeting will be held at **11 am, 29<sup>th</sup> May 2023** at the same address.

**Manager Technical**

(Industrial Infrastructure Division)

**Pakistan Industrial Development Corporation (PIDC)**

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**SECTION 2**

**INSTRUCTIONS TO BIDDERS /  
CONSULTING FIRMS**

# Instructions to Bidders

## 1. Definitions

- 1.1. "Agreement" means the Agreement signed by the Parties and all the attached documents.
- 1.2. "Client" or "Contracting authority" or "employer" or Procuring Agency means the organization with which the selected Consulting firm signs the Agreement for the Services.
- 1.3. "Consultant/Bidder" means "Engineering Consultancy Firm" that may provide or provides the Services to the Client under the Agreement.
- 1.4. "Data Sheet" means such part of the Instructions to bidders used to reflect specific conditions.
- 1.5. "Day" means calendar day.
- 1.6. "QCBS" means Quality and Cost Based Selection
- 1.7. "LOI" means the Letter of Invitation included in the RFP as **Section 1** being sent by the Client to the Firm/Individual Consultant.
- 1.8. "RFP" means Request for Proposal"
- 1.9. "Personnel" means professionals and support staff provided by the Firm/Individual Consultant or by any Sub-Consultant Firm/Individual and assigned to perform the Services or any part thereof;
- 1.10. "Local Personnel" means such professionals and support staff who at the time of being so provided had their domicile inside Pakistan.
- 1.11. "Proposal" means the Technical Proposal and the Financial Proposal.
- 1.12. "Services" means the work to be performed by the Engineering Consultancy Firm pursuant to the Agreement.
- 1.13. "Terms of Reference (TOR)" means the document included in the RFP as **Section 6** which explains the objectives, scope of work, activities, tasks, expected results and deliverables of the assignment to be performed by the Engineering Consultancy Firm.
- 1.14. "JV" means Joint venture in which two or more firms enters a temporary partnership.
- 1.15. "Job/Assignment" means Consultancy services for Detailed Feasibility Study & Preparation of PC-I for Auto-Parts Vendors Industrial Park (AVIP).

## 2. Introduction

- 2.1. The Consultancy firms are invited to submit sealed Technical and Financial Proposals on Single Stage Two Envelope procedure.
- 2.2. Consultants should familiarize themselves with the project conditions and take them into account in preparing their Proposals. To obtain first-hand information on the project, Consultants are encouraged to submit their questions in writing to the Client before submitting proposal(s) and to attend a pre-bid meeting.
- 2.3. Consultants shall bear all costs associated with the preparation and submission of their proposals. The Client is not liable to pay any cost associated with the

preparation of the proposal. The Client reserves the right to annul the selection process at any time prior to Agreement award, without thereby incurring any liability to the Consultants.

### **Conflict of Interest**

- 2.4. Consultants are required to provide professional, objective and impartial advice; and at all times hold the Client's interest's paramount, strictly avoid conflicts with other projects or their own corporate interests and act without any consideration for future work.
- 2.5. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their client or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Agreement.

### **Fraud and Corruption**

- 2.6. Client requires Consultants participating in its projects to adhere to the highest ethical standards, both during the selection process and throughout the execution of the agreement. Failing may result in disqualification.
  - a) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the selection process or in agreement execution;
  - b) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement;
  - c) "Collusive practices" means a scheme or arrangement between two or more consultants with or without the knowledge of the Client, designed to establish prices at artificial, noncompetitive levels;
  - d) "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of an agreement.
  - e) Client will have the right to inspect consultants' documents relating to the submission of proposals and agreement performance, and have them audited by auditors appointed by the Client.

### **Proposal Validity**

- 2.7. The Data Sheet indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. Should the need arise, however, the Client may request Consultants to extend the validity period of their proposals.

## **3. Clarification and Amendment of RFP Documents**

- 3.1. The Consultants may request for a clarification of contents of the bidding document in writing, and Procuring Agency shall respond to such queries in writing within three calendar days, provided they are received at least five



calendar days prior to the date of opening of Proposal. The procuring agency shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry. Should the Procuring Agency deem it necessary to amend the RFP as a result of a clarification, it shall do so.

- 3.2. At any time before the submission of Proposals, the procuring agency may amend the RFP by issuing an addendum in writing (if necessary) or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.

#### **4. Preparation of Proposals**

- 4.1 The Proposal, as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language(s) specified in the Data Sheet.
- 4.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 4.3 While preparing the Technical Proposal, any associations must be clearly indicated in the technical proposal. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture. Proposals/ Bids submitted by a joint venture of two (2) or more firms shall comply with the following requirements:
- a) the bid and in case of a successful bid, the Form of Contract Agreement shall be signed so as to be legally binding on all partners;
  - b) one of the joint venture partners shall be nominated as being in charge; and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the joint venture partners;
  - c) the partner-in-charge shall always be duly authorized to deal with the Employer regarding all matters related with and/or incidental to the execution of Services as per the terms and Conditions of Contract and in this regard to incur any and all liabilities, receive instructions, give binding undertakings and receive payments on behalf of the joint venture;
  - d) all partners of the joint venture shall at all times and under all circumstances be liable jointly and severally for the execution of the Contract in accordance with the Contract terms and a statement to this effect shall be included in the authorization mentioned under Sub-Para(b) above as well as in the Form of Contract Agreement (in case of a successful bid); and
  - e) a copy of the agreement entered into by the joint venture partners shall be submitted with the bid stating the conditions under which it will function, its period of duration, the persons authorized to represent and obligate it and which persons will be directly responsible for due performance of the Contract and can give valid receipts on behalf of the joint venture, the proportionate participation of the several firms forming the joint venture, and

any other information necessary to permit a full appraisal of its functioning. No amendments / modifications whatsoever in the joint venture agreement shall be agreed to between the joint venture partner without prior written consent of the Employer.

#### **Technical Proposal Format and Content**

4.4 The Technical Proposal shall provide the information indicated in the following **paras** using the attached **Standard Forms (Section 4)**.

- a) A brief description of the Consultants' organization and an outline of recent experience of the Consultants (each partner in case of joint venture) on projects of a similar nature is required in Form **TECH-2 of Section 4**. Information should be provided only for those projects for which the Consultant was legally engaged by the Client as a firm/individual or as one of the major firms within a joint venture. Projects completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultancy firm, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so, requested by the Client.
- b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the project; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client (**Form TECH-3 of Section 4**).
- c) A description of the approach, methodology, work plan and timeline for performing the project covering the following subjects: technical approach and methodology, work plan, timeline and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form **TECH-4 of Section 4**.
- d) A detailed description of the proposed methodology and staffing for training, if the Data Sheet specifies training as a specific component of the project.
- e) Consultant will fully understand that the proposed sectoral staff cannot be changed without any concrete reason under intimation to the client and necessary approval after sharing at least three profiles of proposed consultant. The client will fully review the profile of new consultants and may accept or reject to allow to carry out the projects to the next level.
- f) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.

#### **Financial Proposals**

4.5 The Financial Proposal shall be prepared using the attached Standard Forms (**Section 5**)

## **Taxes**

- 4.6 The Consultant may be subject to local taxes (such as: value added or sales tax or income taxes on nonresident Foreign Personnel, contract stamp duty or any other duties, fees, levies) on amounts payable by the Client under the Agreement. The Consultant/Bidder will quote its prices including all such deductible taxes.
- 4.7 Consultants should express the price of their services in Pakistan Rupees only.

## **5. Submission, Receipt, and Opening of Proposals**

- 5.1 The original proposal (Technical Proposal and Financial Proposal) shall contain no overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections.
- 5.2 An authorized representative of the Consultancy Firm shall initial and stamp all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL". Proposals without initials and company stamp will be rejected
- 5.3 The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical Proposals shall be sent in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 5.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the Category, clearly marked "DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE SUBMISSION DEADLINE". The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 5.5 The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- 5.6 The Client shall open the Technical Proposal after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

## **6. Proposal Evaluation**

- 6.1 From the time the Proposals are opened to the time the Agreement is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Agreement may result in the rejection of the Consultants' Proposal. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

### **Evaluation of Technical Proposals**

- 6.2 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria, and point system specified in the **Section 3**. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the **Section 3**.

### **Financial Proposals**

- 6.3 Following the ranking of technical Proposals, financial proposals of only technically qualified Consultants Firms will be opened in the presence of bidders. All the technically qualified bidders will be intimated accordingly regarding opening of their financial proposals.

### **Public Opening and Evaluation of Financial Proposals**

- 6.4 After the technical evaluation is completed, the Client shall inform only the Consultants who have qualified by scoring the minimum technical scores required to be eligible. Those Consultants whose Proposals did not meet the minimum qualifying marks or were considered non-responsive to the RFP and TOR; their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying marks, the date, time and location for opening the Financial Proposals. Consultants' presence at the opening of Financial Proposals is optional.
- 6.5 Financial Proposals of technically qualified consultants shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The Financial Proposal of the Consultants who met the minimum qualifying marks will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.
- 6.6 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the formers will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

6.7 In case of QCBS, the lowest evaluated Financial Proposal (FL) will be given the maximum financial score. The Financial scores of the other Financial Proposals will be computed as indicated in the **Section 3**. Proposals will be ranked according to their combined technical scores (S<sub>T</sub>) and financial scores (S<sub>F</sub>) indicated in the **Section 3**. The consultants achieving the highest combined technical and financial score in a category will be invited for contract signing.

## **7. Placement of Consultant Staff**

7.1 The Client is not bound to provide space to the consultant and any option may be considered by the Client solely at his own discretion which is not challengeable.

## **8. Award of Agreement**

8.1 The Client shall award the Agreement(s) to the selected Consultant(s) and publish details on the website of the PPRA and promptly notify Consultants. After Agreement signature.

8.2 The Consultant is expected to commence the job on the date and at the location specified in the Data Sheet.

## **9. Confidentiality**

9.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the announcement of results and the award of Agreement. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Consultant Selection Guidelines relating to fraud and corruption.

## **10 Notification of Award**

10.1 Prior to expiration of the period of bid validity prescribed by the Client, it will notify the successful Consultant(s) in writing ("Letter of Acceptance") that its bid has been accepted. The same shall lead to the formal Agreement(s) between the Client and the successful Consultant(s).

# INSTRUCTIONS TO CONSULTANTS

## DATA SHEET

Paragraph Reference	Particulars
1	Reference no. PIDC/Tender/Tech/015
2	Name of the assignment/job/project is “Detailed Feasibility Study & Preparation of PC-I for Auto-Parts Vendors Industrial Park (AVIP) in Bin Qasim Town, Karachi.
3	<b>Contact information and Communication:</b> The contact detail for all correspondence in relation to this bid is as follows:  1. Name: <b>Aftab Hyder Shaikh</b> Designation: Manager Technical Email: <a href="mailto:aftab.hyder@pidc.com.pk">aftab.hyder@pidc.com.pk</a> Contact: 0300-2034592  2. Name: <b>Zeeshan Khan</b> Designation: Manager (R&E) Contact: 0321-2303699  3. Name: Muhammad Faizan Khan Designation: AM Projects Email: <a href="mailto:faizan.khan@pidc.com.pk">faizan.khan@pidc.com.pk</a> Contact: 0333-2580811  Address: PIDC House, 2 <sup>nd</sup> Floor, Dr. Ziauddin Road, Karachi, Pakistan Tel: +92 21 38266666-69
4	Method of selection is <b>Quality and Cost Based Selection (QCBS)</b>
5	Financial Proposal and Technical Proposal sealed in separate individual envelopes to be submitted together in one sealed envelope.
6	Consultant must submit one Original and one True Copy of the Technical Proposal, and the original of the Financial Proposal.
7	A Pre-bid meeting will be held on <b>29<sup>th</sup> May 2023</b> at below mentioned address at <b>11 am</b> .
8	Proposals must remain valid for <b>120 days</b> after the submission date.
10	The bids will be evaluated in detail on compliance-based method as per <b>Section 4</b> . Bidders must ensure to comply all the fields given in <b>Section 4</b> . If a Bidder is unable to comply in any of the given field, the proposal will may be disqualified for further processing. The financial proposal of only technically compliant bidders will be opened.

11	The Contract “is not” subject to price adjustment. However, any subsequent legislation enacted, changes in the rate of any indirect tax, levy of additional tax or duty during the currency of contract that impacts the contract price would be equally accounted for by both the parties of the contract i.e., in case of increase or decrease in the rates of the said taxes and duties or levy of any new tax or duty, the contract price would be adjusted accordingly.
12	Proposals shall be submitted in <b>English language.</b>
13	Consultancy Firm shall initial and stamp all pages of the proposal including Technical and Financial Proposals. Proposals submitted without signed and stamp may be rejected.
14	Bidders are required to sign and stamp each page of Request for Proposal (RFP) document which imply that Bidder have carefully read the documents and abide by all the points mentioned in the RFP document.
15	Payment will only be made upon acceptance of services and as per payment terms mentioned in the TORs
16	The last date & time for submission of proposals is <b>12<sup>th</sup> June, 2023</b> up to <b>11:00 Hrs.</b> (Pakistan Standard Time). The proposals should reach to PIDC Head office, Karachi on or before closing date & time. The proposals will be opened on the same day at <b>11:30 Hrs.</b> in presence of the Consultants’ representatives who choose to attend. <b>Any proposal(s) reaching after due date and time will be rejected.</b>
17	Expected date for agreement: <b>Within a maximum of 30 days of announcement of final results</b>
18	Expected date for commencement of consulting services: <b>Within 7 days after the signing of Contract Agreement or as mutually agreed between the parties.</b>

# **SECTION 3**

## **EVALUATION CRITERIA**



## Evaluation Criteria

Technical and Financial Evaluation will be based on Quality and Cost Based Selection (QCBS). Bidders need to submit details/ documents for below-mentioned requirements.

### I. Eligibility/ Mandatory Requirements

1. Company profile with Name, Address, Legal status (i.e., Proprietorship, Partnership, Limited Company, etc.).
2. Firm should have the valid Pakistan Engineering Council (PEC) Registration certificate for the year 2023, bearing relevant codes.
3. Firm should be registered with federal and provincial tax authorities.
4. Affidavit be submitted on stamp paper for not Blacklisted on any project or by any organization.
5. Firm should have completed atleast one similar kind of work in the last 5 years.

**Note:**

- *Firms who will not meet the eligibility requirement, may be disqualified.*
- *In case of JV, Consortium or any sort of Partnership; lead firm must meet above requirement. For other partners, they should be registered with relevant body and should have similar experience.*

### II. Technical Evaluation

To qualify technical criteria, applicant must score an aggregate 70 marks out of 100.

Evaluation will be based on the Applicant's Registration, General Experience, Relevant Experience, Personnel Capabilities, Financial Soundness and Methodology/ Timeline.

Sub-consultants experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria. However, Joint Venture/ Consortium/ Association experience & resources shall be considered. The weightage / Marks for different categories will be followed as per table given below:

S. No.	Category	Weightage / Marks
A	Firm's Existence/ Registration	10
B	General Experience	20
C	Relevant Experience	30
D	Personnel Capabilities	25
E	Financial Soundness	10
F	Methodology and Timeline	5

The further detailed criteria for each category are described below. Bidders must submit documentary proofs in order to obtain below-mentioned marks.

<b>S. No.</b>	<b>Description</b>	<b>Max. Marks</b>
<b>A</b>	<b>Firm's Existence/ Registration</b>	<b>10</b>
1	Registration with PEC <ul style="list-style-type: none"> <li>• 1 mark for each year's existence till 2023</li> </ul>	10
<b>B</b>	<b>General Experience</b> Projects completed in last 10 years/ on-going but not earlier than 2021 (Provide Completion/ Performance Certificate or Contract along with final/ latest invoice)	<b>20</b>
1	Engineering Consultancy services provided for Building Construction works with in last 10 years <ul style="list-style-type: none"> <li>• 5 marks for each project</li> </ul>	10
2	Engineering Consultancy services provided for Civil Infrastructure works with in last 10 years <ul style="list-style-type: none"> <li>• 5 marks for each project</li> </ul>	10
<b>C</b>	<b>Relevant Experience</b> Projects of similar nature and complexity completed in last 10 years (Provide Completion Certificate/ Contract along with final settlement)	<b>30</b>
1	Successful completion of feasibility study for atleast 20 acres land of Industrial Estate/ Industrial Park/ Industrial zone or mega housing scheme in last 10 years. <ul style="list-style-type: none"> <li>• 10 marks for each project</li> </ul>	20
2	Successful preparation of PC-I for a project of Industrial Estate/ Industrial Park/ Industrial zone or mega housing scheme (provide documentary proof of approval of PC-I)	10
<b>D</b>	<b>Personnel Capabilities</b> (Provide relevant degree and registration number where applicable)	<b>25</b>
1	Team Leader / Project Manager (PEC registered with min. 15 years' experience - (5 Marks) <ul style="list-style-type: none"> <li>• 1 additional mark for Master's in Project Management or any certified Project Management Certification</li> </ul>	6
2	Economic & Financial Expert with 15 years' experience <ul style="list-style-type: none"> <li>• FCA/FCMA/Fellow Member of any Professional Body</li> </ul>	5
3	Architect & Town Planner with minimum 12 years' relevant experience (02 Qualified Staff with 4 marks for each) <ul style="list-style-type: none"> <li>• Architect with minimum bachelors in Architecture</li> <li>• Town Planner with minimum bachelors in relevant field</li> </ul>	8
4	Technical Staff with minimum 10 years' relevant experience (02 Qualified Staff with 3 marks for each) <ul style="list-style-type: none"> <li>• QS Engineer/ Estimator</li> <li>• Surveyor</li> </ul>	6

<b>E</b>	<b>Financial Soundness</b> Average annual Consultancy turnover for last 3 years (Provide Audited accounts) <ul style="list-style-type: none"> <li>• 0.1 mark for each million PKR</li> </ul> <i>(In case of JV/ Consortium/ Partner; 50 million PKR is mandatory for lead partner. However, additional marks will be evaluated collectively as one unit)</i>	<b>10</b>
<b>F</b>	<b>Working Methodology and Timeline in accordance with TORs</b> Consultant have to submit their proposed approach, working methodology and timeline. <i>(Marks will be given fairly at the sole discretion of Client Tender Committee based on the data provided by the bidders)</i>	<b>5</b>
<b>Total</b>		<b>100</b>

### III. Financial Evaluation

The formula for determining the financial score is the following:

$$S_F = 100 F_L / F$$

Where:

$S_F$  = Financial score

$F_L$  = is the lowest price

$F$  = The price of the proposal under consideration.

The weights given to the Technical and Financial proposals as per PEC guidelines are as under:

Technical Proposal (T) = 70%

Financial Proposal (P) = 30%

Quality cum cost-based selection (QCBS) will be followed according to their combined technical ( $S_T$ ) and financial ( $S_F$ ) scores using the weights (T- weight given to the technical proposal, and P - weight given to the financial proposal; whereas  $T+P = 1$ ).

$$S = S_T \times T \% + S_F \times P \%$$

### IV. Ranking of Proposals

- i. The applicant, whose proposal is ranked first, will be invited to negotiate (if require) the terms of the contract to conclude a binding contract agreement. If negotiations prove unsatisfactory, the next ranked applicant will be invited for negotiations, and, so on, to pursue finalization of the contract award.
- ii. The representative(s) conducting negotiations on behalf of the applicants must have written authority to negotiate and finalize the terms of the contract.

**SECTION 4**

**TECHNICAL PROPOSAL FORMS**

## Technical Proposal- Standard Forms

- TECH-1     Technical Proposal Submission Form
- TECH-2     Consultant's Experience
  - A         Consultant's Background/Profile
  - B         Consultant's Experience of undertaking Similar Projects
- TECH-3     Additional Work/ Reporting Proposed on the TERMS OF REFERENCE
- TECH-4     Description of the Approach, Methodology, Work Plan and Timeline for Performing the Job
- TECH-5     Curriculum Vitae (CV) for Proposed Sector Expert

## FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

---

[Location, Date]

To: [Name and address of Client]

Dear Sir,

We, the undersigned, offer to provide the consulting services for [Insert title of Job] in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]<sup>2</sup>

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the Job not later than the date indicated in **Request for proposal (RFP)** document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_  
Name and Title of Signatory: \_\_\_\_\_  
Name of Firm/Individual Consultant: \_\_\_\_\_  
Address: \_\_\_\_\_

## FORM TECH-2 CONSULTANT'S EXPERIENCE

---

### **A - Consultant's Background/Profile**

*[Provide here a brief description of the background of your firm for this project.]*

1. Firm Background
2. Chief Executive Officer
3. Board of Directors / Partners
4. Departmental Structure of the firm
5. Certifications

## B - Consultant's Experience of undertaking similar type of Projects

*[Using the format below, provide information on each project for which your firm was legally contracted or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this Project. Please provide Client's certification and/or evidence of the contract agreement.]*

Project name:	
Country:	Location within country:
Name of Client:	Duration of project (months):
Start date: (month/year):	Completion date: (month/year):
Total Value of Contract (in PKR):	Value of consultancy services provided by your firm under the agreement (in PKR):
Name of associated Consultants, if any:	No. of professional staff-months provided by associated Consultants:
Name of senior professional staff of your firm involved and functions performed (Indicate most significant profiles such as Project Manager/Coordinator, Team Leader etc.):	
Description of Project:	
Description of actual services provided by your staff / Consultant within the project	
Please attach Certificate by the Client / Employer that the work was successfully completed by the consultant.	
Attach any documentary proof (project completion report/ final outcome)	



## FORM TECH-3 ADDITIONAL WORK/REPORTING PROPOSED ON THE TERMS OF REFERENCE

---

### On the Terms of Reference

*[Present and justify here any extra information/analysis can be presented by your firm in addition to activities mentioned in the Terms of Reference or you are proposing to improve performance in carrying out the project. Such suggestions should be concise and to the point, and incorporated in your Proposal. Client reserves the right to accept or reject it.]*

## FORM TECH-4 DESCRIPTION OF APPROACH, METHODOLOGY, WORK PLAN AND TIMELINE FOR PERFORMING THE PROJECT

---

*[Technical approach and methodology are key components of the Technical Proposal. You are suggested to present your Technical Proposal (inclusive of charts and diagrams) as following:*

Technical Approach and Methodology,

In this you should explain your understanding of the objectives of the project, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach. Please make sure that your approach and methodology comply with the work plan and timeline mentioned below.

### Work Plan:

Total time duration for said job is **4 months**

Sr.#	Activity	Deadline	Resources

### Timeline:

Consultant may provide detailed timeline for each deliverable.

## FORM TECH-5 CURRICULUM VITAE (CV) OF PROPOSED EXPERT/CONSULTANT

(Consultant Organization may give multiple CVs of Experts under below format who will be working on the project)

1. **Proposed Position** [*only one candidate shall be nominated for each position*]:
2. **Name of Expert** [*Insert full name*]:
3. **Date of Birth:** [DD/MM/YYYY]
4. **Nationality:**
5. **CNIC No/ Passport no:**
6. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]:

Degree	Major/Minor	Institution	Passing Year

7. **Membership of Professional Association(s):** Provide name and number
8. **Other Professional Trainings** [*Indicate significant training obtained*]:
9. **Languages** [*For each language indicate proficiency in speaking, reading, and writing*]:
10. **Employment Record** [*Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

Employer	Designation	Major Responsibilities	From (MM/YYYY)	To (MM/YYYY)

11. **Work Undertaken** [*Work that Best Illustrates Capability to Handle the Sector Selected. Similar Projects, Project Name, Location, Duration, Reporting, Final Impact/Out Come.*]

**12. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of Expert/Consultant]  
Day/Month/Year

Date:

[Signature of authorized representative]:

## **SECTION 5**

# **FINANCIAL PROPOSAL FORMS**

# FINANCIAL PROPOSAL FORMS

**FIN-1**      Financial Proposal Submission Form

**FIN-2**      Summary of Cost

## FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

---

[Location, Date]

To: [Name and address of Client]

Dear Sir,

We, the undersigned, offer to provide the consulting services for [Insert title of job] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figure]. **This amount is inclusive of all the applicable taxes, stamp duty and out of pocket expense** (transportation cost, travel cost locally/ internationally, meetings with stakeholders to gather information in carrying out the project study etc.).

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of firm: \_\_\_\_\_

Address: \_\_\_\_\_

## FORM FIN-2 SUMMARY OF COSTS

S. No.	Description	Cost (PKR)
1	Feasibility Study of Auto-Parts Vendors Industrial Park	
2	Preparation of PC-I for Auto-Parts Vendors Industrial Park	
	<b>Total</b>	

**Note:**

- 1. Above quoted Price is inclusive of all the applicable taxes, stamp duty and out of pocket expense (transportation cost, travel cost locally or internationally, meetings with stakeholders, etc.). Firms offering bulk discounts on a job can mention after quoting. Payment terms will remain same as mentioned in ToRs and will not be changed.*
- 2. Detailed breakup of cost should be provided by consultant (if require).*

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of firm: \_\_\_\_\_

Address: \_\_\_\_\_

## **SECTION 6**

# **TERMS OF REFERENCE (TOR)**



# TERMS OF REFERENCE (TOR)

## CONSULTANCY SERVICES FOR AUTO-PARTS VENDORS INDUSTRIAL PARK (AVIP)

### 1. Title of the Job/ Assignment

Feasibility Study & Preparation of PC-I for Auto-Parts Vendors Industrial Park (AVIP) in Bin Qasim Town, Karachi

### 2. Location of the Project

Pakistan Steel, Bin Qasim Town, Karachi



### 3. Total Area

17.3 Acres (approx.) for AVIP

### 4. Job Duration

Duration of the job/ assignment is 4 months from signing of contract.

### 5. Introduction

Pakistan Industrial Development Corporation (PIDC) is a government-owned enterprise supervised by the Federal Ministry of Industries & Production.

PIDC plans to construct the Auto-Parts Vendors Industrial Park (AVIP) on 17.3 acres of land at Down Stream Industrial Estate (DSIE), Bin Qasim, Karachi.

In this regard, proposals from suitable firms are solicited for their consultancy services to carry out the detailed feasibility and preparation of PC-I. A suitable Consultant must have demonstrated experience with the successful completion of similar projects.

## **6. Objectives of the Project**

The location of the proposed project is in close proximity to the major Automobile manufacturers in Pakistan, including Kia Lucky, Pak Suzuki, Master Motors, and Toyota Indus. Due to its prime location, transportation obstacles are avoidable and will not affect the cost, and seamless transportation between auto-parts and auto-vehicle suppliers is guaranteed. Due to the close proximity, communication these vendors will also remain effective.

This project is designed to accommodate and facilitate small and medium-sized enterprises for auto-vendors in a prime location adjacent to Industrial hubs such as Bin Qasim Industrial Park, Karachi Industrial Park, and other existing industries in the PSM area. In the aforementioned project, all Infrastructure Facilities will be made available to automobile vendors.

## **7. Scope of Work**

The overall scope of work has been divided in two (02) section as stated below. The following are expected to be inclusive in the quoted rates by the selected consultant in their financial proposal. The consultant(s) shall deliver the standard workings and write-ups covering but not limited to the following:

### **7.1. Feasibility Study for Auto-Parts Vendors Industrial Park (AVIP) on 17.3 Acres Land (Approx.)**

- i. Carry out 'Need Assessment and Demand Analysis' for the Project including identifying and analyzing demand of the automotive sector, as well as socio-economic and commercial demand for the Project.
- ii. Assess the impact of this project on existing and/ or in-the-pipeline similar projects.
- iii. Assess the suitability for the industrial park on (a) lease model, or (b) rented model.
- iv. Prepare a bankable plot leasing/renting model for the investors with minimum upfront payment while maintaining the NPV of proposed plot prices.
- v. As part of the risk & sensitivity analysis, identify Key Success Factors (KSFs), Risk factors and related mitigants which may possibly adversely affect the implementation, operation and financial sustainability of the project. Financial projections should be accompanied with sensitivity analysis conducted on major risks which could adversely impact financial sustainability or operations of the project.
- vi. Estimate lifecycle cost of the project under various funding options and prepare estimated revenues, cashflows, P&L, IRR etc. for at least 15 years.
- vii. Conduct detailed location analysis for setting up industrial park.
- viii. Prepare marketing strategy/plan for the project.
- ix. Provide a business plan for the operations & management of the project in a self-sustainable manner along with a suitable management structure for the park.
- x. Propose various possible modes of project financing and execution including PPP, if viable.
- xi. Prepare an overall strategy for waste water & solid waste.
- xii. Propose a sustainable management model for maintenance of infrastructure service in the industrial park.

- xiii. All necessary coordination related to the layout of boundary wall and their coordinates is the responsibility of consultant. However, client will assist the consultant in this regard.
- xiv. Prepare tentative Master plan and cost estimates for the infrastructure development of Auto-Parts Vendors Industrial Park (AVIP).

## 7.2. Preparation of PC-I for Auto-Parts Vendors Industrial Park (AVIP)

Prepare project PC-I in accordance with the requirements of the Planning Commission of Pakistan within stipulated time.

## 8. Reporting Requirements

- i. Consultant shall submit bi-monthly progress report. The progress report shall include at least:
  - A short overview of work completed during the last 2 weeks;
  - A short overview of work to be completed in the following 2 weeks;
  - An updated schedule showing work progress and completion percentage;
  - A list of problems / difficulties; if any; and proposed corrective actions; and
  - Attach photographs for respective month (if any).
- ii. Presentation on final Feasibility report.

## 9. Submissions

- i. Signed and Stamped 03 sets of copies of all reports/ studies/ documents etc., as stated in above scope of work and 'Reporting'.
- ii. Submission of editable format of all reports/ studies/ documents etc., as stated in above scope of work and 'Reporting'.

## 10. Staffing

For this assignment, following staff may be required:

S. No.	Designation	Experience (in years)	Qualifications / Requirements
1	Team Leader / Project Manager	15	PEC registered Civil Engineer with MS in preference
2	Economic & Financial Expert	15	FCA/FCMA/Fellow Member of any Professional Body
3	Architect	12	Bachelors in Architecture
4	Town Planner	12	Bachelors in relevant field
5	QS Engineer/ Estimator	10	PEC registered Civil Engineer/ DAE Civil/ B-Tech Civil
6	Surveyor	10	DAE Civil/ B-Tech Civil

## 11. Terms of Payment

The Client shall release 50% amount on draft submission of feasibility study report and PC-I, whereas remaining 50% upon final submission of the same deliverables by the consultant after the client review.

## **SECTION 7**

# **PROPOSED CONTRACT FORMAT**

# **CONTRACT FOR ENGINEERING CONSULTANCY SERVICES**

**between**

**Pakistan Industrial Development Corporation (PIDC)  
(Pvt.). Ltd.**

**and**

---

**for**

**DETAILED FEASIBILITY STUDY & PREPARATION OF PC-I  
FOR AUTO-PARTS VENDORS INDUSTRIAL PARK (AVIP) IN  
BIN QASIM TOWN, PSM, KARACHI**

## TABLE OF CONTENTS

ARTICLE 1	:	THE PROJECT
ARTICLE 2	:	SCOPE OF SERVICES
ARTICLE 3	:	TIME SCHEDULE
		3.1 Effective Date of Commencement
		3.2 Time Schedule of Services
		3.3 Extension of Time
ARTICLE 4	:	MODE OF OPERATION
		4.1 Obligations of the Consultant
		4.2 Obligations of the Client
ARTICLE 5	:	REMUNERATION FOR SERVICES AND SCHEDULE OF PAYMENT
ARTICLE 6	:	ADDITIONAL SERVICES
ARTICLE 7	:	TERMINATION
		7.1 End of Services
		7.2 Termination by the Client
		7.3 Termination by the Consultant
ARTICLE 8	:	FORCE MAJEURE
ARTICLE 9	:	RESOLUTION OF DISPUTES
ARTICLE 10	:	APPLICABLE LAWS
ARTICLE 11	:	CONTRACT AMENDMENT
ARTICLE 12	:	NOTICES
<b>APPENDICES</b>		
APPENDIX A	:	THE PROJECT & SCOPE OF SERVICES
APPENDIX B	:	TIME SCHEDULE
APPENDIX C	:	REMUNERATION FOR SERVICES & SCHEDULE OF PAYMENT
APPENDIX D	:	SPECIAL CONDITIONS

**THIS AGREEMENT**, together with APPENDICES A to D which constitute an integral part thereof (herein referred to as the Agreement), is entered into on this \_\_\_\_ day of \_\_\_\_\_ (month), 2023.

between

PAKISTAN INDUSTRIAL DEVELOPMENT CORPORATION (PVT.) Ltd. [PIDC], having their Head Office address at PIDC House, 2<sup>nd</sup> floor, Dr. Ziauddin Road, Karachi (herein referred to as the "Client") of the first part;

and

\_\_\_\_\_, having office address at \_\_\_\_\_ (herein referred to as "Consultant"), of the second part.

The Parties hereto agree as under: -

**1. ARTICLE 1: THE PROJECT**

The Project for which Services are required to be performed under this Agreement is described in the attached Appendix A.

**2. ARTICLE 2: SCOPE OF SERVICES**

The scope of consultancy and other professional services (herein referred to as "Services") to be performed by the Consultant for the Project under this Agreement are described in the attached Appendix A.

**3. ARTICLE 3: TIME SCHEDULE**

**3.1 Effective Date of Commencement**

Effective Date of Commencement of Services shall be as defined in the attached Appendix-B.

**3.2 Time Schedule of Services**

The time schedule of Services is given in the attached Appendix B.

**3.3 Extension of Time**

Extension of Time for completion of Services and the terms and conditions thereof shall be mutually agreed between the Client and the Consultant as and when required.

## **4. ARTICLE 4: MODE OF OPERATION**

### **4.1 Obligations of the Consultant**

- The Consultant shall perform Services as an independent consultant in accordance with recognized international standards, applicable laws and regulations.
- The Consultant shall appoint a Project Manager (licensed by PEC) named in Appendix D who shall represent the Consultant for purposes of this Agreement and shall be responsible for the administration of the Agreement including performance of Services thereunder. He shall remain in contact with the representative of the Client to keep him fully informed on all matters relating to the provision of Services by the Consultant.
- The Consultant shall carry out the Services with due diligence and efficiency and in conformity with sound engineering practices.
- The Consultant shall act at all times so as to protect the interests of the Client and shall take all reasonable steps to keep all expenses to a minimum consistent with sound economic and engineering practices.
- The Consultant shall furnish the Client such information relating to the Services as the Client may from time-to-time reasonably request.
- Except with the prior written approval of the Client, the Consultant shall not assign or transfer the Agreement for Services or any part thereof nor engage any other independent consultant or sub-contractor to perform any part of the Services.
- The Consultant agrees that no proprietary and confidential information received by the Consultant from the Client shall be disclosed to a third party unless the Consultant receives written permission from the Client to do so.

### **4.2 Obligations of the Client**

The Client shall provide to the Consultant:

- All necessary data/documents/reports, that may be required by the Consultant for performing the Services within the Time Schedule given in Appendix B.



- The Client shall designate a person named in Appendix D to act as its representative on all matters pertaining to this Agreement and to fully cooperate with the Project Manager of the Consultant.
- The Client shall take all necessary measures to make timely payments to the Consultant as stipulated in Article 5, hereof.

**5. ARTICLE 5: REMUNERATION FOR SERVICES AND SCHEDULE OF PAYMENT**

The remuneration for Services rendered by the Consultant and the mode of payment shall be as described in the attached Appendix-C.

**6. ARTICLE 6: ADDITIONAL SERVICES**

The Client may ask the Consultant to perform Additional Services during the currency of this Agreement. Such Additional Services shall be performed with the prior concurrence of both the Parties. The Consultant shall submit an estimate of the additional time (if any) and the additional remunerations for such Additional Services which shall be approved in writing by the Client before the commencement of the Additional Services.

**7. ARTICLE 7: TERMINATION**

**7.1 End of Services**

The Agreement shall terminate when, pursuant to the provisions hereof, the Services have been completed and the payment of remunerations have been made.

**7.2 Termination by the Client**

The Client may, by a written notice of thirty (30) days to the Consultant, terminate this Agreement. All accounts between the Client and the Consultant shall be settled not later than sixty (60) days of the date of such termination.

**7.3 Termination by the Consultant**

The Consultant may suspend the Agreement by a written notice of thirty (30) days only if the Consultant does not receive payments due under this Agreement within thirty (30) days of submission of its invoice. If the payment is still not made to the Consultant after thirty (30) days of notice of suspension, the Consultant may terminate this Agreement in whole or in part by giving fifteen (15) days advance notice of intent to terminate. If the Agreement is terminated by the Consultant under such

circumstances, the Client shall pay, within a period of thirty (30) days of the date of such notice of intent to terminate referred above, all payments due to the Consultant.

## **8. ARTICLE 8: FORCE MAJEURE**

The term "Force Majeure" as employed herein shall mean acts of God, strikes, lock-out or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome.

If either Party is temporarily unable by reason of Force Majeure or the laws or regulations of Pakistan to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event within fifteen (15) days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues. Neither Party shall be liable to the other Party for loss or damage sustained by such other Party arising from any event referred to as Force Majeure or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.

## **9. ARTICLE 9: RESOLUTION OF DISPUTES**

Any dispute or difference arising out of the Agreement which cannot be amicably settled between the Parties, shall be finally settled under the provisions of the Arbitration Act, 1940 (Act No. X of 1940) and Rules made thereunder as amended from time to time. The venue of arbitration shall be in Pakistan as given in Appendix D, Special Conditions.

## **10. ARTICLE 10: APPLICABLE LAWS**

This Agreement shall, in all respects, be read and construed and shall operate in conformity with the laws of Pakistan and the courts at the location indicated in Appendix D, Special Conditions shall have exclusive jurisdiction for adjudicating and interpreting the Agreement.

## **11. ARTICLE 11: CONTRACT AMENDMENT**

No variation in or modifications to the terms of the Agreement shall be made, except by a written amendment signed by the Parties hereto.

## **12. ARTICLE 12: NOTICES**

Any notice given by any of the Parties hereto shall be sufficient only if in writing and delivered in person or through registered mail as follows:

To: The Client Manger Technical, PIDC House, 2<sup>nd</sup> floor, Dr. Ziauddin Road, Karachi

To: The Consultant Project Manager, \_\_\_\_\_  
\_\_\_\_\_

or to such other address as either of these Parties shall designate by notice given as required herein. Notices shall be effective when delivered.

IN WITNESS WHEREOF, the Parties have executed this Agreement, in two (2) identical counterparts, each of which shall be deemed as original, as of the day, month and year first above written.

FOR AND ON BEHALF OF  
(The Consultant)

FOR AND ON BEHALF OF  
(The Client)

Signed by: \_\_\_\_\_

Signed by: \_\_\_\_\_

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_

(Seal) \_\_\_\_\_

(Seal) \_\_\_\_\_

Witness (Consultant):

Witness (Client):

Signed by: \_\_\_\_\_

Signed by: \_\_\_\_\_

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_

## THE PROJECT & SCOPE OF SERVICES

### A-1 THE PROJECT

Consultancy Services for Auto-Parts Vendors Industrial Park (AVIP).

### A-2 SCOPE OF SERVICES

The overall scope of work has been divided in two (02) section as stated below. The following are expected to be inclusive in the quoted rates by the selected consultant in their financial proposal. The consultant(s) shall deliver the standard workings and write-ups covering but not limited to the following:

1. Feasibility Study for Auto-Parts Vendors Industrial Park (AVIP) on 17.3 Acres Land (Approx.)
  - i. Carry out 'Need Assessment and Demand Analysis' for the Project including identifying and analyzing demand of the automotive sector, as well as socio-economic and commercial demand for the Project.
  - ii. Assess the impact of this project on existing and/ or in-the-pipeline similar projects.
  - iii. Assess the suitability for the industrial park on (a) lease model, or (b) rented model.
  - iv. Prepare a bankable plot leasing/renting model for the investors with minimum upfront payment while maintaining the NPV of proposed plot prices.
  - v. As part of the risk & sensitivity analysis, identify Key Success Factors (KSFs), Risk factors and related mitigants which may possibly adversely affect the implementation, operation and financial sustainability of the project. Financial projections should be accompanied with sensitivity analysis conducted on major risks which could adversely impact financial sustainability or operations of the project.
  - vi. Estimate lifecycle cost of the project under various funding options and prepare estimated revenues, cashflows, P&L, IRR etc. for at least 15 years.
  - vii. Conduct detailed location analysis for setting up industrial park.
  - viii. Prepare marketing strategy/plan for the project.
  - ix. Provide a business plan for the operations & management of the project in a self-sustainable manner along with a suitable management structure for the park.
  - x. Propose various possible modes of project financing and execution including PPP, if viable.
  - xi. Prepare an overall strategy for waste water & solid waste.
  - xii. Propose a sustainable management model for maintenance of infrastructure service in the industrial park.
  - xiii. All necessary coordination related to the layout of boundary wall and their coordinates is the responsibility of consultant. However, client will assist the consultant in this regard.
  - xiv. Prepare tentative Master plan and cost estimates for the infrastructure development of Auto-Parts Vendors Industrial Park (AVIP).

2. Preparation of PC-I for Auto-Parts Vendors Industrial Park (AVIP)  
Prepare project PC-I in accordance with the requirements of the Planning Commission of Pakistan within stipulated time.

### A-3 DATA/DOCUMENTS/REPORTS

#### 1. Reporting

- i. Consultant shall submit bi-monthly progress report. The progress report shall include at least:
  - A short overview of work completed during the last 2 weeks;
  - A short overview of work to be completed in the following 2 weeks;
  - An updated schedule showing work progress and completion percentage;
  - A list of problems / difficulties; if any; and proposed corrective actions; and
  - Attach photographs for respective month (if any).
- ii. Presentation on final Feasibility report.

#### 2. Submissions

- i. Signed and Stamped 03 sets of copies of all reports/ studies/ documents etc., as stated in above scope of work and 'Reporting'.
- ii. Submission of editable format of all reports/ studies/ documents etc., as stated in above scope of work and 'Reporting'.

**TIME SCHEDULE**

**B-1**      Effective Date of Commencement of Services.

The date on which this Agreement shall come into effect is the date when the Agreement is signed by both the parties.

**B-2**      Time Schedule of Services

Total time period for overall scope of work is 4 months from signing of contract / commencement of services.

**B-3**      In case of extension due to site conditions or force majeure, no additional payment (beyond the contract amount) to the Consultant will be admissible.

**B-4**      No extension of time is envisaged in normal circumstances for the completion of services.

**B-5**      The Consultant is liable to complete his assignment well within time. Any unjustified delay may result in the penalties/ withheld/ forfeiting of the remaining amount of the consultant by the Client.

**REMUNERATION FOR SERVICES  
&  
SCHEDULE OF PAYMENT**

## C-1 Total Remuneration

Total remuneration is lumpsum amount as per below. This amount is inclusive of all applicable taxes, stamp duty and out of pocket expenses including, travelling and transportation cost, etc.

<b>S. No.</b>	<b>Description</b>	<b>Cost (PKR)</b>
1	Feasibility Study of Auto-Parts Vendors Industrial Park	
2	Preparation of PC-I for Auto-Parts Vendors Industrial Park	
	<b>Total</b>	

## C-2 Advance Payment

No advance payment is applicable for this job.

## C-3 Schedule of Payments

The Client shall release 50% amount on draft submission of feasibility study report and PC-I, whereas remaining 50% upon final submission of the same deliverables by the consultant after the client review

## C-4 Delayed Payment

None

## C-5 The cost of case of stamp duty on Contract Agreement is also deemed to be included in the Contract price.

## C-6 The Work/Report/Study against the TORs needs to be completed in full respect. The Consultant is liable legally and financially and will pay back the amount to the Client if work/report/study is done partially by the consultant against the TORs.

## C-7 Payment shall be made in Pak. Rupees, by submission of invoices. The payment will be made through cross-cheque to the consulting firm as per below deliverables within fourteen (14) days of submitting verified invoice to the Client

**SPECIAL CONDITIONS****D-1 PROJECT MANAGER OF THE CONSULTANT**

Name:  
Address:  
Cell #:  
Email:

**D-2 PROJECT MANAGER OF THE CLIENT**

Name:  
Address:  
Cell #:  
Email:

**D-3 VENUE OF ARBITRATION**

1. Initially a Project Manager of the Client and Project Manager of the Consultant will resolve any dispute arising out of or relating to the contract through negotiations and mutual consent.
2. In case the dispute can't be resolved amicably, it shall be referred for Arbitration to the CEO of the client.
3. Provisions of the Arbitration Act, 1940 shall apply to the arbitration proceedings and the venue of arbitration shall be Karachi.

**D-4 LOCATION OF THE COURTS / VENUE FOR DISPUTE**

Karachi

**D-5 KEY PERSONNEL**

The minimum staffing requirement for this project shall not be limited to:

<b>S. No.</b>	<b>Designation</b>	<b>Experience (in years)</b>	<b>Qualifications / Requirements</b>
1	Team Leader / Project Manager	15	PEC registered Civil Engineer with MS in preference
2	Economic & Financial Expert	15	FCA/FCMA/Fellow Member of any Professional Body
3	Architect	12	Bachelors in Architecture
4	Town Planner	12	Bachelors in relevant field
5	QS Engineer/ Estimator	10	PEC registered Civil Engineer/ DAE Civil/ B-Tech Civil
6	Surveyor	10	DAE Civil/ B-Tech Civil