

THE UNIVERSITY OF POONCH, RAWALAKOT



EXPRESSION OF INTEREST for CONSULTANCY SERVICES for

**PLANNING, DESIGNING AND CONSTRUCTION SUPERVISION SERVICES FOR
CONSTRUCTION OF MEGA PROJECT ENCOMPASSING MULTIPLE
FACILITIES IN NEWLY ESTABLISHED CAMPUS AT TARAR,**

**APPROVED BY THE GOVERNMENT OF PAKISTAN THROUGH HIGHER
EDUCATION COMMISSION**

**STRENGTHENING OF THE UNIVERSITY OF POONCH,
RAWALAKOT, AJ&K**

FEBRUARY 2015

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SECTION – I INTRODUCTION

EXPRESSION OF INTEREST

Planning, Designing and Construction Supervision services for construction of Mega Project encompassing multiple facilities in newly established Campus at Tarar

The Government of Pakistan has recently approved a Mega Project titled “Strengthening of the University of Poonch, Rawalakot”. The project aims to develop following facilities along with allied infrastructure / facilities;

Sr. #.	Description	Covered Area (Sft)
1.	Academic Blocks (2 Nos)	89,200
2.	Library	12,142
3.	Girls Hostel	34,800
4.	Administration Block	11,400

The University of Poonch, Rawalakot (UPR) has been entrusted the responsibility to implement the subject project. Therefore, the UPR now intends to procure consulting services for survey and investigations, planning, designing and construction supervision of above mentioned development.

The UPR invites Expression of Interest (EOI) applications, for short listing of the consultants for the above mentioned consulting services, in sealed envelopes from interested consulting firms. The reputed consulting engineering companies having valid registration of Pakistan Engineering Council (PEC) in the relevant disciplines of services may apply.

The proposals received from consulting firms will be short listed as per the evaluation criteria stated in EOI documents under Section – IV, based on possessing relevant experience of projects of similar nature, financial and personal capabilities. The EOI of the non-short listed consultancy firms shall be treated rejected.

The RFP documents for submission of detailed Technical & Financial Proposals will be made available to the short listed consulting firms only. The consulting firms will be disqualified, if at any stage it is found that the information submitted by the firms was either significantly inaccurate or incomplete.

Any cost incurred for obtaining EOI & RFP Documents, collection of information, Site Visits & preparation of the EOI & RFP are not reimbursable.

The interested firms may submit their documents during Office Hours on any working day, at the office of the **Project Director, The University of Poonch Rawalakot, House No. 66-B Housing Scheme Rawalakot, Ph No 05824-960055, 960094 Fax No. 05824-960054.**

The last date for submission of documents is 09th March, 2015 before 1500 Hrs

PROJECT DIRECTOR

SECTION – II INFORMATION / INSTRUCTIONS TO THE CONSULTANT

2.1 The Firm / Consultant shall enclose one original and a copy of the documents in a sealed envelope which shall:-

- a) bear the name and address of the Applicant;
- b) be delivered by hand or through courier / registered mail to address mentioned in advertisement for EOI or in documents; and
- c) be clearly marked **“Application for Short Listing of Consultants for Planning, Designing and Construction Supervision services for construction of Mega Project encompassing multiple facilities in newly established Campus at Tarar”**

If the envelope is not sealed and marked as required, the procuring agency will assume no responsibility for the misplacement or pre-mature opening of the document.

2.2 The UPR will short list prospective consultants, in accordance with the evaluation criteria provided under section IV of this EOI document.

2.3 Please note that any expenditure of whatsoever nature incurred by the applicants for collection of information, preparation of the EOI including any visit to the UPR offices or the site is not reimbursable.

2.4 This EOI invites only the Expression of Interest on the subject assignment. No Consultant is to indicate, explicitly or impliedly, financial implication of their proposal. Revealing financial offer at this stage would disqualify the proposal altogether, under the provisions of PPRA rules. Only the short listed consultants would be provided with a detailed Request for Proposal (RFP) thereby giving them a reasonable opportunity to submit technical and financial proposals separately.

2.5 The prospective Consultant are to provide relevant information on the prescribed forms attached in this documents. Any other format preferred by the prospective consultants may obscure material information and hence affect the evaluation process.

2.6 Minimum points to score for qualifying the short-listing process are 125 out of total marks of 180 with minimum 50% score in each major qualification category, below which all proposals would be considered disqualified / non-responsive;

2.7 Consultants or any of their affiliated shall not be hired for any assignment, which, by its nature, may be in conflict with another assignment of the Consultants.

2.8 The Consultants shall observe the highest standards of ethics during the selection and execution of such contracts in pursuance of the PPRA rules i.e.

a) Corrupt practice means the offering, giving, receiving or soliciting of any of value to influence the action of the public official in the selection process or in contract execution, and fraudulent practice means a misrepresentation of facts in order to influence a selection process or the execution of a contract to detriment of the UPR.

b) Includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive the UPR of the benefits of free and open competition.

c) The UPR will reject an EOI for award if it determines that the firm recommended for short listing has engaged in corrupt or fraudulent activities in competing for the contract in question;

d) The UPR will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the said firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

2.9 The UPR`s competent authority may at any time cancel this solicitation without giving a reason.

2.10 The prospective Consultants may request a clarification in respect of any of the documents at least 5 working days before the EOI submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile or electronic mail to the UPR`s address as indicated below. The UPR will respond by cable, telex, facsimile or electric mail to all prospective consultants and will send copies of the response to all prospective consultants who intend to submit EOI.

**Project Director,
The University of Poonch Rawalakot.
House No. 66-B Housing Scheme Rawalakot.
Ph No 05824-960094, 960055 Fax No. 05824-960054.
URL: www.upr.edu.pk email: projectdirector@upr.edu.pk**

2.11 Verification of the information provided by the short listed firms / consultants in the submissions for short listing may be made. In case the information is found to be wrong or incorrect in any material way or firm / consultant is found to be lacking in the capability of resources to successfully perform the contract, than it shall not be qualified.

SECTION – III PROJECT OBJECTIVES

3.1 Objectives of the Consultancy Assignment

The UPR, is interested in contracting services of a Consultant having extensive experience in survey, investigations, planning, designing and construction supervision for its proposed Academic & Administration Blocks and allied facilities, specially tailored to safeguard the successful completion of the project. Interested Consultancy firms having vast experience in similar assignments, experienced relevant staff and adequate financial strength are deemed fit to effectively control and supervise every aspect of the required services. The UPR seeks the following goals through procuring the subject consulting services:

- a)** To ensure that high quality planning, designing and construction supervision is achieved and to ensure that all services are carried out in full compliance with the high quality engineering standards and completed within the stipulated time period.
- b)** Gain an experienced team of experts to implement and execute the project effectively and in-line with the guidelines of the UPR.
- c)** Keep the project on schedule, reduce technical risks and prevent construction errors through continuous detailed supervision.
- d)** comply with the relevant regulations, quality standards and guidelines.

SECTION – IV INDICATIVE SCOPE OF SERVICES

4.1 The Firm will provide extensive services covering all aspects of Consultancy Services for Master Planning, Investigations, Designing and Construction Supervision for the proposed Academic & Administration Blocks and Allied Facilities, on modern pre-engineering methods, prevalent practices and procedures laid down by PEC, Buildings and Works Departments. The brief scope of the consultancy assignment may include the following:

- 1) Topographic survey / Contour Planning
- 2) Master Planning
- 3) Detailed Planning including Services
- 4) Detailed designing and drawings of infrastructure and other facilities
- 5) Architecture
- 6) Structure
- 7) Electrical (including IT and communication)
- 8) Lighting (Internal & External)
- 9) Mechanical (including HVAC, Plumbing & Sewerage)
- 10) Graphics and signage
- 11) Landscaping and external work
- 12) Cost and quantity surveying
- 13) Preparation of BOQ`s, cost estimates and specifications
- 14) Contract Packaging and Bidding Documents
- 15) Bids Evaluation and reports
- 16) Presentation Material
- 17) Construction Supervision

4.2 Detailed Terms of References (TORs) specifying the tasks and requirement of specialized services will be provided in the RFP document to the short listed firms.

(C) ACADEMIC QUALIFICATION & EXPERIENCE OF PERSONAL 80 MARKS

1. HEAD OFFICE PROFESSIONAL STAFFING 40 MARKS

- (i) Project Manager / Team Leader (10-Points)
B.E (Civil) / Architecture / Qualified in Project Management (PEC Regd)
Total Exp: 25 Years with 15 Years Of relevant experience
- (ii) Principal Architect (10-Points)
Bachelor Degree in Architecture (PCATP Regd)
Total Exp: 15 Years, with 10 years of relevant experience
- (iii) Structural Engineer (05-Points)
BE Civil + M.Sc Structures (PEC Regd)
Total Experience: 15 years with 10 years of relevant experience
- (iv) Design Engineer (Electrical) (05-Points)
BE Electrical (PEC Regd)
Total Experience: 15 years, with 10 years of relevant experience
- (v) Design Engineer (Public Health) (05-Points)
BE Civil (PEC Regd)
Total Experience: 15 years, with 10 years of relevant experience
- (vi) Contracts Engineer (05-Points)
BE Civil (PEC Registered)
Total Exp: 20 years, with 10 years of relevant experience

2. FIELD STAFFING 40 MARKS

S. No	Professional Staff Deployment	Nos of Professional	Minimum Experience (in. Years)	Points
1	Resident Engineer BE (Civil)- (PEC-Regd) (with additional qualification in Project / Construction Management)	1	15	10
2	Material / Quality Assurance Engineer BE (Civil) (PEC Registered)	1	10	10
3	Assistant Resident Engineer BE Civil (PEC Registered)	1	10	05
4	Assistant Resident Engineer (EMP)	1	5	05
5	Surveyor, Qualified Diploma DAE / having experience of total station	1	10	05
6	Quantity Surveyor (DAE)	2	10	05

(D) FINANCIAL CAPABILITY

30 MARKS

1. Average annual Consultancy Turnover of last 05-Years **20-Marks**
- I. Between Rs.15.00 Million to Rs.50.00 Million 20-Marks
 - II. Between Rs.5.00 to 15.00 Million 15-Marks
 - III. Below Rs.5.00 Million 10-Marks
- (Attach Audited Financial Statements for last 03 years)

2. NTN Certificate **05-Marks**

3. Banker Certificate of financial soundness & credit worthiness **05-Marks**

Total: 180 Marks

Overall Minimum Score / Eligibility for short-listing 125 Marks
(50% marks in each major category is mandatory to qualify)

SECTION – V Application Submission form

NOTE: (The covering letter is to be submitted by the prospective consultant or partner responsible for a joint venture, on appropriate company letterhead)

Ref No. _____

Dated: _____

**The Project Director,
The University of Poonch Rawalakot.
House No. 66-B, Housing Scheme,
Rawalakot AJ&K**

Subject: Expression of Interest for Consultancy Services for Planning, Designing and Construction Supervision Services for Construction of Mega Project Encompassing Multiple Facilities in Newly Established Campus at Tarar,

Dear Sir,

I..... the undersigned, being duly authorized to represent and act on behalf of applies to be short listed for the project cited above and enclose one (1) original (together with -----copies) of documents and declare the following:

- (a) I have examined and have no reservations to the Expression of Interest (EOI) Documents;
 - (b) I understand that the University of Poonch, Rawalakot (UPR) may cancel the entire process of short listing at any time and that UPR is not bound either to accept any application that it may receive or to invite the short listed applicants to submit proposal for the subject project, without incurring any liability to the Applicants, as per PPRA Rules.
 - (c) Proposal by the short listed applicants will be subject to verification of all information submitted for qualification at the time of initial proposal / EOI submission.
 - (d) The UPR reserves the rights to amend the scope and value of any contract under this project and in such event proposals will only be called from short listed applicants who meet the revised requirements as approved by the Competent Forum.
2. The Project Agency and its authorized representative(s) may contact the following person(s) for further information, if needed;

Person to be contacted: _____ **Telephone:** _____

3. UPR shall not be liable to reimburse any cost whatsoever directly or indirectly incurred by us in submission of this EOI application.

4. The undersigned declares that the statement and the information provided are complete, true, and correct in every detail.

Signature:
Name:
Designation:
For and on behalf of (Name of Applicant Firm) Seal:
Date:

FORM A. COMPANY PROFILE

Dated:
Assignment:

All individual firms and each partner of a joint venture applying for short listing are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures as required under rules.

1.	Name of Firm: (In case of Joint Venture (JV), legal name of each partner)	
2.	Nature of Business: (Whether the firm is a Corporation, etc.) (In case of Consortium; whether the lead Consortium member is a Corporation, etc)	
3.	Head Office Address:	
4.	Telephone: Fax Number: E-mail address:	
5.	Place of incorporation/Registration: Year of incorporation/Registration	
6.	Applicant`s authorized representative: Telephone: Fax Number: E-mail address:	
7.	<u>NATIONALITY OF OWNERS.</u>	
	Name:	Country:

FORM B. FIRM'S EXPERIENCE & PAST RECORD**(a) LIST OF SIMILAR ASSIGNMENT UNDERTAKEN**

Sr. No	1	2	3	4	5
Name of Consultancy Assignment:					
Country:					
Name of procuring agency with address, Tele, Fax.					
Nature of assignment and special features relevant to the consultancy for which applied :					
Consultant Role (Mention: Sole, Sub Consultant or Partner in a Joint Venture).					
Total Value of the Consultancy Contract in Pak/Rs:					
Date of award:					
Date of Completion:					

Note: Attach certificate completion certificates of executing agency.

(b) LIST OF ASSIGNMENTS EXECUTED IN SIMILAR GEOGRAPHICAL CONDITIONS

Sr. No	1	2	3	4	5
Name of Consultancy Assignment:					
City / Country:					
Name of procuring agency with address, Tele, Fax.					
Nature of assignment and special features relevant to the consultancy for which applied :					
Consultant Role (Mention: Sole, Sub Consultant or Partner in a Joint Venture).					
Total Value of the Consultancy Contract in Pak/Rs:					
Date of award:					
Date of Completion:					

Note: Attach certificate completion certificates of executing agency.

FORM C. KEY STAFF

Firm/Consultant should provide the names of suitably qualified personal to meet the specified requirements stated in section IV (Evaluation and Qualification Criteria).

Sr. NO	Title of Position	Name
1		
2		
3		
4		
5		

The date regarding experience of the personal mentioned above should be supplied separately using the form below.

Curriculum Vitae (CV) for Proposed Experts

-
- Proposed Position: _____
 - Name of Expert: _____
 - Name of Firm: _____
 - Current Residential address: _____
 Telephone NO: _____ Fax No: _____
 E-mail Address: _____
 - Date of Birth: _____ Citizenship: _____
 - Qualification: _____
 - Work experience: Summarize professional experience in reverse chronological order.

Indicate particular technical and managerial experience relevant to the project.

From	To	Company/Project/Position/Relevant technical and management experience

(Attached academic/relevant Certificates for each technical personal separately)