



**PESHAWAR INSTITUTE OF CARDIOLOGY  
MEDICAL TEACHING INSTITUTION**

**REQUEST FOR PROPOSAL (RFP)  
Quality and Cost Based Selection (QCBS)**

**HIRING OF CONSULTANCY SERVICES**

**PIC-051**

0

**Feasibility Study, Detail Design & supervision for the  
Extension of three Floors On OPD Building For Female  
Residency/Hostel.**

**Single Stage Two  
Envelopes**

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## REQUEST FOR PROPOSAL

<b>Country:</b>	Pakistan
<b>Province:</b>	Khyber Pakhtunkhwa
<b>District:</b>	Peshawar
<b>Project Name:</b>	Extension of 4 <sup>th</sup> ,5 <sup>th</sup> and 6th floor in OPD PIC-MTI
<b>Project Duration:</b>	<b>18 Months (3 Months Design Phase, 15 months Construction Supervision)</b>
<b>Title of Consultancy:</b>	<b>Feasibility Study, Detail Design &amp; supervision for the Extension of three Floors On OPD Building For Female Residency/Hostel.</b>

### DEFINITIONS:

- i. **"Applicable Law"** means the laws and any other instruments having the force of law in the Islamic Republic of Pakistan, as those may be issued and in force from time to time;
- ii. **"Client"** means Building & Facilities Management Department PIC-MTI Peshawar with which the selected Consultant signs the Contract for the Services;
- iii. **"Consultant"** means any entity including a Joint Venture that will provide the Services to the Client under the Contract;
- iv. **"Contract"** means the Contract signed by the Parties and all the attached documents listed in its Clause 1, which is the General Conditions (GC), the Special Conditions (SC) by which the GC may be amended or supplemented, and the Appendices;
- v. **"Contract Price"** means the price to be paid for the performance of the Services;
- vi. **"Effective Date"** means the date on which this Contract comes into force;
- vii. **"GC"** means these General Conditions of Contract;
- viii. **"Data Sheet"** means such part of the Instructions to Consultants used to reflect specific assignment conditions;
- viii. **"Day"** means calendar day.
- ix. **"Government"** means the Government of the Islamic Republic of Pakistan;
- x. **"Local Currency"** means the currency of the Islamic Republic of Pakistan;
- xi. **"Instructions to Consultants"** means the document which provides all information needed to prepare their Proposals;

- xii. "**Consortium**" means the Consulting Firm comprised of a group of firms/ companies. The Lead Firm shall represent and bind all Consultant of the Consortium in all matters connected with the Project, including submission of RFP on behalf of the Consortium;
- xiii. "**Personnel**" means qualified persons provided by the Consultant and assigned to perform the Services or any part thereof;
- xiv. "**SC**" means the Special Conditions of Contract by which the GC are amended or supplemented;
- xv. "**Proposal**" means a technical proposal or a financial proposal, or both;
- xvi. "**QCBS**" means Quality- and Cost-Based Selection;
- xvii. "**RFP**" means this Request for Proposal;
- xviii. "**Project**" means the work specified in SC for which engineering consultancy services are desired.
- xix. "**Services**" means the work to be performed pursuant to the Contract;
- xx. "**Terms of Reference**" (TOR) means the document included in the RFP, which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment;
- xxi. HPs means Hospital Projects;

## LETTER OF INVITATION (LOI)

*insert: Invitation/File No.....;*

*insert: Location and Date*

*insert: Name and Address of Consultant* \_\_\_\_\_

Dear Mr./Ms.:

1. The [ \_\_\_\_\_ ] (hereinafter called "Procuring Entity") now invites proposals to provide the following consulting services: [ \_\_\_\_\_ ]. More details on the services are provided in the Terms of Reference.

3. This Request for Proposal (RFP) has been addressed to the following shortlisted/pre-qualified/interested Consultants:

*insert: List of Shortlisted Consultants*

It is not Permissible to transfer this invitation to any other firm.

4. A firm will be selected under *insert: Selection Method* and procedures described in this RFP, in accordance with the KPPR 2014.

5. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Consultants (including Data Sheet)

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

Section 6 - Standard Forms of Contract

6. Please inform us in writing at the following address *insert address*, upon receipt:

(a) *that you received the Letter of Invitation; and*

(b) *Whether you will submit a proposal alone or in association.*

Yours sincerely,

[insert: Signature, name, and title of head of the department/ PE 's representative

## 1. INTRODUCTION:

- 1.1 You are hereby invited to submit a technical and a financial proposal for Engineering/ Architectural consulting services required for the Assignment named in the attached LOI/ Data Sheet (referred to as “Data Sheet” hereafter) annexed with this letter.
- 1.2 A brief description of the Assignment and its objectives are given in the Data Sheet. Details of Scope are provided in the attached TORs.
- 1.3 To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the client and project site in Peshawar before submitting a proposal and attend a pre-proposal meeting if specified in the Data Sheet. Your representative shall meet the officials named in the Data Sheet. Please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.
- 1.4 Please note that:
  - 1.4.1 The cost of preparing the proposal, including a visit to the Client and site, are not reimbursable as a direct cost of the Assignment; and
  - 1.4.2 The Client is not bound to accept any of the proposals submitted.
  - 1.4.3 We wish to remind you that in order to avoid conflicts of interest:
  - 1.4.4 Any firm providing goods, works, or services with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services (other than the Services and any continuation thereof) resulting from or associated with the project of which this Assignment forms a part; and
  - 1.4.5 Any previous or ongoing participation in relation with the project by your firm, its professional staff, its affiliates or associates under a contract may result in rejection of your proposal. You should clarify your situation in that respect with the Client before preparing the proposal.
- 1.5 Please note that:
  - 1.5.1 In-complete and late proposals will not be entertained. Further information / clarification about the assignment & documents may be obtained from the Manager Material Management Office.
  - 1.5.2 Incomplete defective proposals and proposals not conforming to the RFP documents shall be liable to rejection.
  - 1.5.3 The Hospital reserves the right to cancel the process at any stage and reject any or all the proposal thereof, having valid reasons and without being liable for any claim/compensation of any nature whatsoever.

## **2. DOCUMENTS:**

- 2.1 To prepare a proposal, please use the attached Forms/Documents listed in the Data Sheet which is mandatory.
- 2.2 Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than Ten (10) days before the proposal submission date. Any request for clarification in writing, or by post, electronic mail or telefax shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond in writing, electronic mail or telefax to such requests and copies of the response shall be sent to all invited Consultants.
- 2.3 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment. The amendment sent in writing or by post, electronic mail or telefax to all invited Consulting firms will have binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

## **3. PREPARATION OF PROPOSAL:**

- 3.1 You are requested to submit a technical and a financial proposal in two separate sealed envelopes indicating technical and financial bid. Your proposal shall be written in English language.

### **Technical Proposal:**

- 3.2 In preparing the technical proposal, you are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information shall be at your own risk and result in rejection of your proposal.
- 3.3 During preparation of the technical proposal, you must give particular attention to the following:
  - a. Association or Joint Venture with any other firm, to cover any of the mentioned expertise, is NOT APPLICABLE
  - b. Subcontracting / Sub-consulting is NOT APPLICABLE
  - c. Max seven (07) similar assignments (HP's / hospitals only) of similar projects each of worth Min. Rs. 1000 million to fetch the full marks against the firm's similar experience.
  - d. Max seven (07) general assignments of Government sector (other than HP's / hospitals) of similar projects each of worth minimum Rs. 1000 million will fetch the full marks against the firm's general experience.
  - e. The key professional staff proposed shall be permanent employees of the firm unless otherwise indicated in the Data Sheet.
  - f. Proposed staff should have experience preferably under conditions similar to those prevailing in the area of the Assignment.

- g. No alternative to key professional staff may be proposed, and only one curriculum vitae (CV) may be submitted for each position & must be supported with verifiable proof of documents.
- h. Client has the right to enquire from the clients mentioned in consultant's proposal regarding the consultant's performance. In case of negative response from two or more than two clients, consultant may be declared disqualified in technical evaluation & his financial proposal may be returned unopened.
- 3.4 Your technical proposal shall provide the following and any additional information, using the formats attached in **Appendix-I**:
- I-Form-1** Summary of seven (07) similar assignments (minimum worth Rs. 1000 million each) of HP's / hospitals only, completed / ongoing in last ten years (not more than 07 projects), must be supported with completion certificate or performance certificate of client, which must mention the amount of project & the services provided by firm, else the experience will not be considered for evaluation
- I-Form-2** Details of firm's relevant experience of similar projects of HP's / hospitals. only worth minimum Rs. 1000 million each carried out in the last seven (07) years which best illustrate specific qualifications.
- I-Form-3** Summary of seven (07) general similar assignments (min worth Rs. 1000 million each) of the Government Sector (other than HP's / hospitals) completed / ongoing in last ten years (not more than 07 projects), must be supported with completion certificate or performance certificate of client, which must mention the amount of project & the services provided by firm, else the experience will not be considered for evaluation.
- I-Form-4** Details of firm's experience with general similar projects of Govt sector of minimum worth Rs.1000 million each carried out in the last seven (10) years which best illustrate specific qualifications.
- I-Form-5** Consultants' understanding of the objectives of the project, their approach towards the assignment and a description of methodology that the consultants propose to perform on the activities and completion of the assignment.
- I-Form-6** The Consultant's comments or suggestions, if any, on the TORs;
- I-Form-7** Summary of Proposed Key Professionals for the Project
- I-Form-8** CVs recently signed within current month by the proposed key professional staff must be supported with valid PEC/PCATP certificate and verifiable documents. Key information should include number of years with the firm, and degree of responsibility held in various assignments especially during the last ten (10) years. Additional qualification (M.S.) of the proposed professional must be supported with degree's copy.
- I-Form-9** A monthly work plan, illustrated with a bar chart of activities and graphics of the critical path method (CPM) or Project Evaluation Review Techniques (PERT) type.



**I-Form-10** A schedule for compilation and submission of various types of reports as envisaged in attached TORs.

- 3.5 The technical proposal shall not include any financial information. The Consultant's comments, if any, on the data indicated in the TORs shall be included in the technical proposal.

**3.6 Mandatory Documents to be attached with Technical proposal are as under,**

- a. Valid Certificate of registration of a Firm with PEC.
- b. Valid National Tax Number (NTN of consultant(s) and reflective on Active Tax Payer List of FBR.
- c. A valid Affidavit for the current month issued in the name of client attested by oath commissioner on stamp paper that the firm has not been blacklisted or debarred by any Government / Autonomous / International Body.
- d. Valid Registration Certificate with Khyber Pakhtunkhwa Revenue Authority.
- e. The consultant should have completed/ongoing 4 similar project with Government organization. (agreement/work order should be attached)

**Note:**

- 1. Provision of the above documents is mandatory,**
- 2. the firm/JV would not be considered for detailed evaluation.**

**Financial Proposal:**

- 3.7 The financial proposal should be based on lump-sum cost include all the costs associated with the Assignment. These normally covers remuneration for staff in the field and at headquarters, per diem, housing, transportation for mobilization and demobilization, services, equipment, (vehicles, office equipment furniture and supplies), overheads, contingencies, printing of documents, surveys and investigations **and there will be No additional payment admissible at the part of client.** These costs should be broken into foreign (if applicable) and local costs (if required). Your financial proposal should be prepared using the formats attached as **Appendix-II**; else the proposal of applicant firm will be rejected.
- 3.8 The financial proposal shall also take into account the professional liability as provided under the relevant PEC Bye-Laws and cost of insurances.
- 3.9 Costs shall be expressed in Pak Rs. Inclusive of all taxes.
- 3.10 All the prevailing applicable Provincial and Federal Govt. taxes will be deducted from the Consultancy Fees. The proposal should be submitted inclusive of all prevailing taxes.

**4. SUBMISSION OF PROPOSALS:**

- 4.1 You shall submit one original technical proposal and one original financial proposal in separate sealed envelopes with the number of copies of each indicated in the Data Sheet. The proposal shall be in book binding form, properly page numbered (Loose, Ring and spring binding not acceptable). Each proposal shall be in a separate envelope indicating original or copy, as appropriate. All technical proposals shall be placed in a sealed envelope clearly marked "Technical Proposal" and the financial

proposals in the one marked "Financial Proposal". These two sealed envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."

- 4.2 In the event of any discrepancy between the copies of the proposal, the original shall govern. The original and each copy of the technical and financial proposals shall be prepared in indelible ink and signed by the Consultant's authorized representative. The representative's authorization shall be supported by a written power of attorney accompanying the proposals. All pages of the technical and financial proposals shall be initialed by the person(s) signing the proposal.
- 4.3 The proposal shall contain no interlineations or overwriting except as necessary to correct errors made by the Consultants themselves. Any such corrections shall be initialed by the person(s) signing the proposal.
- 4.4 The completed technical and financial proposals shall be delivered on or before the time and date stated in the Data Sheet.
- 4.5 The proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. During this period, you shall keep available the professional staff proposed for the assignment.
- 4.6 In case of sudden holiday on bid opening day, bid will be opened on next working day.

## **5. PROPOSAL EVALUATION:**

- 5.1 A two-envelope procedure shall be adopted in ranking of the proposals. Firms shall be ranked using combined technical & financial scores as under:

Technical Score weightage: 70 marks (49 passing marks)

Financial Score Weightage: 30 marks

### **Technical Proposal:**

- 5.2 The evaluation committee appointed by the Client shall carry out its evaluation, applying the evaluation criteria and point system specified in the below table & annexed technical proposal forms. Each responsive proposal shall be attributed a technical score (St). There are four essential elements for judging the capability of any firm to perform credibly on a given project. These are its previous experience on similar & general projects, its professional staff having the specific expertise to meet its obligations during the assignment & approach/methodology of consultant and its financial capability. The weightage of the respective component shall be as under;

SN	Component	Weightage
1	Experience on similar & general projects	30
2	Key Personal	20
3	Approach & Methodology	10
4	Financial Capability	10
<b>Total</b>		<b>70</b>

5.3 The firms obtaining 49 & above marks in technical evaluation will technically qualify and only be called for financial proposal opening, whereas the financial proposals of the firms obtaining less than 49 marks will be returned unopened.

5.4 Minimum overall qualifying marks will be 49

S #	Parameters	Sub-parameters	Total Point: 70
	Evaluation of Consultant		
1	<b>Experience</b>		30
	<b>Similar Experience in Hospital</b>	<b>Similar Projects (Ongoing / Completed)</b> Eight (08) similar ongoing/completed projects during last 10 years (Development works in hospitals only). Each hospital carry 2 marks	16
	<b>General Experience</b>	Seven (07) General completed / ongoing similar projects in Government Sector, other than hospitals completed during last 10 years. Each organization carry 2 marks	14
<b>Note.</b> All the project(s) must be supported by documentary evidence i.e. Acceptance letter/work order/Contract Agreement & Completion/Performance Certificates, duly signed by concerned Authorities. In case of failure, no marks will be awarded			
3	<b>Personnel Capabilities</b>		20
	Degrees /PEC registration should be attached	<b>A. Design Stage</b> 1. <b>Team Leader</b> 2. <b>Senior Architect</b> 3. <b>Structural Engineer</b> 4. <b>Electrical Engineer</b> 5. <b>Mechanical Engineer</b> 6. <b>Quantity Surveyor</b> 7. <b>Auto-Cad Operator</b>	

		<p><b>B. Supervision Stage</b></p> <ol style="list-style-type: none"> <li>1. Resident Engineer</li> <li>2. Assistant Resident Engineer</li> <li>3. Mechanical Engineer</li> <li>4. Quantity Surveyor</li> <li>5. Site Inspector</li> <li>6. Site Inspector</li> </ol>	
<b>7</b>	<b>Financial Capabilities</b>		<b>10</b>
		Rs. 301 million or above	10
		From Rs. 201 to Rs. 300 million	07
		From Rs. 100 to Rs. 200 million	05
<b>8</b>	<b><u>Proposed Methodology</u></b>		<b>10</b>
	<b><u>Proposed Methodology</u></b>  Detail should be provide on the letter head on the bidder.	work/ schedule plan from design till completion of projects.	4
		organogram plan / chart for site supervision team & their core responsibilities/ methodology.	4
		Provide quality control policy/ methodology opted by consultant. List down sequence of inspection and tests to be carried out by consultant to ensure quality checks	2

1. The incumbent having less qualification/overall experience than the minimum required will not be considered for further evaluation.
2. Verifiable documents of each Key Personnel must be attached in the Proposal for Evaluation purpose; in case of failure, no marks will be awarded.
3. In cases, where it is established that information supplied by any firms/consultant is false or intentionally misrepresented, the competent forum may take appropriate action against the firms which may lead to black listing of the firms.
4. No marks will be awarded to person who is presently employee of Government / Semi Government / public Department unless NOC from parent Department is provided

#### **5.5 Financial Proposal Evaluation Criteria:**

Total Marks (Technical Criteria + Financial Criteria): 100 The bidders achieving a minimum of 49 marks (i.e., 70%) out of 70 marks in the Technical Evaluation will be declared technically qualified. Financial bids of only technically qualified bidders will be opened publicly at the time to be announced by the Procuring Agency. The Financial Bids of technically disqualified bidders will be returned un-opened to the respective Bidders. After getting the financial score from the remaining 30 marks, the two scores will be combined to identify the highest ranking firm. The date & time for opening of financial proposals of the firms will be intimated later on.

#### **6. NEGOTIATION:**

NOT APPLICABLE AS PER KPPRA RULE 2014

#### **7. AWARD OF CONTRACT:**

- 7.1 The contract shall be awarded to successful bidders/firms after the approval of competent authority.
- 7.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

#### **8. PERFORMANCE SECURITY**

The Consultant shall, within 14 days of receipt of Letter of Acceptance, provide a Performance Security for the due performance of the Contract to the amount of ten (10%) of contract price in shape of CDR/DD or Bank Guarantee, at the option of bidder, in the name of Hospital Director Peshawar Institute of Cardiology from schedule bank of Pakistan;

#### **9. CONFIRMATION OF RECEIPT:**

- 9.1 Please inform the Client by courier or any other means:
  - i. That you received the letter of invitation;
  - ii. Whether you will submit a proposal; and

iii. If you plan to submit a proposal, when and how you will transmit it.

**LETTER OF INVITATION (LOI) DATA SHEET**

Clause#									
1.1	<p><b>The name of the Assignment is:</b>                      Hiring of Consultancy Services for feasibility study, Detail Design &amp; Extension of Three Floors on OPD Building for female Residency/Hostel  <u>floor in OPD PIC-MTI</u></p> <p>SALIENT FEATURES OF PROJECT ARE:</p> <table border="0" data-bbox="392 600 1477 871"> <thead> <tr> <th data-bbox="392 600 568 633">Sr.No</th> <th data-bbox="568 600 995 633">Description of Assignment</th> <th data-bbox="995 600 1477 633">Covered Area / Scope</th> </tr> </thead> <tbody> <tr> <td data-bbox="392 719 568 871">1</td> <td data-bbox="568 719 995 871">Extension of 4th,5th and 6<sup>th</sup> floor in OPD PIC-MTI</td> <td data-bbox="995 719 1477 871">72000 sft Approx.</td> </tr> </tbody> </table>			Sr.No	Description of Assignment	Covered Area / Scope	1	Extension of 4th,5th and 6 <sup>th</sup> floor in OPD PIC-MTI	72000 sft Approx.
Sr.No	Description of Assignment	Covered Area / Scope							
1	Extension of 4th,5th and 6 <sup>th</sup> floor in OPD PIC-MTI	72000 sft Approx.							
	2	External Services	Civil works , HVAC and lifts, medical gas, fire fighting						



	<p><b>Name of the Client:</b> <b>Building &amp; Facilities Management Department PIC-MTI Peshawar</b></p> <p><b>The address of the official is:</b>  5-A, Sector B-3, Phase-V Hayatabad Peshawar,  Khyber Pakhtunkhwa 25000  Phone number:0092-91-9219645</p>
1.2	<p><b>The brief description and the objectives of the assignment are:</b></p> <p><b>Location:</b> The Project site (Extension of Three Floors on OPD building for female residency/hostel) is strategically located in 5-A, Sector B-3, Phase-V Hayatabad Peshawar. The project has an ease of access from the main GT road.</p> <p><b>Background:</b> The Peshawar institute of cardiology Hospital is located at Peshawar in the Khyber Pakhtunkhwa of Pakistan. The covered are is 372,000 sq. ft. The project was earlier constructed with IPD BLOCK (B+5) floors &amp; OPD (B+04) but is now extended only OPD to (B+07).</p>

	<p>Details of Civil Works are under: -</p> <ul style="list-style-type: none"><li>i. Extension of 4th, 5th and 6th floor in OPD PIC-MTI</li><li>ii. Civil works, HVAC and lifts, fire fighting.</li></ul> <p><b>Objectives:</b></p> <p>The overall objective of the consultancy services is to place new stories according to the master plan medical and allied wards, detailed architectural and structural design, and detailed construction supervision of the works approved in the project.</p> <p>Specific objectives are:</p> <ul style="list-style-type: none"><li>i. To plan the proposed three extension floors including all internal and external facilities in compliance of standard guidelines / codes and prevailing laws of the Government.</li><li>ii. Propose different alternatives and select the best one in consultation with the Client.</li><li>iii. Preparation of economical detailed architectural and structural designs, and preparation of all bidding documents and construction drawings etc.</li><li>iv. Assistance in procurement of contractors for construction work.</li><li>v. Supervise the construction activities and maintain the quality and</li></ul>
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	<p>progress for timely completion of the project.</p> <p>vi. Prepare and maintain daily/ weekly/ monthly reports about the progress, both physical and financial on all activities of the project.</p> <p>vii. Completion of the proposed new construction facilities and issuance of completion certificate after fulfillment of all pre-requisites.</p> <p>Details are provided in the TORs.</p>
1.3	<p><b>Phasing of the Assignment, if any:</b></p> <p>(a) Planning of area including conceptual design keeping in view overall master plan of the hospital building already developed.</p> <p>(b) Conceptual Design of proposed Buildings in PC-1 and Approval from Building and Maintenance Engineer Peshawar Institute of Cardiology (PIC) Peshawar.</p> <p>(c) Detailed Design of Building, Allied Infrastructure works as approved in PC-I and preparation of Tender Documentations as per PEC, PPRA &amp; KPPRA bylaws and approval from the Building and Maintenance Engineer.</p> <p>(d) Assistance in hiring of contractors to ensure transparent competitive bidding process.</p> <p>(e) Detailed Resident Construction Supervision.</p>
1.4	<p><b>Pre-Bid Meeting:</b> April 07, 2022 at 11:00 AM (PST)</p> <p><b>Bid Submission Time:</b> April 26,2022 at 11:00 AM (PST)</p> <p><b>Bid Opening Time:</b> April 26,2022 at 11:30 AM (PST)</p>
1.5	<p><b>The Employer shall provide the following inputs:</b></p> <ul style="list-style-type: none"> <li>• Close Coordination</li> <li>• Identification of Project scope and objectives etc.</li> <li>• Assistance to get approval from relevant bodies, if any.</li> </ul>
1.6	<p><b>Selection Procedure: -</b></p> <p>The Consultants shall be selected under the selection method of Quality cum Cost Based Selection (QCBS). The procedure for opening of proposals will follow the principles of <b>Single Stage-two envelope procedure</b>, which is presented as follows:</p> <p>-</p> <p>(i) <i>The bid shall comprise a <b>single package</b> containing two separate sealed envelopes. Each envelope shall contain <b>separately the financial proposal</b> and the <b>technical proposal</b> and envelopes to be marked as “<b>FINANCIAL PROPOSAL</b>” and “<b>TECHNICAL PROPOSAL</b>” in bold and legible letters to avoid confusion.</i></p> <p>(ii) <i>Initially, only the envelope marked “<b>TECHNICAL PROPOSAL</b>” be opened and the envelope marked as “<b>FINANCIAL PROPOSAL</b>” shall be retained in the custody of the procuring agency without being opened.</i></p> <p>(iii) <i>The procuring agency shall evaluate the technical proposal in a manner prescribed in advance in the RFP, <b>without reference to the price</b> and reject any <b>Technical Proposal</b> which manifests material deviation from</i></p>

	<p><i>the specified requirements.</i></p> <p><i>(iv) During the technical evaluation, no amendments in the technical proposal shall be permitted. 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 qualified firms at a time, date and venue announced and communicated to the Consultants in advance for the attendance of their authorized representative duly notified in advance.</i></p> <p><i>(v) The proposals found to be highest ranked determined after the combined evaluation of TECHNICAL and FINANCIAL proposals obtaining highest total combined score as per prescribed procedure in the RFP shall be accepted.</i></p>
1.7	<p><b>The Documents are:</b></p> <ol style="list-style-type: none"> <li>1. Data Sheet</li> <li>2. Technical Proposal Forms for Consultancy Services</li> <li>3. Financial Proposal Form for Consultancy Services</li> <li>4. 4.Terms of Reference (TOR)</li> <li>5. Appendices etc.</li> </ol>
1.8	<p><b>The address of the Personnel for seeking clarification is:</b></p> <p><b>Manager Material Mangement Department PIC-MTI.</b>  Ph. #: 091-9219645  <b>Email – <a href="mailto:murtaza.ahmad@pic.edu.pk">murtaza.ahmad@pic.edu.pk</a>. <a href="mailto:gaisar.zaman@pic.edu.pk">gaisar.zaman@pic.edu.pk</a>.</b></p> <p><b>Director Building and Facilities PIC-MTI</b>  Ph. #: 091-9219645  <b>Email – <a href="mailto:qazi.saad@pic.edu.pk">qazi.saad@pic.edu.pk</a></b></p>
1.9	<p><b>Proposed key staff shall be employees, who are employed with the respective Consultant for at least two years prior to submission of this proposal:</b></p> <p>The Consultant has to submit verifiable proof of employment in shape of latest salary slips and appointment letters failure to which results in no marks in the relevant category.</p>
2.0	<p><b>The minimum required experience of proposed key staff during:</b></p> <p><b>Project Manager/Team Leader:</b>  Project Manager- Qualified M.S/equivalent or B.Sc Engr. (Civil), valid registration with PEC. Having minimum 20 years or above total experience for B.Sc. or minimum 18 years or above total experience for M.S. working on similar projects of which 5 years must be as a Project Manager/Team Leader. Minimum 02 years or above experience of working with existing firm on relevant projects as a Project Manager.</p>

**A) Design Stage:**

**1. Senior Architect:**

Qualified M. Arch or B. Arch, valid registration with PCATP. Having minimum 20 years or above total experience for B. Arch and minimum 18 years or above total experience for M. Arch of working on similar projects

Having minimum 02 years or above experience of working with existing firm on relevant projects.

**2. Structural Engineer:**

Qualified Master's degree (MS or equivalent) in Structure Engineering, valid registration with PEC, having minimum 18 years of experience on design of multistory buildings, culverts, retaining and protective structures especially in High Seismic Areas (as per building code of Pakistan). Minimum 02 years or above of experience of working with existing firm on relevant projects.

**3. Electrical Engineer:**

Qualified B.Sc. Engineering, valid registration with PEC. Having minimum 10 years or above total experience of working on similar projects. Minimum 02 years or above of experience working with existing firm on relevant projects.

**4. Mechanical Engineer:**

Qualified B.Sc. Engineering, valid registration with PEC. Having minimum 10 years or above total experience of working on similar projects. Minimum 02 years or above of experience working with existing firm on relevant projects.

**5. Quantity Surveyor:** Quantity Surveyor - Qualified DAE (Civil). Having 10 years or above of total experience of working on similar projects.

**6. Auto-Cad Operator**

**B) Supervision Stage:**

**7. Resident Engineer**

Resident Engineer - Qualified M.S. or B.Sc Engr. (Civil) valid registration with PEC. Having minimum 10 years total experience for B.Sc. or 8 years total experience for M.S. working on similar projects of which 5 years must be as a Resident Engineer. Minimum 02 years or above experience of working with existing firm on relevant projects as a Resident Engineer.

**8. Assistant Resident Engineer**

Assistant Resident Engineer - Qualified B.Sc (Civil) Engineer, valid registration with PEC. Having minimum 5 years or above total experience of working on similar building projects of which 5 years must be as a Site Engineer/ARE. 02 years or above of experience working with existing firm on relevant projects as Assistant Resident Engineer.

**9. Mechanical Engineer**

Mechanical Engineer - Qualified B.Sc (Mech) Engineer, valid registration with PEC. Having minimum 5 years or above total experience of working on similar building projects of which 5 years must be as a Site Engineer/ARE. 02 years or above of experience working with existing firm on relevant projects as Assistant Resident Engineer.

**10. Site Inspector Civil:**

Qualified DAE (Civil). Having 10 years or above of total experience of working on similar building projects of which 3 years must be as a Site Inspector.

**11. Quantity Surveyor:** Quantity Surveyor - Qualified DAE (Civil). Having 10 years or above of total experience of working on similar projects.

**12. Site Inspector Electrical (Intermittent) two visit per month or as per site/ Client requirement).**

Qualified DAE (Electrical). Having 10 years or above of total experience of working on similar projects of which 3 years must be as a Site Inspector.

Following members / supervision staff will be deputed consultant during supervision phase,

SN Description

No.

1 Resident Engineer

01

2 Mechanical Engineer

01

2 Assistant Resident Engineer

01

3 Quantity Surveyor

01

	4 Site Inspector (Civil)	01
	5 Site Inspector (Electrical)	01
2.1	<b>Costs shall be expressed in currency (s) :- Pakistani Rupees</b>	
2.2	<b>The number of copies of the Technical Proposal required is:</b> Original One (1) Scan Copies (CD) One (1) <b>The number of copies of the Financial Proposal (in sealed envelope) required is:</b> Original One (1)	
2.3	<b>The date, time and address for the Technical proposal opening as per NIT</b>	
2.4	<b>Validity of the proposal is : 120 Days</b>	
2.5	<b>The weights given to the Technical and Financial Proposals are:</b> Technical: 70 Financial: 30	
2.6	The Government taxes will be deducted from the Consultant as per rules.	
2.7	<b>The assignment is expected to commence on:</b> <u>To be informed later on</u> <b>Time Period for this assignment is: 18 Months</b> <b>Design Phase: 03Months</b> <b>Detail Construction Supervision Phase : 15 Months</b>	
2.9	Consultant will return the endorsed RFP (each page must be signed) along with the proposal.	

Sincerely,

**Director B&F M Deptt**

**Enclosures**

- Sample Forms for: - - Technical Proposal
- Financial Proposal
- Terms of References

**APPENDIX-I**  
**TECHNICAL PROPOSAL FORMS**

I-Form-1

**Summary of Similar Projects (HP's / Hospitals only)**

**A maximum of 07 projects of worth Minimum Rs.1000 million each, ongoing / completed in the last ten (10) years**

SN	Name of the Project	Location (Province/ Country)	Client & Contact No.	Project Cost (RsMn)	Project Duration (pl. mention start and end dates- Original/ Actual)	Handled as: Single Firm/: S Lead Firm/: L Joint Venture :J Partner	Total Cost of Services (Rs. Mn)	Cost of services Provided by the Firm (in case of JV) (Rs. Mn)	Scope of Services Feasibility: F Survey & Invest.: S Quality Control: Q Project Monitoring: M O & M: O Design: D Procurement: P Construction Superv. C	Additional Information (if any)

Completion certificates of completed and performance certificate of ongoing project to be provided duly signed by the authorized person of the clients. Building & Maintenance Engineer (Building & Facilities Management Department PIC-MTI Peshawar) Peshawar has the right to contact directly to the clients for feedback on the completed work and in case of negative feedback; no weightage/credit shall be given for that assignment. In case of negative feedback from 2 or more than two clients, may disqualify the consulting firm/JV.

Issued by \_\_\_\_\_

Bidder's Sign & Seal \_\_\_\_\_ 23



### DETAIL OF FIRM'S EXPERIENCE

**Relevant experience of similar projects (HP's/ Hospitals. only) of worth minimum Rs.1000 million each carried out in the last ten (10) years which best illustrate specific qualifications**

Using in the format below, provide information on each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was largely contracted.

1. Assignment Name:		2. Country:	
3. Nature of Contract (please tick relevant)		- On man-month basis	<input type="checkbox"/>
		- On lump sum basis	<input type="checkbox"/>
4. Location within Specific Country:		5. Professional Staff provided by your Firm:	
6. Name of Client:		7. No. of Staff:	
8. Address of Client:		9. No. of Staff Months:	
10. Start Date (Month/Year):	11. Completion Date (Month/Year): Original: _____ Actual: _____	12. Approx. Value of Services (in Current USD/Rs.)	
13. Name of Associated Firm(s), if any:		14. No. of Months of Professional Staff provided by Associated Firm(s):	
15. Name of Senior Staff (Project Manager/Coordinator, Team Leader, Architect, Structural Engineer etc.) and Supervision staff (including Resident Engineer, Assistant Resident Engineer, Site Engineer, Quantity Surveyor, Sub Engineer/Site Inspectors etc.) involved and functions performed:			
16. Narrative Description of Project:			
17. Description of Actual Services Provided by Your firm also showing percentage share and position in Joint venture/Consortium, if applicable.			

Signatures of Authorized Representative \_\_\_\_\_

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### Summary of General Work Assignments (other than HP's / Hospitals)

**A maximum of 07 general similar projects of Govt. Sector (other than HEI's/Universities) of worth minimum Rs.1000 million each, Ongoing/completed in the last ten (10) years**

Sr.No.	Name of the Project	Location (Province/Country)	Client & Contact No.	Project Cost (RsMn.)	Project Duration (pl. mention start and end dates-Original/Actual)	Handled as: Single Firm/: S Lead Firm/: L Joint Venture :J Partner	Total Cost of Services (RsMn.)	Cost of services Provided by the Firm (in case of JV) (Rs. Mn)	Scope of Services Feasibility : F Survey & Invest.: S Quality Control: Q Project Monitoring: M & M: O Design : D Procurement: P Construction Supervision :C	Additional Information (if any)

Completion certificates of completed and performance certificate of ongoing project be provided duly signed by the authorized person of the client(s).

Building & Maintenance Engineer (Building & Facilities Management Department PIC-MTI Peshawar) Peshawar has the right to contact directly to the clients for feedback on the completed work and in case of negative feedback no weightage/credit shall be given for that assignment. In case of negative feedback from more than two clients, may to disqualify the consulting firm/JV.

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**DETAIL OF FIRM'S EXPERIENCE**

**Detail of firm's experience with 07 general similar projects of Govt sector of Minimum worth Rs.1000 million each carried out in the last ten (10) years which best illustrate specific Qualifications**

Using in the format below, provide information on each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was largely contracted.

1. Assignment Name:		2. Country:	
3. Nature of Contract (please tick relevant)		- On man-month basis <input type="checkbox"/>	- On lump sum basis <input type="checkbox"/>
4. Location within Specific Country:		5. Professional Staff provided by your Firm:	
6. Name of Client:		7. No. of Staff:	
8. Address of Client:		9. No. of Staff Months:	
10. Start Date (Month/Year):	11. Completion Date (Month/Year): Original: _____ Actual: _____	12. Approx. Value of Services (in Current USD/Rs.)	
13. Name of Associated Firm(s), if any:		14. No. of Months of Professional Staff provided by Associated Firm(s):	
15. Name of Senior Staff (Project Director/Coordinator, Team Leader, Architect, Structural Engineer etc.) and supervision staff (Page No 26) involved and functions performed:			
16. Narrative Description of Project:			

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17. Description of Actual Services Provided by Your Staff:

Signatures of Authorized Representative \_\_\_\_\_

Issued by \_\_\_\_\_

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**CONSULTANTS WRITTEN MATERIAL ON UNDERSTANDING OF  
THE OBJECTIVES OF THE ASSIGNMENT,  
APPROACH AND METHODOLOGY,  
PROPOSED FOR PERFORMING THE ASSIGNMENT: -**

Consultants are suggested to present the Technical Proposal divided into the following chapters

**1. Work/ Schedule plan**

Submit work/ schedule plan from design till completion of projects.

**2. Organogram proposed for  
Detailed Design and  
Construction Supervision**

Submit organogram plan / chart for detailed design and site supervision team & their core responsibilities/ methodology.

**3. Quality Control Policy**

Provide quality control policy/ methodology opted by consultant. List down sequence of inspection and tests to be carried out by consultant to ensure quality checks.

**COMMENTS/SUGGESTIONS OF CONSULTANT**

On the Terms of Reference (TOR), if any

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

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**Summary of Proposed Key Professionals**

SN	Description	Project Manager/ Team Leader	Senior Architect	Senior Structural Engr,	Geo-technical Engineer	Electrical Engineer	Public Health Engineer	Transportation Engr	Resident Engineer	Assist. Resident Engineer
		Name	Name	Name	Name	Name	Name	Name	Name	Name
A	Academic Qualification									
	Basic Degree	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
	Additional Higher Qualification	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
B	Professional Exp. Related to Assignment									
	Overall Experience									
	Similar Experience other than HEIs	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMM DD	YYM MDD
	Specific Project Experience in HEIs	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMM DD	YYM MDD
	Experience of Working on similar positions	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMMDD	YYMM DD	YYM MDD

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**FORMAT OF CURRICULUM VITAE**

**Proposed Positions \_\_\_\_\_**

- 1. The Discipline/ Expertise :
- 2. Name of the Firm :
- 3. Name of Staff member :
- 4. Date of Birth :
- 5. Years with the Firm :
- 6. Nationality :
- 7. PEC Registration/ PCATP  
Membership No. :
- 8. Academic Qualification :
- 9. Employment Record :

Languages and degree of \_\_\_\_\_ (In speaking, reading and writing as

- 10. Certification I, the undersigned, certify that, to the best of my knowledge and belief, these bio-data correctly describes myself, my qualifications and my experience.

\_\_\_\_\_  
**Signature of staff member :**

**Dated:            day/month/year**

\_\_\_\_\_  
**Authorized Official from the firm**

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**WORK PLAN/ACTIVITY SCHEDULE**

Items of Work/ Activities	Monthly Plan from date of assignment (in the form of a Bar Chart)																														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	

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**Completion and Submission of Reports / Deliverables**

Reports / Deliverables	Date

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# APPENDIX-II

Form-11

## FINANCIAL PROPOSAL FORM

SN	Description	Lump sum Fixed Cost (Rs.)	
		In Figures	In Words
1	Detailed Architectural/Structural Designing as per scope of work		
2	Detailed Construction Supervision		
	<b>Total</b>		

34

### Important Note:

- i. The quoted total lump-sum fixed cost includes all salary, direct or indirect Cost, technical support of other resources, (Non Salary Cost, overheads & Contingencies, Govt. taxes etc) & there will be no additional payment admissible on part of the client.
- ii. Financial lump sum fixed cost proposal should be supported by detailed breakup of all consultancy charges / cost.
- iii. The service provided by the consultants shall be assumed as target oriented/performance based.
- iv. Supervision charges will be paid on the basis of financial progress at the site.
- v. Above quoted rates should be inclusive of all applicable government taxes which will be recovered at source at the time of making payment.
- vi. If the consultant fails to complete any activity or part of activity, the client reserves the right to execute the same at consultant's risk and cost.

Authorized Signature: \_\_\_\_\_

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

Name of Firm: \_\_\_\_\_

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

Stamp/Seal: \_\_\_\_\_

**TERMS OF REFERENCE (TOR)  
FOR  
HIRING OF ENGINEERING/ARCHITECTURAL CONSULTING FIRM  
FOR  
FEASIBILITY STUDY, DETAILED DESIGN & CONSTRUCTION SUPERVISION  
OF THE PROJECT  
“EXTENTION OF THREE FLOORS ON OPD BUILDING FOR FAMILIE  
RESIDENCY/HOSTEL AT PESHAWAR INSTITUTE OF CARDIOLOGY PIC-  
MTI”**

**March , 2022**

**1. Introduction:**

The Peshawar Institute of Cardiology PIC-MTI under the funded projects titled as **“Extension of three floors on OPD building for female residency/hostel in PIC-MTI”** intends to hire Engineering/Architectural consulting firm for Detailed Design & Construction Supervision of the three Floors extension at hospital.

**2. The Project:**

Designing of new structures proposed under referred project according to existing building Plan and detailed Construction Supervision for proposed buildings/infrastructure having approximate covered area mentioned against each component, as approved by PIC-MTI

S. No	Description	Proposed Scope/ Assignment
1	Extension of 4th ,5th and 6th floor	72,000 sqft
		<b>Total</b>

**3. Scope of Work / Services:**

The Following is expected from the selected consultant for above mentioned works & services and will be deemed to be inclusive in the quoted rates, in the financial proposal forms:

**3.1 Design :**

**3.2 (a) Data Collection, Survey& Investigation stage**

- 3.2.1 Review of existing Plans and Documents provided by the Client. Development of a brief for the Client and carrying out the studies, consultations and discussions on updating the Client's requirements.
- 3.2.2 Collection of project requirements and scope of work from the Client/User Department. Evaluating the Client's requirement analytically and technically while designing and planning various components of the Project and adjusting it according to the approved scope of PC-1.

### **3.3 (b) Design Stage**

(b) Preparation of modified drawings, without additional charges, if required by client during design/approval/construction.

- 3.3.1 Preparation of Tender/Bidding documents including Drawings, Bill of Quantities (BoQs)/Engineer Estimates, specifications and Bid Documents for all proposed works.
- 3.3.2 Making presentations at various stages of Designing as per requirement of the Client and sponsoring agency (PIC).
- 3.3.3 Assist the Client in Co-ordination of all technical matters with Development Agencies for external service like electrical connections (internal & external), ICT / telephone commutation, water connection, sewerage water disposal etc.
- 3.3.4 Preparation of 3-D Elevations / views and 3-D videos of proposed buildings and presentation thereof to the client and other related authorities matching / comparing with existing buildings.
- 3.3.5 Evaluating feedback of the hospital administration for further improvement in the designs
- 3.3.6 Vetting of designs from specialized Govt/Semi Govt Organizations/Hospital
- 3.3.7 Making Final presentations after feedback of the Hospital.
- 3.3.8 Preparation of detailed specifications and such particulars as may be necessary for the preparation of bills of quantities.
- 3.3.9 Assist the client in preparation Notice Inviting Tender (NIT) as per requirements of the project.
- 3.3.10 Preparation of detailed bills of quantities and conditions of contract as per PEC By-Laws and final cost estimates along with detailed measurement sheets and their submission before tendering.

- 3.3.11 Preparation of Tender Documents in respect of the project. Rendering all necessary assistance to the Client in pre-qualification of contractors, invitation and scrutiny of bids and matters incidental thereto.
- 3.3.12 Assistance in Evaluation of bids, preparation of reports, providing rate analysis of the quoted bids / rates at par with Government approved scheduled of rates and advice soliciting on awarding of works/assignment(s).
- 3.3.13 Ensuring that all the buildings will be energy efficient, compliant of Building Code of Pakistan, Fire Prevention & Safety Regulations-2016, friendly for special / disabled people and other similar regulations formulated by the Government from time to time. The consultant shall have to certify in this regard.
- 3.3.14 Preparation, submission & signing of contract agreement with contractor on the prescribed PEC standard Format with approval from hospital.

#### **3.4 Construction Supervision Stage:**

The scope of services includes but not limited to;

- 3.4.1 Full time detailed site supervision to ensure that the construction work proceeds and is completed in accordance with the approved construction drawings, technical specification, conditions of contract and bill of quantities.
- 3.4.2 Monitoring progress of construction through construction schedule. Preparation, maintaining daily work diary / report of each site, weekly and monthly progress reports along with supporting pictures of the site as per standard practice and as and when required by the Client.
- 3.4.3 To maintain a good liaison with the Client office including all other duties pertinent to the construction phase of the project with the prime objective to complete the work within stipulated time period in the best public interest.
- 3.4.4 Coordination among the various disciplines and agencies concerned with the execution of the Project.
- 3.4.5 To monitor environmental issues during the construction period, ensuring minimum disruption/damage to the environment and local settlements by approval of the contractor's work statement/methodology, including monitoring the impact of construction works on the environment and local settlements and providing information to the hospital in the monthly progress reports

- 3.4.6 To prepare and recommend variation orders, if any, up to permissible limit which has financial implications subject to prior approval in writing of the hospital.
- 3.4.7 To determine and recommend extension of time based on cogent reasons, with or without liquidated damages, subject to prior approval of the hospital.
- 3.4.8 To advise/assist the hospital in case of any arbitration or litigation in court of law.
- 3.4.9 Introducing necessary measures at site to avoid any cost overrun and delay during execution and advise remedial measures where require to keep smooth execution of the project in close coordination with client.
- 3.4.10 Developing and ensuring Quality Assurance mechanism as per standard engineering practices of check requests and test results of various materials and activities in the logical sequence.
- 3.4.11 Recommend the client for fixation of actual date of commencement of work at site.
- 3.4.12 Maintaining test reports of materials regarding quality, finish and strength requirements. The quality and quantity assurance shall be the sole responsibility of the consultants in the capacity of the Engineer.
- 3.4.13 Scrutiny and recommendation for approval of shop drawings and the specimens of item of material intended to be used in the Project and prompt approval of submittal.
- 3.4.14 Scrutiny, verification & submission of statement of the payment (IPCs) submitted by the Contractors for payment. Ensuring compliance of all codal formalities / prescribed engineering practices / Govt. rules during execution and processing / verifying payments.
- 3.4.15 Taking/verifying measurements of the work done carried out by the contractor
- 3.4.16 Holding Monthly meetings with the Client and the Contractor to review progress and resolve the issues, if any, according to best project management techniques.
- 3.4.17 Assisting the Client in taking over the completed works including preparation of punch list and issuance of substantial Completion Certificate.
- 3.4.18 Submission of as built drawings, inventories & Project Completion Report/PC-IV after successful completion of the project.



### **3.5 Financial Management:**

- 3.5.1 To check the contractor's accounts, invoices, Interim Payment Certificate, claims and other statements with respect to all aspects of financial regulatory, correctness and the contract.
- 3.5.2 To advise the hospital on all matters relating to the execution of the contract including provision of advice on processing of contractor's claims, if any.
- 3.5.3 To recommend to the hospital any liquidated damages to be claimed from the contractor or other actions which should be taken against the contractor under the construction contract.

### **3.6 Approval and Certificates:**

- 3.6.1 To inspect the performance of the works with regard to workmanship and compliance with the specification and to order, to supervise or perform tests on materials and other work and to approve or disapprove the contractor's work and, if appropriate, his plant and equipment.
- 3.6.2 To certify work volume and Interim Certificates for payments.
- 3.6.3 To certify completion of part or all of the works, prepare punch list for payment to the contractors.
- 3.6.4 To order test of materials and completed works, and ordering removal of materials or works, which do not comply with specified requirements.
- 3.6.5 To order, if required, the uncovering of completed work and or the removal and substitution of proper materials and/or work.
- 3.6.6 To assist in the transfer of the project from the contractor to the hospital.

### **3.7 Post Completion Stage:**

- 3.7.1 The consultants will periodically visit completed projects during defect liability period for prompt & efficient maintenance work through the contractor.
- 3.7.2 Processing and recommendation of contractor's security after successful completion of Defect Liability period.
- 3.7.3 The consultant will be accountable for any defects or losses or damages as a result of proven faults, errors or omissions on the part of the consultants during or after the completion of the work.
- 3.7.4 Vetting, approving and submitting to the Client, as built drawings to be prepared by the Contractor(s) at the end of the Contract.

- 3.7.5 Observe deficiencies/defects and pursue rectification with the construction contractor as per contract conditions during Defect Liability Period.
- 3.7.6 Final inspection at the end of Defects Liability Period and issuance of Defects Liability Certificate and final payment certificate.

**3.8 Deployment of Consultant’s Staff:**

- 3.8.1 The Consultant shall provide supervisory staff for detailed construction supervision at the site as per requirement mentioned in the contract. The staff strength may be determined on the basis of quantum of construction, in progress at site, at any given time. The nominated Team Leader/Resident Engineer will be responsible for overall supervision, quality control and payment certifications. The nominated Team/Leader/Resident Engineer will be assisted by part time Professional/Para-Professional staff for Works of various specialties. Staff hiring/removal for the instant project shall be made with prior approval/consent of the hospital administration. If the hospital administration observes unsatisfactory performance of any employ of the consultant, may ask the consultant to remove and replace the aforesaid official accordingly at earliest
- 3.8.2 Absence of any staff member of the consultants during Design or Supervision phase due to any reason whatsoever, the hospital shall have the liberty to make deductions from the Consultant’s bills accordingly
- 3.8.3 The above arrangement will hold good till substantial completion of the works and handing over of the works to the Client. During Defect Liability Period of 1 year after handing over to the Client, casual supervision by Inspector and Engineer will be provided as per requirement of the Project.
- 3.8.4 All Govt. taxes will be deducted at source as per prevailing rules.
- 3.8.5 Any other condition with the consent of both the parties.

**3.9 Deliverables by the Consultant: -**

**a. Detailed Design**

i.	Inception Report, Preliminary Design / Schematic Design including all investigation reports	3-Copies
ii.	All Detailed Structural & Architectural Drawings (both hard & soft copies – pdf, AutoCAD, 3D video etc.)	3-Copies
iii.	Multiple Presentations (soft & hard)	As per

		requirement
iv.	Final Design for approval of HD/MD PIC-MTI (soft & hard)	3-Copies/ (As per requirement)
v.	Design/layout, Fire Risk Assessment and Feasibility Study (soft & hard– pdf, excel)	3 Copies
vii.	Tender Drawings &BoQs, Specifications, Complete Bidding Documents	3-Copies
viii.	Submission of Working Drawings (both hard & soft copies – pdf, AutoCAD, 3D video etc.)	3-Copies

**b. Supervision**

Technical Sanction Estimates/PC-1/BOQ	3-Copies
Monthly & Quarterly Progress Reports with Site Pictures	3-Copies (soft & hard)
Maintenance of Material Test Reports, Site Construction Record	3-Copies
Recommendation of Interim Payment Certificates (IPC)	As per requirement
As Built Drawings	3-Copies.
TS, if any	3-Copies
Punch lists	3-Copies
Handing / Taking Over Certificate, Inventories	3-Copies.
Project Completion Report	3-Copies.
Defect Liability Certificate	3-Copies
Post Completion Report	5-Copies