

# The Benazir Bhutto Shaheed University of Technology and Skill Development Khairpur Mirs



**Request for Proposals (RFP) for Hiring of Engineering /  
Architectural Consultancy Services for the project titled,  
“Establishment of Centre for Incubation & Enterprise at the  
BBSU of Technology & Skills Development, Khairpur Mirs  
(Revised)”**

## **Volume-I (Technical Proposal)**

To be submitted on SPPRA Portal (EPADS)

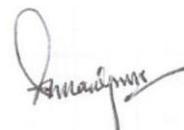
(Least Cost Selection Method)

Date of Submission	29-09-2025 to 14-10-2025 at 12:30 pm
Date of Opening	14-10-2025 at 1:30 pm

SEPTEMBER-2025

## Foreword

This Standard Request for Proposals is applicable to consultant assignments by the procuring agencies of Sindh province whose legal agreement makes reference to the Sindh Public Procurement Rules, 2010 (Amended-2023).

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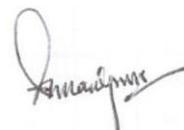
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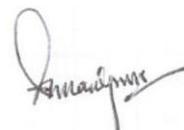
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## Preface

1. This document Standard Request for Proposals (SRFP) is to be used for various selection methods described in the SPPR 2010.
2. Before preparing an RFP, the procuring agency/ user must be familiar with the SPPR 2010, and Rule No 72
3. Rule No 72 (1) shall be adopted for assignments of standard or routine nature where well-established practices and standards exist.
3. In case Rule No 72 (1) is not to be used, as the assignment is not an standard or routine nature, and standards and practices are not well-established, and procuring agency choses other method of selection according to Rule No 72 (2), (3), (4), (5), and (6), the reason shall be recorded in writing by the competent authority, and also sent to SPPRA with RFP.
4. The SRFP includes a standard Letter of Invitation, standard Instructions to Consultants, Terms of Reference, and a standard Form of Contract. The standard Instruction to Consultants and the standard General Conditions of Contract may not be modified under any circumstances. However, the Data Sheet and the Special Conditions of Contract may be used to reflect particular assignment conditions.

A handwritten signature in black ink, appearing to read "Amal Kumar", is located in the bottom right corner of the page.

## Section 1. Letter of Invitation



THE BENAZIR BHUTTO SHAHEED  
UNIVERSITY OF TECHNOLOGY AND SKILL DEVELOPMENT  
KHAIRPUR MIRS

Phone No.0243-920171 Email: [ppo@bbsutsd.edu.pk](mailto:ppo@bbsutsd.edu.pk)

No. BBSUTSD/PPO/31

Dated: 26/09/2025

### **REQUEST FOR PROPOSAL (RFP)**

#### **HIRING OF ENGINEERING/ ARCHITECTURAL CONSULTANCY SERVICES FOR THE SCHEME TITLED, 'ESTABLISHMENT OF CENTRE FOR INCUBATION AND ENTERPRISE AT THE BBSU OF TECHNOLOGY AND SKILLS DEVELOPMENT, KHAIRPUR.'**

The Benazir Bhutto Shaheed University of Technology and Skill Development, Khairpur Mirs intends to engage the Consultancy Firms registered with Pakistan Engineering Council for the above titled development scheme (ADP) having approved cost amounting Rs. 73.772 Million including Civil work cost amounting Rs.61.355 million.

Proposals for Engineering/ Architectural Consultancy Services are invited for Sub-Soil Testing, Designing, Engineer's Estimate including Tender Documents and Construction Supervision of Civil Work of the scheme.

Interested firms registered with PEC, FBR and SRB are invited to download RFP documents having detailed Terms of References (ToRs) along with evaluation criteria from SPPRA Portal: e-Pak Acquisition & Disposal System (EPADS) and submit the proposal on same Portal from **29-09-2025 to 14-10-2025** up to 12.30 pm on payment of Rs.2000 (Non- refundable in form of Pay Oder or Call Deposit in favour of the **Benazir Bhutto Shaheed University of Technology and Skill Development, Khairpur Mirs**). Proposals are invited as per procedure of Least Cost Selection (LCS) Method.

Interested firms shall be required to submit their Technical and Financial Proposals separately on the SPPRA EPADS Portal. RFP will be opened on the same date i.e. **14-10-2025 at 1.30 pm** at the portal by the Consultant Selection Committee in the presence of bidders or authorized representative who wish to be present. Initially "Technical Proposal" shall be opened. "Financial Proposal" of only technically qualified bidders shall be opened. In case of public holiday, the proposal will be submitted and opened on next working day at the same date and time. Earnest money at a rate of 3% of bid value in the shape of Call Deposit from the scheduled Bank in favour of the Benazir Bhutto Shaheed University of Technology and Skill Development, Khairpur Mirs shall be submitted in the office of undersigned.

The Procuring Agency reserves the right to reject all or any proposal subject to the relevant provisions of Sindh Public Procurement Rules, 2010 (Amended-2023).

**Purchase & Procurement Officer  
BBS-UTECH, Khairpur Mirs**

## Letter of Invitation

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

*[insert: Location and Date]*

*[insert: Name and Address of Consultant]*

Dear Mr./Ms.:

1. The *Purchase & Procurement Officer*, Benazir Bhutto Shaheed University of Technology and Skill Development (BBS-UTECH), Khairpur Mirs (hereinafter called “Procuring Agency”) now invites proposals to provide the consulting services for scheme “Establishment of Centre for Incubation & Enterprise at the BBSU of Technology & Skills Development, Khairpur Mirs (Revised)” More details on the services are provided in the Terms of Reference.
3. It is not permissible to transfer this invitation to any other firm.
3. A firm will be selected under *Least Cost Selection (LCS) Method* and procedures described in this RFP, in accordance with the SPPR 2010 (Amended-2023)
4. The RFP includes the following documents:

### **Volume-I (Technical Proposal):**

Section 1 - Letter of Invitation

Section 2 - Instructions to Consultants (including Data Sheet)

Section 3 - Technical Proposal - Standard Forms

### **Volume-II (Financial Proposal):**

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

Section 6 - Standard Forms of Contract

5. Please inform us in writing at the address “Office of the Purchase & Procurement Officer, BBS-UTECH, Khairpur Mirs”, upon receipt:
  - (a) *that you received the Letter of Invitation; and*
  - (b) *whether you will submit a proposal alone or in association.*

Yours sincerely,

Purchase & Procurement Officer  
BBS-UTECH, Khairpur Mirs, Ph# 0243-920168

## **Section 2. Instructions to Consultants**

## Instructions to Consultants

*[Note to the Procuring Agency, this Section 2 - Instructions to Consultants shall not be modified. Any necessary changes, acceptable to the Procuring Agency, shall be introduced only through the Data Sheet (e.g., by adding new reference paragraphs)]*

### Definitions

- (a) “Procuring Agency (PA)” means the department with which the selected Consultant signs the Contract for the Services.
- (b) “Consultant” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals
- (c) “Contract” means an agreement enforceable by law and includes General and Special Conditions of the contract.
- (d) “Data Sheet” means such part of the Instructions to Consultants that is used to reflect specific assignment conditions.
- (e) “Day” means calendar day including holiday.
- (f) “Government” means the Government of Sindh.
- (g) “Instructions to Consultants” (Section 2 of the RFP) means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
- (h) “LOI” (Section 1 of the RFP) means the Letter of Invitation sent by the procuring agency to the Consultant.
- (i) “Proposal” means the Technical Proposal and the Financial Proposal.
- (j) “RFP” means the Request For Proposal prepared by the procuring Agency for the selection of Consultants.
- (k) “Sub-Consultant” means any person or entity to whom the Consultant subcontracts any part of the Services.
- (l) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the procuring agency and the Consultant, and expected results and deliverables of the assignment.

## 2. Introduction

- 2.1 The Procuring agency named in the Data Sheet will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 2.2 The eligible Consultants (shortlisted if so) are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 2.3 Consultants should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Consultants are encouraged to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is, however optional. Consultants may liaise with procuring agency's representative named in the Data Sheet for gaining better insight into the assignment.
- 2.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Agency reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.
- 2.5 Procuring Agency may provide facilities and inputs as specified in Data Sheet.

## 3. Conflict of Interest

- 3.1.1 Consultants are required to provide professional, objective, and impartial advice and holding the Procuring Agency interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Agency, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.
- 3.1.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
  - (i) A consultant that has been engaged by the procuring agency to provide goods, works or services other than

consulting services for a project, any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.

- (ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.
- (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Procuring Agency's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved.

**Conflicting Relationships**

- 3.2 Government officials and civil servants may be hired as consultants only if:
- (i) They are on leave of absence without pay;
  - (ii) They are not being hired by the agency they were working for, six months prior to going on leave; and
  - (iii) Their employment would not give rise to any conflict of interest.

**4. Fraud and Corruption**

It is Government's policy that Consultants under the contract(s), observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Agency follows the instructions contained in Sindh Public procurement Rules 2010 which defines:

“ corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another party for wrongful gain or any act or omission ,including misrepresentation, that knowingly or recklessly misleads or attempt mislead a party to obtain a financial or other benefit or to avoid an obligation;

Under Rule 35 of SPPR2010, “The PA can inter-alia blacklist Bidders found to be indulging in corrupt or fraudulent practices. Such

barring action shall be duly publicized and communicated to the SPPRA. Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard”.

**5. Integrity Pact**

Pursuant to Rule 89 of SPPR 2010 Consultant undertakes to sign an Integrity pact in accordance with prescribed format attached hereto for all the procurements estimated to exceed Rs. 2.5 million. (Annex- A)

**6. Eligible Consultants**

- 6.1 If short listing process has been undertaken through REOI, as outlined under Rule 73 and 74 of SPPR2010 for the Contract(s) for which these RFP documents are being issued, those firms - in case of Joint Ventures with the same partner(s) and Joint Venture structure - that had been pre-qualified are eligible.
- 6.2 Short listed consultants emerging from request of expression of interest are eligible.

**7. Eligibility of Sub-Consultants**

A shortlisted Consultant would not be allowed to associate with Consultants who have failed to qualify the short listing process.

**8. Only one Proposal**

Shortlisted Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub- Consultant, including individual experts, to more than one proposal is not allowed.

**9. Proposal Validity**

- 9.1 The Data Sheet indicates Proposals validity that shall not be more than 90 days in case of National Competitive Bidding (NCB) and 120 days in case of International competitive Bidding (ICB). During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Agency will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Agency may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants may submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.
- 9.2 Consultants shall submit required bid security along with financial proposal defined in the data sheet (which shall not be

less than one percent and shall not exceed five percent of bid amount).

**10. Clarification and Amendment in RFP Documents**

10.1 Consultants may request for a clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of proposal. The procuring agency shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry. Should the PA deem it necessary to amend the RFP as a result of a clarification, it shall do so.

10.2 At any time before the submission of Proposals, the Procuring Agency may amend the RFP by issuing an addendum/corrigendum in writing. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Procuring Agency may, if the amendment is substantial, extend the deadline for the submission of Proposals.

**11. Preparation of Proposals**

11.1 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of personnel) in providing the information requested may result in rejection of a Proposal.

11.2 The estimate number of professional staff months or the budget required for executing the assignment should be shown in the data sheet, but not both. However, proposal shall be based on the professional staff month or budget estimated by the consultant.

**12. Language**

The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency shall be written in English. However it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.

**13. Technical Proposal Format and Content**

13.1 While preparing the Technical Proposal, consultants must give particular attention to the following:

- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-

consultancy, as appropriate. The international consultants are encouraged to seek the participation of local consultants by entering into a joint venture with, or subcontracting part of the assignment to, national consultants.

- (ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the firm. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- (iv) Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under similar geographical condition.
- (v) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall be submitted for each position.

13.2 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

- (i) A brief description of the consultant organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
- (ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the PA (Section 3C).
- (iii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
- (iv) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3F). Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last \_\_\_\_\_ (PA may give number of years as per their requirement) years.
- (v) Estimates of the total staff input (professional and support

staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).

- (vi) A detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment (Section 3D).
- (vii) Any additional information requested in the Data Sheet.

13.3 The Technical Proposal shall not include any financial information.

**14. Financial Proposals**

14.1 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (in the field and at the Consultants’ office), and (b) reimbursable expenses indicated in the Data Sheet (if applicable). Alternatively Consultant may provide their own list of cost. If appropriate, these costs should be broken down by activity. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

**15. Taxes**

15.1 The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority.

**16. Submission, Receipt, and Opening of Proposals**

16.1 Proposal shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4. All pages of the original Technical and Financial Proposals will be initialed by an authorized representative of the Consultants (Individual Consultant). The authorization shall be in the form of a written power of attorney accompanying the Proposal

16.2 All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

16.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL” Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet)

shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by name of the assignment, and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**” If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

16.4 The Proposals must be sent to the address indicated in the Data Sheet and received by the PA no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the PA after the deadline for submission shall be returned unopened. In order to avoid any delay arising from the postal or PA’s internal despatch workings, Consultants should ensure that proposals to be sent through couriers should reach a day before the deadline for submission. .

### **17. Proposal Evaluation**

17.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the PA on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the PA in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants’ Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

### **18. Evaluation of Technical Proposals**

18.1 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet.

In the case of Quality-Based Selection, Selection Based on Consultant’s Qualifications, and Single-Source Selection, the highest ranked consultant or firm selected on a single-source basis is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted.

#### **Public Opening and Evaluation of Financial Proposals: (LCS , QCBS, and Fixed Budget Selection Methods Only)**

18.2 After the technical evaluation is completed, the PA shall notify in writing Consultants that have secured the minimum

qualifying marks, the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional.

Financial proposals of those consultants who failed to secure minimum qualifying marks shall be returned unopened.

## **19. Evaluation of Financial Proposals**

- 19.1 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants.
- 19.2 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- 19.3 In case of **Least Cost Selection LCS Method**, the bid found to be the lowest evaluated bid shall be accepted.
- 19.4 **In case of Quality and Cost Based Selection QCBS Method** the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet:  $S = St \times T\% + Sf \times P\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations.
- 19.5 In the case of Fixed-Budget and Quality Based Selection, the Procuring Agency will select the firm that submitted the highest ranked Technical Proposal.

- 20. Negotiations**                      20.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the PA proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.
- 21. Technical negotiations**                      21.1 Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The PA and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as “Description of Services”. Minutes of negotiations, which will be signed by the PA and the Consultant, will become part of Contract Agreement.
- 22. Financial negotiations**                      22.1 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm’s tax liability, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. Consultants will provide the PA with the information on remuneration rates described in the Appendix attached to Section 4 (i.e. Financial Proposal - Standard Forms of this RFP.
- 23. Availability of Professional staff/experts**                      23.1 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the PA expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the PA will require assurances that the Professional staff will be actually available. The PA will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within

the period of time specified in the letter of invitation to negotiate.

**24. Award of Contract**

- 24.1 After completing negotiations, the Procuring Agency shall award the Contract to the selected Consultant and within seven of the award of contract, Procuring Agency shall publish on the website of the Authority and on its own website, if such a website exists, the result of the bidding process, identifying the bid through procuring identifying number, if any and the following information, evaluation report, form of contract and letter of award, bill of quantity or schedule of requirement, as the case may be.
- 24.2 After publishing of award of contract consultant required to submit a performance security at the rate indicated in data sheet.
- 24.3 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

**25. Confidentiality**

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

## Data Sheet

1.1	<p>Name of the Assignment is: Hiring of Engineering / Architectural Consultancy Services for the project titled, “Establishment of Centre for Incubation &amp; Enterprise at the BBSU of Technology &amp; Skills Development, Khairpur Mirs (Revised)”</p> <p>The Name of the PA’s official (s): Purchase &amp; Procurement Officer, BBS-UTECH, Khairpur Mirs</p> <p>Address: Purchase &amp; Procurement Officer, BBS-UTECH, Khairpur Mirs</p> <p>Telephone: 0243-920168 Facsimile: _____</p> <p>E-mail: <a href="mailto:ppo@bbsutsd.edu.pk">ppo@bbsutsd.edu.pk</a></p>
1.2	<p>The method of selection is: Least Cost Selection (LCS) Method</p> <p>The Edition of the Guidelines is: <u>SPP Rules 2010 (Amended-2023)</u></p>
1.3	<p>Financial Proposal to be submitted together with Technical Proposal: Yes ____ No ____</p>
1.4	<p>The PA will provide the following inputs and facilities: As specified in special condition of contract</p>
1.5	<p>The Proposal submission address is: Purchase &amp; Procurement Officer, BBS-UTECH, Khairpur Mirs</p> <p>RFP Documents having detailed terms of references (TORs) along with evaluation criteria can be downloaded from SPPRA portal EPADS on any working day from 29-09-2025 to 14-10-2025 on payment of Rs. 2000/- (Non refundable in shape of pay order or call deposit in favour of the Benazir Bhutto Shaheed University of Technology and Skill Development, Khairpur Mirs). Proposal must be submitted in office of the Purchase &amp; Procurement Officer, BBS-UTECH Khairpur Mirs on or before 14-10-2025 at 12:30 pm and proposals will be opened on the same day and venue at 1:30 pm.</p>
1.6	<p>Expected date for commencement of consulting services is October, 2025 _____ [Insert date] at: _____ [Insert location]</p>
9.1	<p>Proposals validity that shall not be more than 90 days.</p>
10.1	<p>Clarifications may be requested not later than <u>five working</u> days before the submission date.</p> <p>The address for requesting clarifications is: Purchase &amp; Procurement Officer, BBS-UTECH, Khairpur Mirs</p> <p>Facsimile: _____ Telephone: 0243-920168</p> <p>E-mail: <a href="mailto:ppo@bbsutsd.edu.pk">ppo@bbsutsd.edu.pk</a></p>



**Section 2. Information to Consultants – Data Sheet**

12	The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency shall be written in English However it is desirable that the firm’s Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.
6.1	Shortlisted Consultants may associate with other shortlisted Consultants: Yes _____ No <input checked="" type="checkbox"/>
11.2	<p>[Select one of the following two sentences]  The estimated number of professional staff-months required for the assignment is: <u>12 Months three months for documentation and eight months for construction supervision</u></p> <p>or:</p> <p>The available budget is: _____</p> <p>[In the case of Selection under a Fixed Budget (FBS), select the following sentence] The Financial Proposal shall not exceed the available budget of:</p>
13.1	<u>The format of the Technical Proposal to be submitted is: STP Training is not a specific component of this assignment</u>
13.2(vii)	Training is a specific component of this assignment: Yes ___ No <input checked="" type="checkbox"/>
14.1	<p>[List the applicable Reimbursable expenses in foreign and in local currency. A sample list is provided below for guidance: items that are not applicable should be deleted, others may be added. If the PA wants to define ceilings for unit prices of certain Reimbursable expenses, such ceilings should be indicated in this Section] <u>N/A</u></p> <p><b>Note:</b> There is no reimbursement expenses. All expenses must be incorporated in the financial bid</p> <ol style="list-style-type: none"> <li>(1) a per diem allowance in respect of Personnel of the Consultant for every day in which the Personnel shall be absent from the home office and, as applicable, outside the beneficiary country for purposes of the Services;</li> <li>(2) cost of necessary travel, including transportation of the Personnel by the most appropriate means of transport and the most direct practicable route;</li> <li>(3) cost of office accommodation, investigations and surveys;</li> <li>(4) cost of applicable international or local communications such as the use of telephone and facsimile required for the purpose of Consulting Services;</li> <li>(5) cost, rental and freight of any instruments or equipment required to be provided by the Consultants for the purposes of Consulting Services;</li> <li>(6) cost of printing and dispatching of the reports to be produced for Consulting Services;</li> <li>(7) other allowances where applicable and provisional or fixed sums (if any); and</li> <li>(8) cost of such further items required for purposes of the Services not covered in the foregoing.</li> </ol>

**Section 2. Information to Consultants – Data Sheet**

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15.1	Amounts payable by the PA to the Consultant under the contract to be subject to local taxation, stamp duty and service charges, if applicable: All the prevailing applicable Govt. Taxes will be deducted from the consultancy fees
6.3	Consultants to state local cost in the national currency (in case of ICB only): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
16.2	Consultant must submit the (sealed envelope) original one (01) plus one (01) copy of the Technical Proposal, and the (sealed envelope) original one (01) plus one (01) copy of the Financial Proposal. <b>Note:</b> in the event of any discrepancy between the copies of the proposal, the original govern. The original and each copy of the technical and financial proposals shall be prepared in indelible ink and shall be signed by the authorized consultant, representatives. The representative's authorization shall be confirmed by a written power of attorney accompanying the proposals. All pages of the technical and financial proposals shall be signed by the person or persons signing the proposal.

13.1	<p><b>Criteria, sub criteria, and point system for the evaluation of Simplified Technical Proposals are:</b></p> <p style="text-align: center;"><b>Evaluation Criteria</b></p> <p><b>(A) Mandatory Requirements:</b> Following are the mandatory requirements to be submitted:</p> <ol style="list-style-type: none"><li>1. Enlistment in Pakistan Engineering Council for the Year 2025.</li><li>2. Attached Valid/Active registration certificate of FBR and SRB</li><li>3. Client Satisfaction certificates for all completed projects mentioned</li><li>4. Signed CV's of all proposed staff members along with affidavit on stamp paper that they are currently working with the consulting firm</li><li>5. Details of client (Complete details of client like contact person, address and contact numbers with the project name)</li><li>6. Information regarding list of litigations/black listing proposed against the firm by the Government (if any). In case of no litigations/blacklisting the firm will provide affidavit on stamp paper of Rs.100/-</li><li>7. Consent to sign (Integrity pact)</li><li>8. Income Tax Deptt: Return for last 03 Years and SRB monthly returned of last 01 Year</li><li>9. Annual Turnover of firm for last 03 Years</li></ol> <p><b>(B) Following Technical Evaluation Criteria will be followed: (minimum technical score St required to pass is 70 points)</b></p> <p><b>i) Experience with Similar work (Maximum 40 Points)</b> <b>Note:</b> Only those projects will be considered in which both design/ Supervision is in scope and its mandatory to submit satisfactory service delivery certificate from client on services provided till to date.</p> <ol style="list-style-type: none"><li>a) Similar Projects in Hand during last (05) Years, 03 Points for each Project <b>(15 Points)</b></li><li>b) Similar Projects Completed in last (08) Years, 03 Points for each Project <b>(15 Points)</b></li><li>c) General Project in Hand during last (05) Years, 02 Points for each Project <b>(04 Points)</b></li><li>d) General Projects completed in last (08) Years, 03 Points for each Project <b>(06 Points)</b></li></ol> <p><b>ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference: (Maximum 20 Points)</b></p> <ol style="list-style-type: none"><li>a) Technical approach and methodology<ol style="list-style-type: none"><li>i. Quality Control Plan <b>(04 Points)</b></li><li>ii. Conceptual Design (Line Plan &amp; Elevation) <b>(04 Points)</b></li><li>iii. Cost Effectiveness <b>(04 Points)</b></li></ol></li><li>b. Work plan<ol style="list-style-type: none"><li>i. Work Plan &amp; Schedule to meet the deadlines <b>(04 Points)</b></li></ol></li><li>c. Organization and staffing<ol style="list-style-type: none"><li>a) Organogram of organization as per assignment <b>(02 Points)</b></li><li>b) Others (Keeping in view the assignment) <b>(02 Points)</b></li></ol></li></ol>
------	--

**iii) Key professional staff qualifications and competence for the assignment: (Maximum 40 Points)**

(All Proposed Staff Must be Permanent of Firm and Mandatory to attach Tax Deduction Certificate of last 06 Months)

- a) Team Leader (Must be Registered in PEC as Civil Engineer and having at least 10 years field experience in similar nature of scheme. **(05 Points)**)
- b) Lead Architect (B.Arch with at least 10 Years of Experience and must be registered in PCATP). **(06 Points)**
- c) Lead Structure Design Engineer (B.E Civil/M.E Structure at least 10 Years' Experience Must be Registered in PEC). **(10 Points)**
- d) Lead Electrical Engineer (B.E Electrical with at least 10 Years of Experience Must be Registered in PEC). **(04 Points)**
- e) Resident Engineer (B.E Civil or Equivalent must be Registered in PEC/NTC). **(05 Points)**
- f) Senior Structural Engineer (B.E Civil or Equivalent PEC/NTC Registered) **(05 Points)**
- g) Public Health Engineer/Mechanical/HVAC Engineer Senior Professional **(05 Points)**

**Note:** Number of Points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights.

1. General Qualification (Weight age 30%)
2. Adequacy for the Assignment (Weight age 50%)
3. Experience in Region and Language (Weight age 20%)

Remuneration Type is “Fixed Cost”

The single currency for price conversions is Pak Rupees.

20.1 Expected date and address for contract negotiations: Prior to the expiration of Proposal validity

24.2 Successful consultant is required to submit performance security in form of pay order, demand draft or bank guarantee (3% of Bid amount in addition to 2% Bid Security)

5.1 Consultant undertake to sign Integrity Pact for the procurement.

- a. Only office space will be provided by the client & all site facilities including transport to consultant site staff will be provided by consultant.
- b. To obtain first-hand information on the assignment and on the local conditions, consultants are encouraged to pay a visit the site/client before submitting a proposal.

### Section 3. Technical Proposal - Standard Forms

*[Comments in brackets] provide guidance to the shortlisted Consultants for the preparation of their Technical Proposals; they should be deleted from the Technical Proposals to be submitted.]*

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

Form TECH-1.	Technical Proposal Submission Form.....	21
Form TECH-2.	Consultant’s Organization and Experience .....	22
	A - Consultant’s Organization .....	22
	B - Consultant’s Experience .....	23
Form TECH-3.	Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the PA.....	24
	A - On the Terms of Reference .....	24
	B - On Counterpart Staff and Facilities .....	25
Form TECH-4.	Description of Approach, Methodology and Work Plan for Performing the Assignment.....	26
Form TECH-5.	Team Composition and Task Assignments.....	27
Form TECH-6.	Curriculum Vitae (CV) for Proposed Professional Staff .....	28
Form TECH-7.	Staffing Schedule <sup>1</sup> .....	30
Form TECH-8.	Work Schedule .....	31

## FORM TECH-1. TECHNICAL PROPOSAL SUBMISSION FORM

---

[Location, Date]

To: [Name and address of PA]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope<sup>1</sup>.

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

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

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Data Sheet.

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

We remain,

Yours sincerely,

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

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

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

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

---

<sup>1</sup> [In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: "We are hereby submitting our Proposal, which includes this Technical Proposal only."]

<sup>2</sup> [Delete in case no association is foreseen.]

**For FTP Only**

**FORM TECH-2. CONSULTANT'S ORGANIZATION AND EXPERIENCE**

---

***A - Consultant's Organization***

*[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]*

***B - Consultant's Experience***

*[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use 20 pages.]*

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of PA:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):
Start date (month/year): Completion date (month/year):	No of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: \_\_\_\_\_

**For FTP Only**

**FORM TECH-3. COMMENTS AND SUGGESTIONS ON THE TERMS OF  
REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE  
PROVIDED BY THE PA**

---

***A - On the Terms of Reference***

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

***B - On Counterpart Staff and Facilities***

*[Comment here on counterpart staff and facilities to be provided by the PA according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]*

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

---

**(For small or very simple assignments the PA should omit the following text in Italic)**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (50 pages, inclusive of charts and diagrams) divided into the following three chapters:*

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*

*a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

*b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the PA), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.*

*c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]*

FORM TECH-5. TEAM COMPOSITION AND TASK ASSIGNMENTS

---

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

FORM TECH-6. CURRICULUM VITAE (CV) FOR PROPOSED  
PROFESSIONAL STAFF

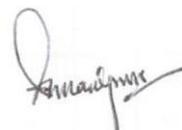
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1. **Proposed Position** *[only one candidate shall be nominated for each position]:* \_\_\_\_\_
2. **Name of Firm** *[Insert name of firm proposing the staff]:* \_\_\_\_\_  
\_\_\_\_\_
3. **Name of Staff** *[Insert full name]:* \_\_\_\_\_
4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_
5. **Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* \_\_\_\_\_  
\_\_\_\_\_
6. **Membership of Professional Associations:** \_\_\_\_\_  
\_\_\_\_\_
7. **Other Training** *[Indicate significant training since degrees under 5 - Education were obtained]:* \_\_\_\_\_  
\_\_\_\_\_
8. **Countries of Work Experience:** *[List countries where staff has worked in the last ten years]:* \_\_\_\_\_  
\_\_\_\_\_
9. **Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*  
\_\_\_\_\_
10. **Employment Record** *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_



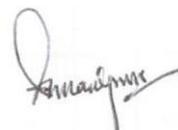
<p><b>11. Detailed Tasks Assigned</b></p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p><b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>PA: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
--	--

**13. Certification:**

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

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff]* *Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_

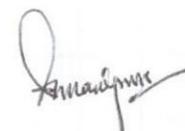


## FORM TECH-7. STAFFING SCHEDULE<sup>1</sup>

N°	Name of Staff	Staff input (in the form of a bar chart) <sup>2</sup>													Total staff-month input			
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field <sup>3</sup>	Total	
<b>Foreign</b>																		
1		[Home]																
		[Field]																
2																		
3																		
n																		
													<b>Subtotal</b>					
<b>Local</b>																		
1		[Home]																
		[Field]																
2																		
n																		
													<b>Subtotal</b>					
													<b>Total</b>					

- 1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
- 2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
- 3 Field work means work carried out at a place other than the Consultant's home office.

Full time input
  Part time input



FORM TECH-8. WORK SCHEDULE

N°	Activity <sup>1</sup>	Months <sup>2</sup>												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
5														
n														

- 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as PA approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar char.



# The Benazir Bhutto Shaheed University of Technology and Skill Development Khairpur Mirs



**Request for Proposals (RFP) for Hiring of Engineering /  
Architectural Consultancy Services for the project titled,  
“Establishment of Centre for Incubation & Enterprise at the  
BBSU of Technology & Skills Development, Khairpur Mirs  
(Revised)”**

## **Volume-II (Financial Proposal)**

To be submitted on SPPRA Portal (EPADS)

(Least Cost Selection Method)

Date of Submission

29-09-2025 to 14-10-2025 at 12:30 pm

SEPTEMBER-2025

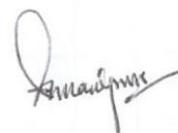
## Section 4. Financial Proposal - Standard Forms

[Comments in brackets [ ] provide guidance to the shortlisted Consultants for the preparation of their Financial Proposals; they should be deleted from the Financial Proposals to be submitted.]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

[The Appendix “Financial Negotiations - Breakdown of Remuneration Rates” is to be only used for financial negotiations when *Quality-Based Selection*, *Selection Based on Qualifications*, or *Single-Source Selection* method is adopted, according to the indications provided under para. 6.3 of Section 2.]

Form FIN-1.	Financial Proposal Submission Form .....	3
Form FIN-2.	Summary of Costs .....	4
Form FIN-3.	Professional charges for ( <b>Phase-A</b> ) .....	5
Form FIN-4.	Professional charges for ( <b>Phase-B</b> ) .....	6
Form FIN-5.	Professional charges for ( <b>Phase-C</b> ) .....	7
Form FIN-6.	Mode of Payment .....	8
<b>Appendix.</b>	Terms of References (ToRs).....	9
	General Conditions of Contract.....	13
	Special Conditions of Contract.....	23
	Integrity Pact.....	28
	Contract .....	29



**FORM FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM**

---

[Location, Date]

To: [Name and address of PA]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below<sup>2</sup>:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

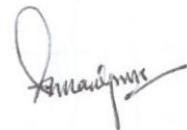
We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

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

<sup>1</sup> Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.  
<sup>2</sup> If applicable, replace this paragraph with: "No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution."



FORM FIN-2. SUMMARY OF COSTS

FINANCIAL PROPOSAL SUBMISSION FORM

Hiring of Engineering / Architectural Consultancy Services for the project titled,  
“Establishment of Centre for Incubation & Enterprise at the BBSU of Technology &  
Skills Development, Khairpur Mirs (Revised)”

S #	Item	COSTS (PKR)
		Professional charges for the scheme including all applicable Government Taxes
1	Amount in PKR as per Total of <b>Financial Proposal Form-I</b>	
2	Amount in PKR as per Total of <b>Financial Proposal Form-II</b>	
3	Amount in PKR as per Total of <b>Financial Proposal Form-III</b>	
	<b>Total</b>	

(Rupees \_\_\_\_\_)

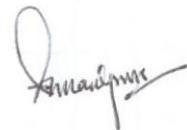
Authorized Signature: \_\_\_\_\_

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

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

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

Stamp/Seal of Firm:



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FORM FIN-3.

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PROFESSIONAL CHARGES (**PHASE-A**)  
FOR SOIL INVESTIGATION REPORT AND Updating MASTER PLAN

Hiring of Engineering / Architectural Consultancy Services for the project titled,  
“Establishment of Centre for Incubation & Enterprise at the BBSU of Technology &  
Skills Development, Khairpur Mirs (Revised)”

**FINANCIAL PROPOSAL FORM-I**

S #	Description	COSTS (PKR)			
		Professional charges for the scheme including all applicable Government Taxes			
		Qty:	Rate	Unit	Amount
1	Sub Soil Investigation Report as per ToRs/RFP for foundation of buildings	03 Bores		Per Bore	
	<b>Total</b>				

(Rupees \_\_\_\_\_)

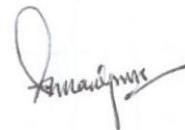
Authorized Signature: \_\_\_\_\_

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

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

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

Stamp/Seal of Firm: \_\_\_\_\_



FORM FIN-4.

DESIGNING & DOCUMENTATION PHASE (**PHASE-B**)

Hiring of Engineering / Architectural Consultancy Services for the project titled,  
“Establishment of Centre for Incubation & Enterprise at the BBSU of Technology &  
Skills Development, Khairpur Mirs (Revised)”

**FINANCIAL PROPOSAL FORM-II**

S #	Description	COSTS (PKR)	
		Professional charges for the scheme including all applicable Government Taxes	
		%age	Amount
1	Consultancy Fee for Designing and Documentation Phase as per ToRs/RFP (To be quoted as %age of the work award cost of Rs: 61.355 (M))		
	<b>Total</b>		

(Rupees \_\_\_\_\_)

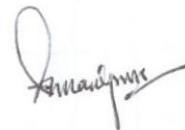
Authorized Signature: \_\_\_\_\_

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

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

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

Stamp/Seal of Firm: \_\_\_\_\_



FORM FIN-5.

CONSTRUCTION SUPERVISION PHASE (**PHASE-C**)

Hiring of Engineering / Architectural Consultancy Services for the project titled,  
“Establishment of Centre for Incubation & Enterprise at the BBSU of Technology &  
Skills Development, Khairpur Mirs (Revised)”

**FINANCIAL PROPOSAL FORM-III**

S #	Description	COSTS (PKR)	
		Professional charges for the scheme including all applicable Government Taxes	
		%age	Amount
1	Consultancy Fee for Construction Supervision Phase as per ToRs/RFP (To be quoted as %age of the work award cost of Rs: 61.355 (M)		
	<b>Total</b>		

(Rupees \_\_\_\_\_)

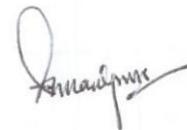
Authorized Signature: \_\_\_\_\_

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

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

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

Stamp/Seal of Firm: \_\_\_\_\_

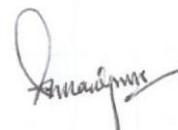


## FORM FIN-6

<b>Mode of Payment</b>		
#	For Soil Investigation Report and Master Planning <b>(Phase-A)</b>	
1	At completion of Sub Soil Investigation Report as per ToRs/RFP for foundation of buildings	100% of quoted amount
2	At updating of Master Plan as per ToRs/RFP	100% of quoted amount
<b>Designing &amp; Documentation Phase (Phase-B)</b>		
1	At completion of preliminary design architectural drawings with 3d elevations as per ToRs/RFP	20%
2	At completion of detailed architectural design / drawings as per ToRs/RFP	15%
3	At completion of detailed structural designs / drawings as per ToRs/RFP	20%
4	At completion of mechanical utility designs / drawings as per ToRs/RFP	05%
5	At completion of electrical designs / drawings as per ToRs/RFP	05%
6	On completion of detailed cost estimate including specifications, rate analysis and grant of technical sanction estimate as per ToRs/RFP	20%
7	At completion of tender documents including condition of contract, bill of quantities, tender drawings and evaluation of documents for contractor as per ToRs/RFP	05%
8	At completion of evaluation of contractors and recommendation for award of work to the contractor as per ToRs/RFP	05%
9	On award of work to the contractor and preparation & submission of work plan as per ToRs/RFP	05%
<b>Total of professional charges of Phase-B</b>		<b>100%</b>
<b>Construction Supervision Phase (Phase-C)</b>		
1	Will be paid actually work done at site	100%

Note: 1. The final cost of works shall be determined after acceptance of the contract price by the “Client”. In the event that change occurs with the approval of the “Client” (upward or downwards) in the contract price, then the cost of the works will be adjusted accordingly. The adjusted completion price shall be stand as the final cost of completed building and the Consultants fees shall be finalized accordingly.

2. On desire by the “Client”, as schedule and whenever Consultants principals, their Senior Engineering Staff/Architect have to visit the project Site and /or are called for a meeting for supervision of work, only boarding and lodging shall be provided by the “Client”.



## Section-5: Terms of References (TORs)

### **1. Introduction:**

The Benazir Bhutto Shaheed University of Technology and Skill Development Khairpur Mirs has been established by the Provincial Assembly of Sindh bill 08 of 2016 vide notification No.PAC/Legis-B-08/2016 dated 22<sup>nd</sup> April, 2016 by up-gradation of Govt. College of Technology (GCT) Khairpur into the Benazir Bhutto Shaheed University of Technology and Skill Development Khairpur Mirs. The PC-I of scheme titled, “Establishment of Centre for incubation & Enterprise at the BBSU of Technology & Skills Development, Khairpur (Revised)” ADP# 841 FY-2025-26 for amounting to Rs. 73.772 (Million) was approved by the DDWP forum on 22-01-2025 including the civil works component, intends to hire Engineering/Architectural consulting firm for Detail Design, Engineer Estimates, Bid Documents Preparation/ Bids Evaluation for hiring of Contractor & Construction Supervision of the project building along with external developmental works/services of scheme to be constructed on the University available land.

### **2. Scope of Work/ Services:**

Selected consultant will provide Engineering/Architectural services and updating Master Planning for the construction/execution of following building & external developmental work/services as included in the PC-I of university titled as “Establishment of Centre for incubation & Enterprise at the BBSU of Technology & Skills Development, Khairpur (Revised)”.

S. No	Description	Covered Area
<b>Main Building</b>		
1	Incubators	1296
2	Facilitation Desk / Wall of fam	738
3	Toilet Block (Male / Female)	459
4	Director Office	256
5	Supporting Staff	160
6	Reception	96
7	Entrance Hall	256
8	Kitchen	192
9	Store Room	192
10	Pourch	360
11	Other works as and when required	L.S



Following services will be provided by the selected consultant for above mentioned works & services,

- 2.1 Soil Investigation for scheme building, Electronic Resistivity tests for installation of tube wells, Topographical/Hydro survey & updating Master planning of whole campus.
- 2.2 Detailed Architectural/Engineering design of building with allied internal & external services (Electrical, Water Supply, Sewerage System, Sui Gas, HVAC, Telephone/Data Network, Fire Alarm System, PA System etc.)
- 2.3 Detailed Architectural/Engineering design of external development works & services (External Electrification with provision of standby generators & sub-station, Water Supply system including tube wells, pump house, storage tanks ,distribution lines & water treatment plants, Sewerage System, Sui Gas ,ICT infrastructure, Foot paths, Parking's, Walkways, Landscaping/horticulture irrigation system, Roads, Storm Water Drainage System, Boundary Wall/fencing , Street/Perimeter security lights, CCTV security system etc.)
- 2.4 Preparation of Tender/Construction Drawings, Bill of Quantities (BoQs) Detailed Cost Estimates and Tender/Bid Documents.
- 2.5 Assist the client in Bids/Tenders evaluation and award of contracts.
- 2.6 Detail Construction Supervision

### **i ) Design Phase:-**

#### **a. Master Planning:**

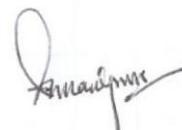
- i. Preparing, describing existing scheme in the present master planning and updating

#### **b. Survey & Investigation:**

- i. Topographic survey (Digital) and preparation of contour plans. Hydro Survey for storm water drainage system design.
- ii. Geotechnical investigation of sites including field or laboratory tests.
- iii. Conducting Electronic Resistivity Test for tube wells installations.
- iv. Observance of By-laws of local authorities, building and fire, etc.

#### **c. Preliminary Design:**

- i. Collection of project requirements and scope of work from the Client/User Department.
- ii. Evaluating the Client's requirement analytically and technically while designing and planning various components of the Project.
- iii. Preparation of site plan, describing and illustrating preliminary architectural design / outline proposal i/c 3D views of proposed buildings.
- iv. Evaluating feedback of the Client for further improvements in the design.
- v. Making presentations at various stages of Designing as per requirement of the Client.

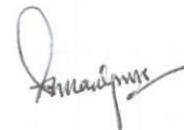


**d. Detailed Architectural/Engineering Design:**

- i. After finalization of detail architectural designs, preparation of structural design of the building and allied structures as per established building codes, incorporating electrical, mechanical and other internal and external services i.e. telephone/IT, water supply, sewerage, sui gas, drainage, fire alarm system, PA system etc.
- ii. Detail Design of all allied external services like External electrification with standby generators system, Water Supply including tube well & storage tanks design, Sewerage disposal/treatment System, ICT infrastructure, CCTV Security System, Street/perimeter security lights, Roads/Footpath/Parkings, Storm water drainage system etc.
- iii. Preparation & submission of draft and final detailed working / construction drawings of each and every component of building & external services in soft and hard form.
- iv. Preparation modified drawings at any stage of execution without additional charges if required by the Client.
- v. Preparation of detailed cost estimate for grant of Technical Sanction estimate.
- vi. Submission of detailed structural design calculation for all buildings and allied structures in soft and hard copy.
- vii. Preparation of complete tender/bid documents comprising of BOQ, tender drawings, specifications.
- viii. Attending Bid proceedings comprising of recording of minutes of meeting, preparation and signing of Bid evaluation report for hiring of contractor.
- ix. Preparation, and submission of contract agreement on approved format.
- x. Preparation and submission of work plan bases on MS Project or primavera.

**ii) Construction Supervision Phase:-**

- i. To review all tender documents, designs, cost-estimates, conditions of Contract etc. and advice Client about their suitability without any additional cost. Prepare a detailed construction program consistent with the implementation schedule for the Project.
- ii. The detailed construction supervision shall include planning, guidance, programming, inspection, monitoring of construction activities and contractor's performance. Quantity and quality assurance, implementation of work plans and drawings as per design and specifications.
- iii. Preparation and verification of variation orders and maintaining record of correspondence with the contractor and other stakeholders in capacity of the Engineer.
- iv. 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 in the best public interest.
- v. The quality and quantity assurance shall be the sole responsibility of the consultants in the capacity of the Engineer.
- vi. 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.



- vii. Preparation & submission of monthly progress reports as per Client requirements.
- viii. Verification of detailed measurements of work done included in the IPC along with its certification and recommendation to the Client for payments.
- ix. Following supervision staff will be deputed on site by the consultant during supervision phase

#	Description	Nos	Experience
1	Resident Engineer	01	Minimum of 10 years experience in construction supervision of building and infrastructure work
2	Quantity Surveyor	01	Minimum 10 years experience
3	Site Supervisor-electrical	01	Minimum 10 years experience

**ii.a) Post Completion Stage:-**

- i. Submission of As-built drawings / inventories / Project Completion report / PC-IV, other project documents and all correspondence made with the contractor/Client/other agencies after successful completion of the project.
- ii. The Consultants shall periodically visit completed projects during defect liability period and submit punch list (if any) for rectification by the contractor.
- iii. Processing and recommendation of contractor's security after successful completion of defect liability period.

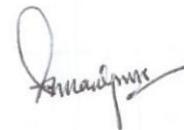
The consultants will be accountable and shall indemnify the Client against defects, losses, damages and overpayment (if any) as a result of proven faults, errors or omissions on the part of the consultants during or after the completion of the work.

**Deliverables by the Consultant:-  
Detailed Design**

i)	Inception Report	5-Copies
ii)	Monthly Progress Report	5-Copies
iii)	Draft Detailed Design Report	5-Copies.
iv)	Tender/Bid Documents, Drawings and Specifications	5-Copies.
v)	Detail Cost Estimate	5-Copies.

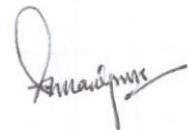
**Construction Supervision**

i)	Monthly Progress Report& PC-III	5-Copies.
ii)	Construction Drawings	5-Copies
ii)	Project Completion Report/PC-IV	5-Copies.
iii)	As built drawings	5-Copies.
iv)	Post Completion Report/PC-V	5-Copies



## **II. General Conditions of Contract**

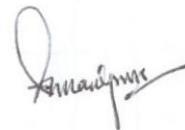
### **1. GENERAL PROVISIONS**

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## 1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “Applicable Law” means the Sindh Public Procurement Act, thereunder Rules 2010.
- (b) “Procuring Agency PA” means the implementing department which signs the contract
- (c) “Consultant” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals.
- (d) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is General Conditions (GC), the Special Conditions (SC), and the Appendices.
- (e) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6;
- (f) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.
- (g) “Foreign Currency” means any currency other than the currency of the PA’s country.
- (h) “GC” means these General Conditions of Contract.
- (i) “Government” means the Government of Sindh.
- (j) “Local Currency” means Pak Rupees.
- (k) “Member” means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.
- (l) “Party” means the PA or the Consultant, as the case may be, and “Parties” means both of them.



- (m) "Personnel" means persons hired by the Consultant or by any Sub-Consultants and assigned to the performance of the Services or any part thereof.
- (n) "SC" means the Special Conditions of Contract by which the GC may be amended or supplemented.
- (o) "Services" means the consulting services to be performed by the Consultant pursuant to this Contract, as described in the Terms of References.
- (p) "Sub-Consultants" means any person or entity to whom/which the Consultant subcontracts any part of the Services.
- (q) "In writing" means communicated in written form with proof of receipt.

**1.2 Law Governing Contract** This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable law.

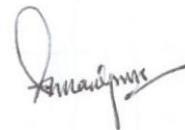
**1.3 Language** This Contract is executed in the language specified in the SC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

**1.4 Notices**

1.4.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC.

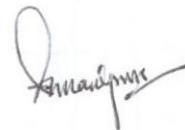
1.4.2 A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

**1.5 Location** The Services shall be performed at such locations as are specified in special condition of contract and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the PA may approve.



**1.6 Authority of Member in Charge**

In case the Consultant consists of a joint venture/ consortium/ association of more than one individual firms, the Members hereby authorize the individual firms or specified in the SC to act on their behalf in exercising all the Consultant's rights and obligations towards the PA under this Contract, including without limitation the receiving of instructions and payments from the PA.

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**1.7 Authorized Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the PA or the Consultant may be taken or executed by the officials specified in the SC.

**1.8 Taxes and Duties**

The Consultant, Sub-Consultants, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

**1.9 Fraud and Corruption**

A. If the PA determines that the Consultant and/or its Personnel, sub-contractors, sub-consultants, services providers and suppliers has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices, in competing for or in executing the Contract, then the PA may, after giving 14 days notice to the Consultant, terminate the Consultant's employment under the Contract, and may resort to other remedies including blacklisting/disqualification as provided in SPPR 2010.

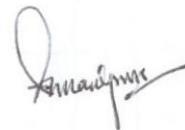
Any personnel of the Consultant who engages in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Contract, shall be removed in accordance with Sub-Clause 4.2.

**Integrity Pact**

B. If the Consultant or any of his Sub-consultants, agents or servants is found to have violated or involved in violation of the Integrity Pact signed by the Consultant as Appendix-G to this Form of Contract, then the Client shall be entitled to:

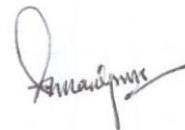
- (a) recover from the Consultant an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Consultant or any of his Sub-consultant, agents or servants;
- (b) terminate the Contract; and
- (c) recover from the Consultant any loss or damage to the Client as a result of such termination or of any other corrupt business practices of the Consultant or any of his Sub-consultant, agents or servants.

On termination of the Contract under Sub-Para (b) of this Sub-Clause, the Consultant shall proceed in accordance with Sub-Clause 1.9 A. Payment upon such termination shall be made under Sub-Clause 1.9 A after having deducted the amounts due to the Client under 19 B Sub-Para (a) and (c).



## **2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT**

- 2.1 Effectiveness of Contract** This Contract shall come into effect on the date the Contract is signed by both Parties or such other later date as may be stated in the SC. The date the Contract comes into effect is defined as the Effective Date.
- 2.2 Commencement of Services** The Consultant shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC.
- 2.3 Expiration of Contract** Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.
- 2.4 Modifications or Variations** Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.
- 2.5 Force Majeure** The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.
- 2.5.2 No Breach of Contract** The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
- 2.5.3 Extension of Time** Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- 2.5.4 Payments** During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.



## 2.6 Termination

### 2.6.1 By the PA

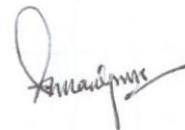
The PA may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 2.6.1. In such an occurrence the PA shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e).

- (a) If the Consultant does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the PA may have subsequently approved in writing.
- (b) If the Consultant becomes insolvent or bankrupt.
- (c) If the Consultant, in the judgment of the PA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- (d) If, as the result of Force Majeure, the Consultant(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (e) If the PA, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- (f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.

### 2.6.2 By the Consultant

The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the PA, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 2.6.2:

- (a) If the PA fails to pay any money due to the Consultant pursuant to this Contract without consultants fault.
- (b) Pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.
- (c) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (d) If the PA fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.



2.6.3 Payment  
upon  
Termination

Upon termination of this Contract pursuant to Clauses GC 2.6.1 or GC 2.6.2, the PA shall make the following payments to the Consultant:

- (a) payment pursuant to Clause GC 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause GC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

### 3. OBLIGATIONS OF THE CONSULTANT

#### 3.1 General

##### 3.1.1 Standard of Performance

The Consultant shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the PA, and shall at all times support and safeguard the PA's legitimate interests in any dealings with Sub-Consultants or third Parties.

##### 3.2 Conflict of Interests

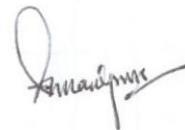
The Consultant shall hold the PA's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

##### 3.2.1 Consultants not to Benefit from Commissions, Discounts, etc.

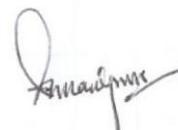
The payment of the Consultant pursuant to Clause GC 6 shall constitute the Consultant's only payment in connection with this Contract or the Services, and the Consultant shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultant shall use their best efforts to ensure that the Personnel, any Sub-Consultants, and agents of either of them similarly shall not receive any such additional payment.

##### 3.2.2 Consultant and Affiliates not to be Otherwise Interested in Project

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-Consultants and any entity affiliated with such Sub-Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.

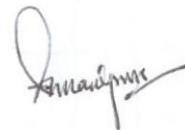


- 3.2.3 Prohibition of Conflicting Activities
- The Consultant shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.
- 3.3 Confidentiality**
- Except with the prior written consent of the PA, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.
- 3.4 Insurance to be Taken Out by the Consultant**
- The Consultant (a) shall take out and maintain, and shall cause any Sub-Consultants to take out and maintain, at their (or the Sub-Consultants', as the case may be) own cost but on terms and conditions approved by the PA, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the PA's request, shall provide evidence to the PA showing that such insurance has been taken out and maintained and that the current premiums have been paid.
- 3.5 Consultant's Actions Requiring PA's Prior Approval**
- The Consultant shall obtain the PA's prior approval in writing before taking any of the following actions:
- (a) entering into a subcontract for the performance of any part of the Services,
  - (b) appointing such members of the Personnel not listed by name in Appendix C, and
  - (c) any other action that may be specified in the SC.
- 3.6 Reporting Obligations**
- (a) The Consultant shall submit to the PA the reports and documents specified in (PA may insert appendix) hereto, in the form, in the numbers and within the time periods set forth in the said Appendix.
  - (b) Final reports shall be delivered in CD ROM in addition to the hard copies specified in said Appendix.



**3.7 Documents Prepared by the Consultant to be the Property of the PA**

- (a) All plans, drawings, specifications, designs, reports, other documents and software submitted by the Consultant under this Contract shall become and remain the property of the PA, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the PA, together with a detailed inventory thereof.
- (b) The Consultant may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be

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specified in the SC.

**3.8 Accounting, Inspection and Auditing**

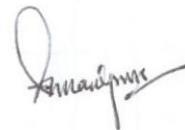
3.8.1 The Consultant shall keep, and shall cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Contract, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify relevant time changes and costs.

3.8.2 The Consultant shall permit, and shall cause its Sub-consultants to permit, the PA and/or persons appointed by the PA to inspect its accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the PA if requested by the PA. The Consultant's attention is drawn to Clause 1.9.1 which provides, inter alia, that acts intended to materially impede the exercise of the PA's inspection and audit rights provided for under Clause 3.8 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the PA's prevailing sanctions procedures.).

**4. CONSULTANT'S PERSONNEL**

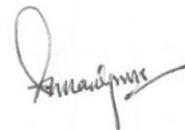
**4.1 Description of Personnel**

The Consultant shall employ and provide such qualified and experienced Personnel and Sub-Consultants as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel and Sub-Consultants listed by title as well as by name in Appendix C are hereby approved by the PA.

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**4.2 Removal  
and/or  
Replacement  
of Personnel**

- (a) Except as the PA may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultant, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications.
- (b) If the PA finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the PA's written request specifying the grounds thereof, provide as a replacement a person with qualifications and

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experience acceptable to the PA.

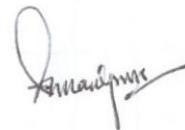
- (c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

## 5. OBLIGATIONS OF THE PA

- 5.1 Assistance and Exemptions** The PA shall use its best efforts to ensure that the Government shall provide the Consultant such assistance and exemptions as specified in the SC.
- 5.2 Change in the Applicable Law Related to Taxes and Duties** If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses GC 6.2 (a) or (b), as the case may be.
- 5.3 Services and Facilities** The PA shall make available free of charge to the Consultant the Services and Facilities listed under Appendix F.

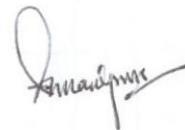
## 6. PAYMENTS TO THE CONSULTANT

- 6.1 Security** The consultant has to submit bid security and the performance security at the rate mention in SC.
- 6.2 Lump-Sum Payment** The total payment due to the Consultant shall not exceed the Contract Price which is an all inclusive fixed lump-sum covering all costs required to carry out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.
- 6.3 Contract Price** The price payable in Pak Rupees/foreign currency/ is set forth in the SC.
- 6.4 Payment for Additional Services** For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.



**6.5 Terms and  
Conditions of  
Payment**

Payments will be made to the account of the Consultant and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of an advance payment guarantee for the same amount, and

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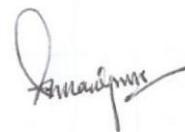
shall be valid for the period stated in the SC. Such guarantee shall be in the form set forth in Appendix G hereto, or in such other form, as the PA shall have approved in writing. Any other payment shall be made after the conditions listed in the SC for such payment have been met, and the Consultant has submitted an invoice to the PA specifying the amount due.

## **7. GOOD FAITH**

- 7.1 Good Faith** The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

## **8. SETTLEMENT OF DISPUTES**

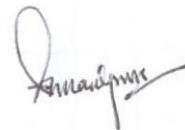
- 8.1 Amicable Settlement** The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
- 8.2 Dispute Resolution** Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.

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### III. Special Conditions of Contract

(Clauses in brackets { } are optional; all notes should be deleted in final text)

<b>Number of GC Clause</b>	<b>Amendments of, and Supplements to, Clauses in the General Conditions of Contract</b>
{1.1}	Sindh Public Procurement Act and Sindh Public Procurement Rules 2010.
1.3	The language is English.
1.4	The addresses are: Procuring Agency: _____ Attention: _____ Facsimile: _____ E-mail: _____ Consultant: _____ _____ Attention: _____ Facsimile: _____ E-mail: _____



{1.6} {The Member in Charge is [insert name of member]}

*Note: If the Consultant consists of a joint venture/ consortium/ association of more than one entity, the name of the entity whose address is specified in Clause SC 1.6 should be inserted here. If the Consultant consists only of one entity, this Clause SC 1.8 should be deleted from the SC.*

1.7 The Authorized Representatives are:

For the PA: \_\_\_\_\_

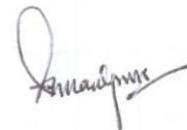
For the Consultant: \_\_\_\_\_

1.8 *PA shall specify all relevant taxes including stamp duty and service charges to be borne by the consultant. In case there is exemption from any rates, taxes, the same shall be mentioned here.*

*The Consultant must be informed in Clause Reference 3.7 of the Data Sheet about which alternative the PA wishes to apply.*

The PA warrants that the Consultant, the Sub-Consultants and the Personnel shall be exempt from (or that the PA shall pay on behalf of the Consultant, the Sub-Consultants and the Personnel, or shall reimburse the Consultant, the Sub-Consultants and the Personnel for) any indirect taxes, duties, fees, levies and other impositions imposed, under the Applicable Law, on the Consultant, the Sub-Consultants and the Personnel in respect of:

- (a) any payments whatsoever made to the Consultant, Sub-Consultants and the Personnel (other than nationals or permanent residents of Pakistan ), in connection with the carrying out of the Services;
- (b) any equipment, materials and supplies brought into the Government's country by the Consultant or Sub-Consultants for the purpose of carrying out the Services and which, after having been brought into such territories, will be subsequently withdrawn there from by them;
- (c) any equipment imported for the purpose of carrying out the Services and paid for out of funds provided by the PA and which is treated as property of the PA;
- (d) any property brought into the province by the international Consultant, any Sub-Consultants or the Personnel or the eligible dependents of such Personnel for their personal use and which will subsequently be withdrawn there from by them upon their respective departure from the Government's country, provided that:



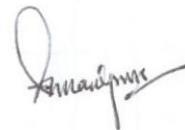
- (1) the Consultant, Sub-Consultants and Personnel, and their eligible dependents, shall follow the usual customs procedures of the Government's country in importing property into the Government's country; and
- (2) if the Consultant, Sub-Consultants or Personnel, or their eligible dependents, do not withdraw but dispose of any property in the Pakistan for which customs duties and taxes have been exempted, the Consultant, Sub-Consultants or Personnel, as the case may be,
  - (i) shall bear such customs duties and taxes in conformity with the regulations of the Government's country, or
  - (ii) shall reimburse them to the PA if they were paid by the PA at the time the property in question was brought into the Government's country.

**2.2** The date for the commencement of Services is *[insert date]*.

**2.3** The time period shall be *[insert time period, e.g.: twelve months, eighteen months ]*.

**3.4** The risks and the coverage shall be as follows:

- (a) Third Party motor vehicle liability insurance in respect of motor vehicles operated by the Consultant or its Personnel or any Sub- Consultants or their Personnel, with a minimum coverage of *[insert amount and currency]*;
- (b) Third Party liability insurance, with a minimum coverage of *[insert amount and currency]*;
- (c) professional liability insurance, with a minimum coverage of *[insert amount and currency]*;
- (d) employer's liability and workers' compensation insurance in respect of the Personnel of the Consultant and of any Sub-Consultants, in accordance with the relevant provisions of the Applicable Law, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and
- (e) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultant's property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services.



*Note: Delete what is not applicable*

**{3.5 (c)}** {The other actions are: *[insert actions]*.}

*Note: If there are no other actions, delete this Clause SC 3.5 (c).*

**{3.7 (b)}** *Note: If there is to be no restriction on the future use of these documents by either Party, this Clause SC 3.7 should be deleted. If the Parties wish to restrict such use, any of the following options, or any other option agreed to by the Parties, may be used:*

{The Consultant shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the PA.}

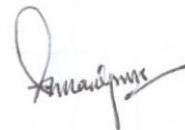
{The PA shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the Consultant.}

{Neither Party shall use these documents and software for purposes unrelated to this Contract without the prior written approval of the other Party.}

**{5.1}** *Note: List here any assistance or exemptions that the PA may provide under Clause 5.1. If there is no such assistance or exemptions, state “not applicable.”*

**6.1** Procuring Agency shall indicate bid security not less than 1% and above 5%  
Performance security shall not exceed 10% of contract amount

**6.3** The amount in Pak Rupees or in foreign Currency *[insert amount]*.



**6.5**

The accounts are:

for foreign currency or currencies: *[insert account]*

for local currency: *[insert account]*

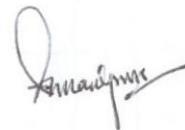
Payments shall be made according to the following schedule:

- (a) Twenty (10) percent of the Contract Price shall be paid on the commencement date against the submission of a demand guarantee for the same.
- (b) Ten (20) percent of the lump-sum amount shall be paid upon submission of the inception report.
- (c) Twenty-five (25) percent of the lump-sum amount shall be paid upon submission of the interim report.
- (d) Twenty-five (25) percent of the lump-sum amount shall be paid upon submission of the draft final report.
- (e) Twenty (20) percent of the lump-sum amount shall be paid upon approval of the final report.
- (f) The demand guarantee shall be released when the total payments reach fifty (50) percent of the lump-sum amount.

*Note: This sample clause should be specifically drafted for each contract.*

**8.2**

Disputes shall be settled by complaint redressal committee define in SPPR 2010 or through arbitration Act of 1940.in accordance with the following provisions:

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**Appendix A**

**(INTEGRITY PACT)**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.  
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN  
CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_  
Contract Value: \_\_\_\_\_  
Contract Title: \_\_\_\_\_

..... [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

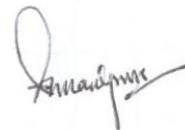
Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [name of Supplier] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS.

Name of Buyer: ..... Name of Seller/Supplier: .....  
Signature: ..... Signature:  
.....



[Seal]

[Seal]

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## CONTRACT

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of assignment]*, by and between *[insert PA’s name]* (“the PA”) having its principal place of business at *[insert PA’s address]*, and *[insert Consultant’s name]* (“the Consultant”) having its principal office located at *[insert Consultant’s address]*.

WHEREAS, the PA wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

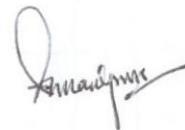
NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
  - (i) The Consultant shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).
  - (ii) The Consultant shall provide the reports listed in Annex B, “Consultant’s Reporting Obligations,” within the time periods listed in such Annex, and the personnel listed in Annex C, “Cost Estimate of Services, List of Personnel and Schedule of Rates” to perform the Services.
- 2. Term**

The Consultant shall perform the Services during the period commencing *[insert start date]* and continuing through *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.
- 3. Payment**
  - A. Ceiling

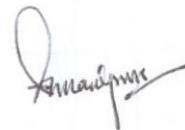
For Services rendered pursuant to Annex A, the PA shall pay the Consultant an amount not to exceed *[insert amount]*. This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the Consultant.
  - C. Payment Conditions

Payment shall be made in *[specify currency]*, no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.



**4. Economic Price Adjustment**

In order to adjust the remuneration for inflation, a price adjustment provision has been included if the contract has duration of more than 18 months or if the inflation is expected to exceed % per annum. The adjustment will be made every 12 months after the date of the contract for remuneration. Remuneration will be adjusted by using the relevant index as per following provision:  
“Payments for remuneration made in accordance with Clause 3 shall be adjusted as follows:

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Remuneration pursuant to the rates set forth in Annex C shall be adjusted every 12 months (and, for the first time, with effect for the remuneration earned in the [13] th calendar month after the date of the Contract) by applying the following formula:

$$R_t = R_{lo} \times \frac{I_t}{I_{lo}}$$

where  $R_t$  is the adjusted remuneration,  $R_{lo}$  is the remuneration payable on the basis of the rates set forth in Annex C for payable remuneration,  $I_t$  is the official rate of inflation for the first month for which the adjustment is to have effect and,  $I_{lo}$  is the official rate of inflation for the month of the date of the Contract.”]

**5. Project Administration**

A. Coordinator

The PA designates Mr./Ms. [insert name] as PA’s Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the PA.

B. Timesheets

During the course of their work under this Contract the Consultant’s employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as instructed by the Coordinator.

C. Records and Accounts

The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The PA reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant’s records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

**6. Performance Standard**

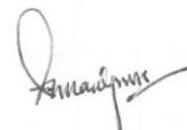
The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the PA considers unsatisfactory.

**7. Confidentiality**

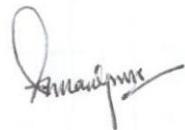
The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the PA’s business or operations without the prior written consent of the PA.

**8. Ownership of Material**

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the PA under the Contract shall belong to and remain the property of the PA. The Consultant may retain a copy of such documents and



software.

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- 9. Consultant Not to be Engaged in Certain Activities**      The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.
- 10. Insurance**      The Consultant will be responsible for taking out any appropriate insurance coverage for their personnel and equipments.
- 11. Assignment**      The Consultant shall not assign this Contract or Subcontract any portion thereof it without the PA's prior written consent.
- 12. Law Governing Contract and Language**      The Contract shall be governed by the laws of Islamic Republic of Pakistan or the Provincial Government and the language of the Contract shall be English.
- 13. Dispute Resolution**      Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act of 1940

FOR THE PA

FOR THE CONSULTANT

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

