



COMSATS University Islamabad

Park Road, Tarlai Kalan, Islamabad

Tel: 051-9247000, Ext: 313 Fax: 051-92470006

Building Section

CUI/WD/026/212-A

May 22, 2023

Final Evaluation Report

As per rule 35 of PP Rules, 2004

1	Name of Procuring Agency	COMSATS University Islamabad (CUI).
2	Method of Procurement	'Direct Contracting with State Owned Entities' under Provisions of PPRA rule 42(f)
3	Title of Procurement	Consultancy Services for Detailed Designing and Supervision of Academic Block-V at COMSATS University Islamabad, Park Road, Tarlai Kalan, Islamabad
4	Tender Inquiry No.	CUI/WD/300-54-A
5	PPRA Ref. No. (TSE)	NA
6	Date & Time of Bid Closing	April 27, 2023 at 1130 hrs
7	Date & Time of Bid Opening	May 9, 2023 at 1500 hrs
8	No. of Bids Received	Two
9	Criteria for Bid Evaluation	Attached.
10	Detail of Bid(s) Evaluation	Attached.

Name of Bidder	Marks		Evaluated Cost	Rule/Regulation/S BD*/policy/ Basis for Rejection/ Acceptance as per Rules 35 of PP Rules, 2004.
	Technical (if applicable)	Financial (if applicable)		
M/s NESPAK (Pvt) Ltd.	94	92.32	NA	Selection was made as per attached stipulations and evaluation criterion mentioned in the RFP document.
M/s Pakistan Environmental Planning & Architectural Consultants Ltd.	74	81.80	NA	

Most Advantageous Bidder: M/s NESPAK (Pvt) Ltd.

11. Any other additional/supporting information, the procuring agency may like to share.

Signature: _____

Mazhar Ali Khan

Assistant Program Officer

Official Stamp: _____ COMSATS University Islamabad (CUI)

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Consultancy Services for Detailed Designing and Supervision of Academic Block-V at COMSATS
University Islamabad, Park Road, Islamabad

Bid Evaluation Report

Sr. No.	Description	Total Marks	M/s NESPAK (Pvt.) Ltd.		M/s Pakistan Environmental Planning & Architectural Consultants Ltd.	
			Financial bid value as % age of work	Marks Obtained	Financial bid value as % age of work	Marks Obtained
A	Detailed Designing (Individual Building)	60	1.55	48.39	1.25	60.00
B	Detail Construction Supervision	40	2.50	40.00	2.50	40.00
	Total marks obtained in financial bid, out of 100	100		88.39		100.00
	Financial score calculated @ 30 : = (F)			26.52		30.00
	Total marked obtained in technical bid, out of 100.			94.00		74.00
	Technical score calculated @ 70 : = (T)			65.80		51.80
	Total Score (Financial : Technical = 30:70) = (F+T)			92.32		81.80
	Position			1st		2nd

The TSSC recommends the award of contract to M/s NESPAK (Pvt) Ltd, Being the most advantageous bid in the light of provisions of the RFP.

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10/8/23

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10/8/23

Annex - II

Technical Bid Evaluation

Consultancy Services for Detailed Designing and Supervision of Academic Block-V at COMSATS University Islamabad, Park Road, Tarlai Kalan, Islamabad

Bidding for direct contracting under PPRA Rule 42(f)

S.No.	Description	Evaluation Criteria			Marks Obtained	
		A	B	C	1	2
	Professional Registrations ¹	Maximum Marks	Sub-division of Marks of Column A	Sub-division of Marks of Column B	M/s Pakistan Environment Planning & Architectural Consultants (Pvt) Ltd.	M/s NES Pak (Pvt.) Ltd.
1	1.1 - PEC and PCATP	5	-	5	5	5
2	1.2 - PEC	-	-	3	3	-
	Qualification of relevant technical staff	40	-	-	-	-
2.1	Designing	-	6	-	-	-
	Architect	-	-	-	-	-
	2.1.1 - Based on Experience	-	-	-	-	-
	2.1.1.1 - Experience more than 25 years	-	-	3	3	3
	2.1.1.2 - Experience 15 to 25 years	-	-	2	-	-
	2.1.1.3 - Experience 10 to 15 years	-	-	1	-	-
	2.1.2 - Based on number of professionals	-	-	-	-	-
	2.1.2.1 - More than 2 persons	-	-	3	3	3
	2.1.2.2 - 2 persons	-	-	2	-	-
	2.1.2.3 - 1 person	-	-	1	-	-
2.2	Structure Engineer	-	6	-	-	-
	2.2.1 - Based on Experience	-	-	-	-	-
	2.2.1.1 - Experience more than 20 years	-	-	3	3	3
	2.2.1.2 - Experience 15 to 20 years	-	-	2	-	-
	2.2.1.3 - Experience 8 to 15 years	-	-	1	-	-
	2.2.2 - Based on number of professionals	-	-	-	-	-

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S.No.	Description	Evaluation Criteria			Marks Obtained	
		A	B	C	1	2
		Maximum Marks	Sub-division of Marks of Column A	Sub-division of Marks of Column B	M/s Pakistan Environment Planning & Architectural Consultants (Pvt) Ltd.	M/s NES Pak (Pvt.) Ltd.
	2.2.2 .1- More than 2 persons	-	-	3	4	6
	2.2.2 .2- 2 persons	-	-	2		
	2.2.2 .3- 1 person	-	-	1		
2.3	Public Health Engineer	-	6			
	2.3.1 - Based on Experience					
	2.3.1.1 - Experience more than 20 years	-	-	3		3
	2.3.1 .2- Experience 15 to 20 years	-	-	2	2	
	2.3.1 .3- Experience 8 to 15 years	-	-	1		
	2.3.2 - Based on number of professionals					
	2.3.2 .1- More than 2 persons	-	-	3	3	3
	2.3.2 .2- 2 persons	-	-	2		
	2.3.2 .3- 1 person	-	-	1		
2.4	Electrical/ Mechanical Engineer	-	6			
	2.4.1 - Based on Experience					
	2.4.1.1 - Experience more than 20 years	-	-	3		3
	2.4.1 .2- Experience 15 to 20 years	-	-	2	2	
	2.4.1 .3- Experience 8 to 15 years	-	-	1		
	2.4.2 - Based on number of professionals					
	2.4.2 .1- More than 2 persons	-	-	3		3
	2.4.2 .2- 2 persons	-	-	2	2	
	2.4.2 .3- 1 person	-	-	1		

S.No.	Description	Evaluation Criteria			Marks Obtained	
		A	B	C	1	2
	Site Supervision					
2.5	Resident Engineer (Civil)		6			
	2.5.1- Experience more than 15 years	-	-	6	6	6
	2.5.2- Experience 10 to 15 years	-	-	4		
2.6	Quantity Surveyor (Q.S) Cum Site Engineer (Civil)		5			
	2.6.1- Experience more than 15 years	-	-	5	5	5
	2.6.2- Experience 7 to 15 years	-	-	3		
2.7	Site Supervisor (Civil)		5			
	2.7.1- Experience more than 10 years	-	-	5	5	5
	2.7.2- Experience 5 to 10 years	-	-	3		
	2.7.3- Experience 3 to 5 years	-	-	1		
3	Experience with similar projects?	30	-	-		
	3.1.1 - Similar Works Completed in last 5 years (2 per project)	-	15	-	2	12
	3.1.2 - Similar Works in Hand (2 per project)	-	10	-	4	6
	3.1.3 - Overall projects completed in last 5 years	-	5	-	5	5
4	Adequacy of the proposed work plan and methodology in the technical proposal	25	-	-	23	24
	TOTAL	100	-	-	74	94

Note: For a firm to be prequalified must score 70 or more

1. Registration with Pakistan Engineering Council (PEC) is mandatory non-fulfilment of which shall disqualify the firm.

2. Similarity denotes, a multistorey Academic Block of a university or Professional College with covered area between 70,000 Sft to 150,000 Sft.

(Anwar Kamal)
Senior Engineer, Member/Secretary

(Sajid Gill)
Assistant Treasurer/Member

(Aamir Yousufzai)
Senior Manager/Convener

On Leave.

[Signature]
25-12-23



REQUEST FOR PROPOSAL

for

**Hiring of Engineering Consultancy Services for Academic Block-V at COMSATS
University Islamabad, Tarlai Kalan, Park Road, Islamabad**

Under

Provision of PPRA Rule 42(f) "Direct Contracting with State Owned Entities"

**Deadline for Submission of Proposal
Apr. 27, 2023, 1130 hrs**

COMSATS University Islamabad

Directorate of Planning & Development and Human Resource Development

3rd Floor, Faculty Block - II, Park Road, Islamabad - Pakistan

Phone No. +92 51 90495130, Fax No. +92 51 9247006

**Engineering Consultancy Services for Academic Block-V at COMSATS University
Islamabad, Park Road, Tarlai Kalan, Park Road, Islamabad**

1 INTRODUCTION

COMSATS University Islamabad, Islamabad Campus

The COMSATS University Islamabad (CUI) is a leading public sector, federally chartered, degree awarding university which received the Charter to award the degrees in August 2000. The CUI has a well-established reputation and have a wide range of academic and research interests. The CUI is a multi-campus university located in seven (7) cities across the country namely Islamabad, Abbottabad, Attock, Wah, Lahore, Sahiwal and Vehari, as well as (it) maintains a Virtual Campus.

The objective of the university is to provide educational facilities in the fields of Science and Technology to the students.

The Islamabad Campus is currently serving approximately 10,000 students in the following disciplines:

- Computer Sciences
- Bio Sciences
- Physics
- Architecture
- Chemistry
- Meteorology
- Mathematics
- Electrical & Computer Engineering
- Humanities
- Management Sciences
- Economics
- Art & Design
- Health Informatics

Assignment

The Islamabad Campus of CUI intends to construct an Academic Block and allied external works on a relatively fast track. The intended Academic Block would be covering approximately 100,000 sft while consisting a basement and ground plus four (4) stories. Therefore, for designing & supervision, the management of CUI Islamabad Campus intends to hire Consultancy Services under Provisions of PPRA Rule 42(f) "Direct Contracting with State Owned Entities".

2 RFP DOCUMENT FORMAT

- i) The consultants are required to submit the detailed proposal along with the (Work Plan & Methodology) in response to this RFP by using the format provided in Annexes.
- ii) The costs of preparing the proposals including visits to the Client or site are not reimbursable.
- iii) The proposal will be evaluated on the basis of criteria indicated in the Annex-C. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposals of bids found technically nonresponsive shall be returned un-opened to the respective bidder(s).

2.1 TECHNICAL PROPOSAL

- i) In preparing the technical proposal, consultants are expected to examine the documents comprising this RFP in detail. Material deficiencies in providing the information in the proposal may result in rejection of the proposal.
- ii) While preparing the technical proposal, consultants must give particular attention to the technical expertise which they should possess for undertaking the assignment.
- iii) The technical proposal should provide the following information using the attached standard forms (as per Annex-D).
 - a) Company's status along with documentary evidence of company registration.
 - b) The composition of the proposed team and the tasks that would be assigned to them.
 - c) Details of work/studies similar in character, to the work at hand, completed or in hand during last 5 years (information of the client and total cost of the project should be mentioned) with documentary evidence. The contact details of the client(s) are to be provided. CUI reserves the right to ask independent opinion of the client(s) on the quality of performance of the proponents.
 - d) A description of the methodology (work plan) by which the Consultant proposes to execute the services, illustrated, as appropriate, with bar charts of activities and graphics including details of the various activities in terms of actions and the effort involved in carrying out the work with respect to the assignment duly supported by details for each of the activities shown through bar chart diagrams etc.
 - e) Declaration of Beneficial Owners as per PPRA (S.R.0592(1)/2022 is mandatory (as per Annex-D(V)).

2.2 FINANCIAL PROPOSAL

In preparing the financial proposal, consultants are expected to take into account the requirements and conditions of the RFP document. The Financial Proposal should follow standard form (as per Annex-E).

The Financial Proposal must be enclosed separately in a sealed envelope marked "FINANCIAL PROPOSAL". The financial proposals of technically qualified / short listed firms will be opened in the presence of the representatives of the firms who wish to attend the meeting. The time and date of the financial bid opening will be communicated at a later time.

3 SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

Submit Technical Proposal placed in a sealed envelope clearly marked "Technical Proposal," along with Financial Proposal in a separate sealed envelope clearly marked "Financial Proposal" and warning: "Do not open with the Technical Proposal." Both envelopes shall be

Proposal" and warning: "Do not open with the Technical Proposal." Both envelopes shall be placed into an outer sealed envelope bearing the submission address and other information indicated in the Data Sheet and clearly marked, "DO NOT OPEN, EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE."

The completed technical and financial proposals must be delivered at the submission address on or before Apr. 27, 2023 not later than **1130 hrs**. Any proposal received after the closing time shall be returned unopened. The technical proposals will be opened on the same day at **1200 hrs**, in the presence of the representatives of pre-qualified consultants, if they wish to be present.

4 PROPOSAL EVALUATION

4.1 General

The firms shall not contact any official of CUI on any matter relating to their proposal from the time of submission of the Technical and Financial Proposal to the time the contract is awarded. If a firm wishes to bring additional information to the notice of the client, it should do so in writing at the address indicated in the Data Sheet. Evaluators of technical proposals shall have no access to the financial proposals until the technical evaluation is concluded.

4.2 Technical Proposal

The technical committee will carry out the evaluation of proposals on the basis of their responsiveness to the RFP, applying the evaluation criteria and point system specified in the Data Sheet. The Client will notify firms for the rejection of their technical proposal indicating that their financial proposals if any will be returned unopened after completing the selection process.

4.3 Financial Proposal

The Client will notify in writing the technically qualified consultants the date, time and address indicated in the Data Sheet, for opening the financial proposals.

On opening the financial proposals in the presence of the representatives of the consultants who choose to attend, the Client will announce the names of the consultants, the technical scores, and the amounts of their financial proposals.

5 DISCLAIMER

The Client reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals. The Client, upon written request of the bidder, will communicate grounds for the rejection of his proposal; however no justification for those grounds shall be provided. The decision of the Client shall be final and cannot be challenged on any ground at any forum and the Client will not be liable for any loss or damage to any party acting in reliance thereon.

6 TERMS AND CONDITIONS

- Quoted prices should be in Pak Rupees inclusive of all applicable taxes including GST.
- Incomplete proposals not covering the details asked will not be considered.
- Incomplete and/or conditional proposal will not be accepted.
- The firms should have a valid NTN number.

7 MAILING ADDRESS/CONTACT INFORMATION

Following address will be used for all correspondence:

Proponent/Focal Person Name: **Mr. Aamir Yousufzai**

Address: Senior Manager (P&D and HRD),
3rd Floor, Faculty Block-II,
COMSATS University Islamabad (CUI),
Pak Road, Tarlai Kalan, Islamabad.

Phone: 051-90495130

Fax: 051-9247006 (Attn: Mr. Aamir Yousufzai)

URL: www.comsats.edu.pk

**Engineering Consultancy Services for Academic Block-V at COMSATS University
Islamabad (CUI), Park Road, Tarlai Kalan, Islamabad**

ANNEX-A

**DATA SHEET
INFORMATION TO CONSULTANTS**

- 1) The name of the client is: COMSATS University Islamabad (CUI), Islamabad Campus
- 2) A separate Technical and a Financial proposal is requested: Yes
- 3) The name of the assignment is: Engineering Consultancy Services for Academic Block-V at COMSATS University Islamabad, Tarlai Kalan, Park Road, Islamabad
- 4) The Assignment is phased: No
- 5) The name, address and telephone/number of the client's Office is:

Name: **Mr. Aamir Yousufzai**
Address: Senior Manager (P&D and HRD),
3rd Floor, Faculty Block-II,
COMSATS University Islamabad (CUI),
Pak Road, Tarlai Kalan, Islamabad.
Phone: 051-90495130
Fax 051-9247006 (Attn: Mr. Aamir Yousufzai)

- 6) The number of days before the submission date to request a clarification is: 01 Day
- 7) The address for requesting clarifications is: As above in (5)
- 8) Proposal must be submitted not later than Apr. 27, 2023 at 1:30 hours.
- 9) Proposals must remain valid for 90 days after the submission date.
- 10) The criteria for evaluation of Technical Proposal are:

a	Professional Registration(s) [Mandatory]	5 points
b	Qualification of relevant technical staff	40 points
c	Experience with similar project	30 points
d	Adequacy of the proposed work plan and methodology in the Technical Proposal	25 points

- 11) The firms scoring minimum 70 points in the technical evaluation will be invited to participate in the second stage of the bid and the financial bids of these firms will be opened.
- 12) The date for the Financial Proposal opening will be communicated later on.
- 13) The scoring criteria of financial bid shall be as under:
 - a. Total Marks 100; Weightage in final score is 30
 - b. Distribution of Marks:-

<u>S. No</u>	<u>Description of Consultancy Services</u>	<u>Marks</u>
A	Detailed Designing (Individual Building)	60
B	Detailed construction supervision	40

Note:

The formula to calculate the respective numbers shall be

Lowest Bid x Marks
Bid

- 14) The technical & financial proposals will be given weighted average of 70% and 30% respectively. The weightage of scores obtained in the technical and financial evaluation shall be added and the proposal of firm scoring the maximum points shall be selected.
- 15) Bidders aspiring for selective works shall not be considered for the award of contract. Similarly, parts or a part of consultancy services to be provided under this RFP must not be outsourced.
- 16) Bids will be opened in the presence of the participating bidders or their representatives.
- 17) The scope of this contract for Consultancy Services is explicitly limited to the assignment stipulated in this RFP/bidding document. The validity of initial contract shall be for three (3) years extendable till completion of Defects Liability period and issuance of discharge certificate to the contractor whichever is later. Should there be an extension required for the completion of the assignment, the rates quoted herein for consultancy services shall remain valid.
- 18) The bid value in the financial proposal will be considered inclusive of all applicable taxes including GST i.e. 16% at prevalent rate.

**Engineering Consultancy Services for Academic Block-V at COMSATS University
Islamabad (CUI), Park Road, Tarlai Kalan, Islamabad**

ANNEX- C

Technical Evaluation Criteria (Point System)

S.No.	Description	Evaluation Criteria		
		A	B	C
		Maximum Marks	Sub-division of Marks of Column A	Sub-division of Marks of Column B
1	Professional Registration(s)¹	5	-	-
	1.1 – PEC and PCATP	-	-	5
	1.2 - PEC	-	-	3
2	Qualification of relevant technical staff	40	-	-
	Designing			
2.1	Architect	-	6	-
	2.1.1 - Based on Experience			
	2.1.1 .1- Experience more than 25 years	-	-	3
	2.1.1 .2- Experience 15 to 25 years	-	-	2
	2.1.1 .3- Experience 10 to 15 years	-	-	1
	2.1.2 - Based on number of professionals			
	2.1.2 .1- More than 2 persons	-	-	3
	2.1.2 .2- 2 persons	-	-	2
	2.1.2 .3- 1 person	-	-	1
2.2	Structure Engineer	-	6	
	2.2.1 - Based on Experience			
	2.2.1.1- Experience more than 20 years	-	-	3
	2.2.1 .2- Experience 15 to 20 years	-	-	2
	2.2.1 .3- Experience 8 to 15 years	-	-	1
	2.2.2 - Based on number of professionals			
	2.2.2 .1- More than 2 persons	-	-	3
	2.2.2 .2- 2 persons	-	-	2
	2.2.2 .3- 1 person	-	-	1
2.3	Public Health Engineer	-	6	
	2.3.1 - Based on Experience			
	2.3.1.1 - Experience more than 20 years	-	-	3
	2.3.1 .2- Experience 15 to 20 years	-	-	2
	2.3.1 .3- Experience 8 to 15 years	-	-	1
	2.3.2 - Based on number of professionals			
	2.3.2 .1- More than 2 persons	-	-	3
	2.3.2 .2- 2 persons	-	-	2
	2.3.2 .3- 1 person	-	-	1
2.4	Electrical/ Mechanical Engineer	-	6	
	2.4.1 - Based on Experience			

	2.4.1.1 - Experience more than 20 years	-	-	3
	2.4.1.2- Experience 15 to 20 years	-	-	2
	2.4.1.3- Experience 8 to 15 years	-	-	1
	2.4.2 - Based on number of professionals			
	2.4.2.1- More than 2 persons	-	-	3
	2.4.2.2- 2 persons	-	-	2
	2.4.2.3- 1 person	-	-	1
	Site Supervision			
2.5	Resident Engineer (Civil)		6	
	2.5.1- Experience more than 15 years	-	-	6
	2.5.2 - Experience 10 to 15 years	-	-	4
2.6	Quantity Surveyor (Q.S) Cum Site Engineer (Civil)		5	
	2.6.1- Experience more than 15 years	-	-	5
	2.6.2- Experience 7 to 15 years	-	-	3
2.7	Site Supervisor (Civil)		5	
	2.7.1- Experience more than 10 years	-	-	5
	2.7.2- Experience 5 to 10 years	-	-	3
	2.7.3- Experience 3 to 5 years	-	-	1
3	Experience with similar projects²	30	-	-
	3.1.1 - Similar Works Completed in last 5 years (2 per project)	-	15	-
	3.1.2 - Similar Works in Hand (2 per project)	-	10	-
	3.1.3 - Overall projects completed in last 5 years	-	5	-
4	Adequacy of the proposed work plan and methodology in the technical proposal	25	-	-
	TOTAL	100	-	-
Note: For a firm to be prequalified must score 70 or more				

1. Registration with Pakistan Engineering Council (PEC) is mandatory non-fulfillment of which shall disqualify the firm.
2. Similarity denotes, a multistorey Academic Block of a university or Professional College with covered area between 70,000 Sft to 150,000 Sft.

**Engineering Consultancy Services for Academic Block-V at COMSATS University
Islamabad (CUI), Park Road, Tarlai Kalan, Islamabad**

ANNEX – D

TECHNICAL PROPOSAL SUBMISSION FORM

The [Proponent],
COMSATS University Islamabad (CUI),
Islamabad

Dear Sir,

We the undersigned, offer to provide the consulting services for carrying out Provision of Engineering Consulting Services for Academic Block-V at COMSATS University Islamabad (CUI), Islamabad Campus in accordance with your request for proposal dated _____. We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We understand you are not bound to accept any proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without giving justification for the reasons assigned and having to owe any explanation whatsoever.

The decision of evaluating committee shall be final and cannot be challenged on any ground at any forum and the evaluating committee will not be liable for any loss or damage to any party acting in reliance thereon.

We remain,

Your Sincerely

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

**Engineering Consultancy Services for Academic Block-V at COMSATS University
Islamabad (CUI), Park Road, Tarlai Kalan, Islamabad**

ANNEX- D (i)

**Status of professional registration(s).
(Provide Evidence)**

**Engineering Consultancy Services for Academic Block-V at COMSATS University
Islamabad (CUI), Park Road, Tarlai Kalan, Islamabad**

ANNEX- D (ii)

Detail of qualification and experience of relevant technical staff along with copies of CV's and appointment letters.

**Engineering Consultancy Services for Academic Block-V at COMSATS University
Islamabad (CUI), Park Road, Tarlai Kalan, Islamabad**

ANNEX- D (iii)

FIRM'S REFERENCES

**Relevant Services Carried Out in the Last Five Years
That Best Illustrate Qualifications**

Provide information in a tabulated form on each assignment for which your firm/entity, either individually or as a corporate entity or as one of the major companies within an association, was legally contracted. The table should contain following info:

1. Name & Brief Description of Assignment
2. Location
3. Start Date Completion Date
 (Month/Year) (Month/Year)
4. Value of Assignment
 (Completion Cost or Estimated construction cost of Assignment)
5. Name of Client.
6. Address and contact details of Client.

**Engineering Consultancy Services for Academic Block-V at COMSATS University
Islamabad (CUI), Park Road, Tarlai Kalan, Islamabad**

ANNEX- D (iv)

Approach paper on methodology and work plan for performing the assignment.

**Engineering Consultancy Services for Academic Block-V at COMSATS University
Islamabad (CUI), Park Road, Tarlai Kalan, Islamabad**

ANNEX- D (v)

Declaration of Beneficial Ownership (Mandatory)

Note: Any firm by virtue of its registered company status not falling under category of 'State Owned Entities' will not be considered.

Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts

1. Name
2. Father's Name/ Spouse's Name
3. CNIC/NICOP/ Passport No.
4. Nationality
5. Resident address
6. Email address
7. Date on which shareholding, control or interest acquired in the business.
8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entities or other legal person or legal arrangement in the chain of ownership or control, following additional particulars to be provided.

1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/Limited Liability Partnership/Association of persons/Single Member Company/Partnership Firm/Trust/Any other individual, body corporate (to be specified)	Date of incorporation/ registration	Name of registering authority	Business Address	Country	Email Address	Percentage of shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of shareholding, control or interest of legal person or legal arrangement in the Company	Identity of Natural Person who ultimately owns or controls the legal person arrangement

9. Information about the Board of Directors (detail shall be provided regarding number of shares in the capital of the company as set opposite respective name).

1	2	3	4	5	6	7	8
Name and surname (in Block Letters)	CNIC No. (in case of foreigner, Passport No)	Father's/ Husband's Name in full	Current Nationality	Any other Nationality (ies)	Occupation	Residential address in full or the registered/ principal office address for a subscriber other than natural person	Number of shares taken by each subscriber (in figures and words)
			Total Number of shares taken (in figures and words)				

10. Any other information incidental to or relevant to Beneficial Owner(s).

Name & Signature

(Person authorized to issue notice on behalf of the company)

**Engineering Consultancy Services for Academic Block-V at COMSATS University
Islamabad (CUI), Park Road, Tarlai Kalan, Islamabad**

ANNEX-E

FINANCIAL PROPOSAL SUBMISSION FORM

The [Proponent],
COMSATS University Islamabad (CUI),
Islamabad.

Dear Sir,

We the undersigned, offer to provide the consulting services for carrying out Provision of Engineering Consultancy Service for Academic Block-V at COMSATS University Islamabad (CUI), Islamabad Campus in accordance with your request for proposal dated _____, and our Proposal (Technical & Financial proposals). Our Financial Proposal is attached.

We understand you are not bound to accept any proposal you receive and reserves the right to accept or reject my offer and to annul the bidding process and reject all proposals without giving any justifications for the assigned reason(s). The decision of Client shall be final and cannot be challenged on any ground at any forum and the Client will not be liable for any loss or damage to any party acting in reliance thereon.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

**Engineering Consultancy Services for Academic Block-V at COMSATS University
Islamabad (CUI), Park Road, Tarlai Kalan, Islamabad**

ANNEX- E (i)

Financial Proposal Format

S. No.	Description	Bid Value	Remarks
1.	Detailed Designing (Individual Building)		as % age of the cost of work
2.	Detailed Construction Supervision		as % age of the cost of work

Note:

- (a) Cost of work implies completion cost of a specific work including price adjustment, variations and actual executed quantities of items. In the event when such stage has not arrived yet, the engineer's estimate or cost of award of work will be considered for making running payments to the consultants till final adjustments are made in the final bill upon reaching actual completion cost of the work.
- (b) All payments shall be subject to applicable taxes.

Engineering Consultancy Services for Academic Block-V at COMSATS University
Islamabad (CUI), Park Road, Tarlai Kalan, Islamabad

ANNEX- F

Contract Documents for Consultants

- I- **Form of Contract**
(Standard Form of contract agreement will be filled and signed on stamp paper valuing Rs. 200/-)
- II- **General Conditions of Contract**
(Standard "General Conditions of Contract" as per PEC guidelines will become part of the agreement at the time of signing of contract agreement)
- III- **Special Conditions of Contract (SC)**

1.1 **Definitions**

The following definitions as added to Clause 1.1

- (p) "Project" means Consultancy Services as specified in Appendix-A for the COMSTATS University Islamabad (CUI), Islamabad Campus.
- (q) "HVAC" Heating, Ventilation & Air-conditioning whether installed in the customary meaning of the terms of through alternate technological options available including but not limited to MDS, Split System, etc.
- (r) "slow pace of work". A time lag of 20% or more in the agreed pace of construction work, physical or financial, whether severally or jointly, will be considered as slow pace of work. Such determination will be made by the Client or the Consultant in later case to be finally endorsed by the Client, any time but preferably in the first fortnight of quarter beginning each January, April, July or September.

1.6 **Authorized Representatives**

The Authorized Representatives are the following:

For the Client:

Mr. :
COMSTATS University Islamabad,
Park Road, Tarlai Kalan, Islamabad
Telephone :
Email: :

For the Consultants:

Mr. :
M/s :
Address :
Telephone :
Email :

1.7 Taxes and Duties

All taxes and Duties are included in the consultants Remuneration including General Sales Tax (GST) on Consultancy Services. Any other increase or imposition of Taxes and Duties on Services levied after the date of submission of the bid shall be paid to the Consultants by the Client as per actual.

1.8 Leader of the Joint Venture

This clause is deleted in its entirety

2.1 Effectiveness of Contract

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

2.2 Termination of Contract for Failure to Become Effective

The times period shall be four months, or such other period as the parties may agree in writing.

2.3 Commencement of Services

The Consultants shall commence the Services within fourteen (14) days after signing of Contract Agreement, or such other time period as the Parties may agree in writing.

2.4 Expiration of Contract

The validity period of the agreement shall be three (3) years from the commencement date of services (signing of contract agreement) and extendable till completion of defects liability period and issuance of discharge certificate to the contractor (which ever is later) with mutual consent of the parties on the same rates.

2.4.1 Schedule of Services

Schedule of Services shall be as per Appendix-A.

3.5 Insurance to be taken out by the Consultants

This clause is deleted to its entirety

3.6 Consultants' Actions Requiring Client's Prior Approval

The Consultants shall also clear with the Client, before commitments or any action they propose to take under the following:-

- i. Issuing Variations Orders in respect of:
 - Additional items of works are determined by the Engineer to be necessary for the execution of works.
 - Any new item of the works not envisaged in the contract documents and which is determined by the Engineer to be necessary for the execution of works.
 - Any item of works covered under Provisional Sums
- ii. Claim from the contractor for extra payment with full supporting details and Consultants recommendations, if any, for settlement.
- iii. Details of any nominated sub-contracts.
- iv. Any action under the terms of Performance Guarantee or Insurance Policy.
- v. Any action by the Consultants affecting the costs under the following clauses of conditions of contract of the construction contract.
 - Adverse Physical conditions and Artificial Obstructions
 - Suspension of Works
 - Bonus and Liquidated Damages
 - Certificate of Completion of Works
 - Defects Liability Certificate
 - Forfeiture
 - Special Risk
 - Frustration
- vi. Final Measurement Statement
- vii. Release of Retention Money
- viii. Any changes in the ratios of various currencies of payment.

3.8 Documents Prepared by the Consultants to be the Property of the Client

The Client and the Consultants shall not use these documents for purposes unrelated to this Contract without the prior written approval of the other Party.

3.10 Accounting Inspection and Auditing

1. Replace "one year" with "five years" in (ii) at Line 5 of the Para No. 01.
2. The following para is added;

The consultants without cavil and delay shall furnish all technical/contractual and financial justifications as clarifications to the Client as and when needed in response to the observations raised by the internal/external auditors upto five years from the expiration or termination or completion of this contract.

5.1.1 Assistance

The Client shall make available immediately after issuance of Letter of Award, all existing data, information, studies and reports available with the Client and other

inputs to assist the Consultant in obtaining permits needed to carry out the services and available project data and reports.

5.1.2 Coordination

The Consultant shall assist the Client in facilitating coordination/consultation with all concerned organizations. In case of delays caused due to approval of plans from the civic authorities, delay period will be added to the time schedule.

5.1.3 Approvals

The Client shall accord approval of the documents immediately but not later than six (06) weeks from the date of their submission by the Consultants.

5.4 Services and Facilities

This clause is deleted to its entirety.

6.2 Contract Price

The remuneration is in local currency of Pakistan to be disbursed to the consultants as per following:

S. No.	Description	Fee
6.2.1	Detailed Designing (Individual Building)	% of cost of works
6.2.2	Detailed Construction Supervision	% of cost of works

Cost of Works/Project Cost

- a) Cost of work implies completion cost of a specific work including price adjustment, variations and actual executed quantities of items. In the event when such stage has not arrived yet, the Engineer's Estimate or cost of award of work will be considered for making payments to the consultants till final adjustments are made upon actual completion of the work.
- b) All payments shall be subject to applicable taxes.

6.3 Terms and Conditions of Payment

Payments shall be made according to the following schedule.

6.3.1 Detailed Designing of Individual Building

Detailed Designing Schedule		
a	Schematic Design Phase	20% of remunerations stated at clause 6.2.1 of SCC
b	Design Development Phase	50% of remunerations stated at clause 6.2.1 of SCC
b (i)	Detailed drawings including submission drawings	60% of remunerations stated at clause 6.3.1 (b) of SCC

b (ii)	Finalization of engineer's estimate/BoQ	40% of remunerations stated at clause 6.3.1 (b) of SCC
c	Executive Project Phase	30% of remunerations stated at clause 6.2.1 of SCC
c (i)	Tendering upto bid evaluation	60% of remunerations stated at clause 6.3.1 c of SCC
c (ii)	Construction drawing stage	40% of remunerations stated at clause 6.3.1 c of SCC

6.3.2 Detailed Construction Supervision @ -----% of Cost of works

- a) The Supervision fee will be paid in equal monthly installments for the duration of the construction of work as given in the tender document which is upto 18 months.
- b) Incase completion of works gets extended beyond stipulated period, the remuneration for construction supervision services shall be worked out on pro-rata basis for the approved extended period for the construction.
- c) On completion of construction, the consultants shall be required to finalize all contractors' bills for which no additional fee will be payable as the same is supposed to be included in the construction supervision fee.

6.3.3 General Conditions for Payment

- a) All Government taxes will be deducted at source.
- b) Security deposit @ 5% shall be deducted from each payment. The security deposit is to be released for designated services on completion of construction or after eighteen (18) months from submission of design/drawings whichever is earlier and for the construction supervision on expiry of maintenance period.
- c) In the event of making payment to the consultants during the course of the execution of work(s) and prior to arriving at the actual completion cost of work, the remuneration shall be worked out on the basis of engineers estimate or the Contract Award Value of work (depending on stage completed). However, adjustments of accounts shall be made upon completion of work(s) and all sums paid/payable shall be adjusted according to the actual cost of work upon conclusion of construction contract whether it be a successful completion of work or a pre-mature conclusion of contract for whatever reason(s).
- d) In the event of pre-mature conclusion of physical completion of work due to any reason, the remuneration for detailed designing only however, will be based on the engineer's estimate or value of contract award depending on the stage completed.

6.4 Period of Payment

- a) Deleted entirely
- b) Replace as follows:

The payment to the consultants will be made in 30 working days. The total amount will be in local currency.

6.5 Delayed Payments

If the Client has delayed payments beyond the period stated in paragraph (b) of Clause 6.4, no financing charges shall be paid to the consultants.

IV APPENDICES

Appendix A

A-1 Scope of Services:

The Scope of services comprises following main activities;

1.1 Survey & Data Collection

Soil investigation, field survey of the area and hydrological studies to ascertain sub-soil conditions, ground water movement and its potential, surface drainage plan etc. All such studies will be carried out by the specialized firms as recommended by the Consultants and all charges shall be directly borne by the COMSATS University Islamabad. The Consultants will study all such investigation/test reports for incorporating the results thereof in the design of buildings and infrastructure development works.

1.2 Individual Buildings

1.3 Schematic Design Phase

- a. Present the Client's views about the requirements laid down in the Project brief including the aspects of time and cost, assess these and give general advice on how to proceed.
- b. Prepare Concept Design drawings, including the following;
 - c. Site Plan
 - d. Floor Plan
 - e. Elevation and Sections
 - f. Perspective
 - g. Schedule of finishes (major architectural items)
 - h. Submit 4 (four) sets of all drawings.
 - i. Upon a written communication of the Concept Design Stage by the Client, the Consultants will be required to proceed to the next stage.

1.4 Design Development Phase

- a. Formulate / offer comments and recommendations on the schematic design drawings if made by the Client.
- b. Complete standard 'Submission Drawings' based upon the approved concept design drawings and assist the Client in submitting to the relevant authorities. The Consultants will be required to facilitate the Client on the need to obtain building permit, approvals under the building act and regulations of local civic body like CDA, etc. and other similar statutory requirements.
- c. All fees required for processing the case with concerned authorities will be borne by the Client.
- d. Develop the approved schematic design into further architectural detailing and identification of suitable building materials. Concept description of all engineering systems including Civil, structural, Electrical, Mechanical etc. but not limited to HVAC and facilitate the independent Consultant, if so engaged by the Client.

The drawings in this stage will include:

- i. Site development plan
- ii. Schematic contouring & surface drainage plan adjacent to building
- iii. Water supply & drainage system
- iv. Sewerage disposal and treatment
- v. Drainage disposal
- vi. Roads and Parks
- vii. External electrification and lighting plan
- viii. Boundary wall and main entrance
- ix. Landscaping
- x. Developed floor plans
- xi. Developed elevations and sections
- xii. Conceptual architectural details
- xiii. Preliminary identification of building materials
- xiv. Conceptual Structural design drawings
- xv. Conceptual Electrical single line drawings
- xvi. Conceptual Mechanical single line drawings
- xvii. Conceptual networking drawings
- xviii. Description of all Engineering Systems
- xix. Outline Specifications including finishing materials
- xx. Prepare 4 (four) sets of all drawings to the CUI.
- e. Submission of firmed up Engineer's Estimate along with detailed specification and worked out quantities of items.

1.5 Executive Project Phase

1.5.1 Tender Documentations/ Specifications/Evaluation of Bids Stage

- a) Prequalification of Contractors
- b) Preparation & submission of tender documents consisting of;
 - Description of the Project;
 - Specification;
 - Bills of Quantities;
 - Tender Drawings;
 - Proposed Construction Schedules;
 - Instruction to bidders;
 - Bid evaluation procedure / criteria;
 - General and Special Conditions of Contracts;
 - Appendices (includes standard formats for form of bid, form of Agreement, Bid Bond, Performance Guarantee;
 - Payment Schedule
- c) Evaluation of bids
- d) Assistance in finalizing the Award of Work. Formulate / offer comments and recommendations on the schematic design drawings if made by the Client.

1.5.2 Construction Drawing Stage

Upon approval of the previous Design Development submittal, develop the drawings further into full scale Architectural and Engineering drawings to be used for construction. All concepts of engineering design shall be finalized and detailed for construction purpose. The construction drawing shall include the following:

a) Civil

- Site grading/setting out plan (as per agreed limits & extents of site)
- Site selections and details
- Road system and pavements
- Surface and sub-surface drawing plan
- Boundary fence, gates and car parking, if applicable
- Overhead and U/G tank(s)
- Miscellaneous details

b) Architectural

- All floor plans
- Roof plan and details
- Exterior elevations
- Interior elevations
- Wall sections
- Schedule of finishes
- Reflected ceiling plans
- Miscellaneous details

c) Structural

- Foundation plan
- Floor and roof framing plans
- Schedule of structural members
- Section and details All floor plans

d) Mechanical

- Site utilities plan and details
- Water supply and distribution (separately for portable water and drainage details)
- Plans of plumbing layout, drainage, fixtures and piping
- Overhead and U/G tank(s)
- Internal sui gas piping details
- Central heating ventilation and air conditioning plans
- Equipment schedule and details
- Passenger/ cargo lifts

e) Electrical

- Site electrical plans and details
- Plans of all electrical layouts, showing power conduits
- Internal conduits for telephone into all data cabling systems
- Effective and economical lightning plan
- Lightning protection/ conductor system
- Fixture and panel load schedules and design including but not limited to main panel boards, distribution boards, generator panel, UPS panel, etc
- Fire alarm, security system and smoke detectors etc.

f) Specifications

Draft specification of the works to be done, the materials, finishes and workmanships for civil, architectural, structural, mechanical, electrical works etc.

Prepare four sets of all drawings to be submitted.

1.6 Detailed Construction Supervision

The Services shall include;

- a. Checking the actual layout of all structures in relation to the benchmark, baseline and other structures.
- b. Modifying the layout and / or design when needed, subject to the approval of the competent authority
- c. Providing continuous site supervision of the construction through properly qualified and experienced technical staff.
- d. Ensuring that the work is being carried out in accordance with final approved drawings, specification and tender documents and according to the agreed time schedule.
- e. Construction plan extended over the period of completion stipulated in the tender documents.
- f. Ensuring the building materials are selected and used in accordance with the technical specifications. Establishing procedures and criteria and assuring regular testing of structural and other materials and examining test reports.
- g. Holding meetings with the COMSATS University Islamabad (CUI), civic bodies, services utilities and construction contractors as and when required.
- h. Ensuring that the construction schedules is followed by the contractors. Recommending approval or disapproval of time extensions requested by the construction firms.
- i. Ensuring that all bonds/policies/guarantees remain valid during the entire approved construction period.
- j. Security/verification of contractor's bill of payment.
- k. Monitoring of progress/performance of the contractors and preparing monthly progress reports depicting progress accomplished in the graphic form/ or CPM, problems encountered, work and payments approved for submission to COMSATS University Islamabad (CUI).
- l. Reviewing variation orders submitted by the contractors, examining the need for such variation orders and preparing cost estimate based on the BOQ or current market prices, highlighting their financial implications for security and final decision by COMSATS University Islamabad (CUI).
- m. Prepare in time well within terms of applicable contracts/agreements between the client and/or the Contractors and recommending punitive action in order to complete the work if the contractors fail to proceed with construction due to but not limited to the following: slow pace of work (slow pace), of work delinquency, insolvency or other reasons or take suitable actions in respects thereof to arrest any actual or probable loss to the client.
- n. Ensuring that the works are completed in accordance with the requirements of the contract documents and to the satisfaction of COMSATS University Islamabad (CUI) & recommending issuance of completion certificates to the construction Contractors.
- o. Preparation of Punch list and supervision of the rectification of deficient/defective work during the maintenance period.
- p. Submission of final completion reports including but not limited to the as built drawings as obtained from the Contractors under the relevant provisions of applicable Contract.

Note: The scope of this contract is explicitly limited to the Assignment i.e. Construction of Academic Block-V under the PC-I titled 'Provision of Imminently Required Academic and Sport Facilities at COMSATS University Islamabad Campus (Phase-I)'. The scope of services shall be

as stipulated at Appendix -A (A-1) but not limited to specific activities under designing and supervision phases. The client shall specifically advise the consultants in writing to limit the task(s) up to certain designing details. Similarly, the client has the right to exclude a certain design phase or part of phase or a certain task or tasks and get it performed on its own.

A-2 Reporting Requirements

The Consultants shall ensure timely submission of the following reports at appropriate stages of the Project. Two (02) Draft Copies for approval and two (02) final copies (hard) along with soft copy of the approved reports/documents will be provided.

- a) Schematic Design of individual buildings and infrastructure works
- b) Detailed Design
 - i. Final Architectural and Structural Drawings
 - ii. Final Design/Drawings of services i.e. plumbing, electrification, and IT Services. For purpose of clarity, the Scope of Electrification would relate but not limited to the Customary electricity requirements of the building, air conditioning, heating, ventilation, telephony, safety & IT Services a minimum of standby Generator panels relating to 25-30% of the total load with 15% redundancy in distribution boards etc.
 - iii. Final Design & Drawings for Infrastructure Works
 - iv. Submission Drawings for approval from local and statutory authorities
- c) Tender Documents
- d) Evaluation Reports for Pre-Qualification of Contractors
- e) Bid Evaluation Reports
- f) Monthly progress report(s) prepared and submitted by the Contractor to the Consultant for onward submission to the Client after checking/vetting during construction stage. The Consultants will ensure its timely submission.

A-3 Schedule of Services

A-3.1 General Phasing

a.	Commencement of Services	14 days after the date of Signing of the Agreement
b.	Survey & Data Collection	14 Days after the commencement of Services
c.	Schematic Design of Individual Buildings	30 days after receipt of user requirement from the CUI
d.	Approval from the CUI	Comments within 03 weeks, approval within 04 weeks.
e.	Design Development Phase	04 Weeks after the approval from CUI

A-3.2 Consultancy Contract

1. The consultancy contract will be effective upon signing of consultancy agreement/award of contract.
2. If not terminated or extended before its expiry date the consultancy contract shall expire on date specified in award of contract.

A-3.3 Individual Assignment(s)

1. Commencement: Immediately after issuance of Letter of Commencement.
2. Completion: As stipulated in the award of assignment OR according to General Phasing (A-3.1)

Notes:

- a) In case of delays caused due to approval of Plans from the Civic Authorities like CDA etc., delay period will be added to the time schedule.
- b) For all design and supervision works, the Client shall issue written orders.

Appendix B

Key Personnel of the Firm

S. No.	Name of Staff	Position Assigned	Qualification	Experience

Note: For construction supervision, the consultants shall ensure appointment of appropriate staff admissible with/to the nature and quantum of work. Their qualification and experience will be got consented from the Client prior to their posting at site. However, the standard selection criteria for supervision team will be as under;

S. No.	Designation	Qualification	Availability	Experience.
1	Resident Engineer (R.E)	BSc/B.E (Civil) OR DAE+ B.Tech (Civil)	Full time	Minimum 10 years' experience of building construction supervision Minimum 15 years' experience of building construction supervision
2	Q.S/Site Engineer	DAE (Civil)	Full time	Minimum 07 years' experience of building construction supervision
3	Supervisor (Civil)	DAE (Civil)	Full time	Minimum 03 years' experience of building construction supervision
4	MEP and Architectural supervision shall be ensured through back office support on need basis.			

Appendix C

Breakdown of Contract Price in Foreign Currency (Not Applicable).

Appendix D

Breakdown of Contract Price in Local Currency (Not Applicable).

Appendix E

Services and Facilities to be provided by the Client

The Client shall make available either directly the following services and facilities or through Construction Contractor for the use of the Consultant Staff upto the end of maintenance period only.

- a. Site office for the use of the Consultant Staff posted at site, furnished and provided with utilities and services.
 - b. A suitable Transport facility for the use of the Consultant' staff posted at site in connection with supervision of construction activities.
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Appendix F

Integrity Pact on stamp paper of value of Rs.200/-.