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## **REQUEST FOR PROPOSAL**

Country: Pakistan

Province: Khyber Pakhtunkhwa

District: Abbottabad

Project Name: Establishment of camping domes resort,  
Park and Pedestrian street in Galiyat,  
Abbottabad

Title of Consultancy: Designing and supervision

## **DEFINITIONS:**

- a) "Client" means the agency with which the selected Consultant signs the Contract for the Services.
- b) "Consultant" means any entity including a Joint Venture that will provide the Services to the Client under the Contract.
- c) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the Special Conditions (SC) by which the GC may be amended or supplemented, and the Appendices.
- d) "Data Sheet" means such part of the Instructions to Consultants used to reflect specific assignment conditions.
- e) "Day" means calendar day.
- f) "Government" means the government of Khyber Pakhtunkhwa.
- g) "Instructions to Consultants" means the document which provides short listed Consultants with all information needed to prepare their Proposals.
- h) "Joint Venture" means a Consultant which comprises two or more Partners each of whom will be jointly and severally liable to the Client for all the Consultant's obligations under the Contract.
- i) "Personnel" means qualified persons provided by the Consultant and assigned to perform the Services or any part thereof.
- j) "Proposal" means a technical proposal or a financial proposal, or both.
- k) "QBS" means Quality-Based Selection.
- l) "QCBS" means Quality- and Cost-Based Selection.
- m) "RFP" means this Request for Proposal.
- n) "Services" means the work to be performed pursuant to the Contract.
- o) "SSS" means the Single Source Selection.
- p) "Standard Electronic Means" includes facsimile and email transmissions.
- q) "Sub-Consultant" means any person or entity with whom the Consultant associates for performance of any part of the Services and for whom the Consultant is fully responsible.
- r) "Terms of Reference" (TOR) means the document included in the RFP, which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

**Location & Date:**

Galiyat Development Authority Abbottabad

Dated: \_\_\_\_/\_\_\_\_/2020

**Name & Address of Consultant:** \_\_\_\_\_

\_\_\_\_\_

**1. INTRODUCTION**

- 1.1 You are hereby invited to submit a technical and a financial proposal for consulting services required for the Assignment named in the attached Data Sheet (referred to as “Data Sheet” hereafter) annexed with this letter. Your proposal could form the basis for future negotiations and ultimately a contract between your firm and the Client named in the Data Sheet.
- 1.2 A brief description of the Assignment and its objectives are given in the attached TORs.
- 1.3 The Client (Galiyat Development Authority.Abbottabad) has been entrusted the duty to implement the Project as Executing Agency by the *Government of Khyber Pakhtunkhwa* and funds for the project for the phase have been approved and provided in the budget for utilization towards the cost of the Assignment, and the Client intends to apply part of the funds to eligible payments under the contract.
- 1.4 To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference if specified. Your representative shall meet the officials of the Galiyat Development Authority. Please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.

**1.5 Please note that:**

- i) The cost of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and
- ii) The Client is not bound to accept any of the proposals submitted.

**1.6 We wish to remind you that in order to avoid conflicts of interest:**

- i) Any firm providing goods, works, or services with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services (other than the Services and any continuation thereof) resulting from or associated with the project of which this Assignment forms a part; and
- ii) Any previous or ongoing participation in relation with the project by your firm, its professional staff, its affiliates or associates under a contract may result in rejection of your proposal. You should clarify your situation in that respect with the Client before preparing the proposal.

## **2. DOCUMENTS**

- 2.1 To prepare a proposal, please use the attached Forms/Documents..
- 2.2 Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than Five (05) days before the proposal submission date. Any request for clarification in writing, or by email shall be sent to the Client's address indicated. The Client shall respond by cable, telex or telefax to such requests.
- 2.3 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a consulting firm, modify the Documents by amendment. The amendment shall be sent in writing or by email to all prospective consulting firms and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

## **3. PREPARATION OF PROPOSAL**

- 3.1 You are requested to submit a technical and a financial proposal. Your proposal shall be written in English language.

### **Technical Proposal**

- 3.2 In preparing the technical proposal, you are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information shall be at your own risk and result in rejection of your proposal.  
  
Bid security at 2% of the bid cost in shape of call deposit / pay order in the name of Director General GDA, Abbottabad to be placed in the financial proposal envelope, failing which both the technical & financial proposals will be considered as non-responsive.
- 3.3 During preparation of the technical proposal, you must give particular attention to the following:

- i) If you consider that your firm does not have all the expertise for the Assignment you may obtain a full range of expertise by associating with other firms or entities. You may also utilize the services of expatriate experts but only to the extent for which the requisite expertise is not available in any Pakistani Firm. You may not associate with the other firms invited for this Assignment unless specified in the Data Sheet.
- ii) Subcontracting part of the Assignment to other consultants if considered desirable; the same sub-consultant may be included in several proposals, subject to limitations in the Data Sheet.
- iii) The estimated number of key professional staff required for the Assignment is stated in the Data Sheet. Your proposal should be based on a number of key professional staff months substantially in accordance with the above number. However you may propose changes in the light of your experience through your comments on the TOR. The detailed design shall be carried out on only one feasible route.
- iv) The key professional staff proposed shall be permanent employees of the firm unless otherwise indicated in the Data Sheet.
- v) Proposed staff should have experience preferably under conditions similar to those prevailing in the area of the Assignment. The minimum required experience of proposed key staff shall be as listed in the Data Sheet.
- vi) Study reports must be in the English Language. Working knowledge of the national language by the firm's personnel is recommended. The knowledge of the regional language where the Assignment is located will be considered additional qualification.



3.4 Your technical proposal shall provide the following and any additional information, using the formats attached in Appendix 1:

- Form-1 A brief description of the Consultant's organization and an outline of recent **Ten Years** experience on assignments of similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff provided, duration, contract amount and firm's involvement.
- Form-2 A list of projects presently being undertaken by the Firm and expertise-wise total number and number of staff deployed on the projects being presently under-taken.
- Form-3 Consultants' understanding of the objectives of the project, their approach towards the assignment and a description of methodology that the consultants propose to perform on the activities and completion of the assignment.
- Form-4 Any comments or suggestions on the TOR;  
The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR.
- Form-5 CVs recently signed by the proposed key professional staff. Key information should include number of years with the firm, and degree of responsibility held in various assignments.
- I-Form-6 A monthly work plan, illustrated with a bar chart of activities and graphics of the critical path method (CPM) or Project Evaluation Review Techniques (PERT) type.
- I-Form-7 A schedule for compilation and submission of various types of reports as envisaged in Appendix-II of TOR .
- I-Form-8 A work plan and time schedule for the key personnel also showing the total number of person-months by each key person.
- I-Form-9 The composition of the proposed staff team, the tasks which would be assigned to each staff members and their positions.

10. Any additional information as requested in the Data Sheet.
- 3.5 The technical proposal shall not include any financial information. The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR shall be included in the technical proposal.

### **Financial Proposal**

- 3.6 The financial proposal should list the costs associated with the Assignment. These normally cover remuneration for staff in the field and at headquarters, per diem, housing, transportation for mobilization and demobilization, services and equipment (vehicles, office equipment furniture and supplies), printing of documents, surveys and investigations. Your financial proposal should be prepared using the formats attached. Your financial proposal shall clearly state the amount for construction supervision only.
- 3.7 The financial proposal shall also take into account the professional liability as provided under the relevant Contract for Engineering Consultancy Services Govt. of Khyber Pakhtunkhwa GDA Abbottabad and cost of insurances specified in the Data Sheet.
- 3.8 Costs may be expressed in Pakistani rupees.

## **4. SUBMISSION OF PROPOSALS**

- 4.1 You shall submit one original technical proposal and one original financial proposal and the number of copies of each indicated in the Data Sheet. Each proposal shall be in a separate envelope indicating original or copy, as appropriate. All technical proposals shall be placed in an envelope clearly marked "Technical Proposal" and the financial proposals in the one marked "Financial Proposal". These two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."
- 4.2 In the event of any discrepancy between the copies of the proposal, the original

shall govern. The original and each copy of the technical and financial proposals shall be prepared in indelible ink and shall be signed by the authorized Consultant's representative. All pages of the technical and financial proposals shall be initialed by the person or persons signing the proposal.

- 4.3 The proposal shall contain no interlineation or overwriting except as necessary to correct errors made by the Consultants themselves. Any such corrections shall be initialed by the person or persons signing the proposal.
- 4.4 The completed technical and financial proposals shall be delivered on or before the time and date stated in the Data Sheet.
- 4.5 The proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. During this period, you shall keep available the professional staff proposed for the assignment. The Client shall make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

## **5. PROPOSAL EVALUATION**

- 5.1 A two-envelope procedure shall be adopted in ranking of the proposals. The technical evaluation shall be carried out first, followed by the financial evaluation. Firms shall be ranked using a combined technical/financial score.

### **Technical Proposal**

- 5.2 The evaluation committee appointed by the Client shall carry out its evaluation, applying the evaluation criteria and point system specified in the Data Sheet. Each responsive proposal shall be attributed a technical score (St). Firms scoring less than seventy (70) percent points shall be rejected and their financial proposals will be returned un-opened.

### **Financial Proposal**

#### **For Quality cum Cost Based Selection**

- 5.3 The financial proposals of the consulting firms scoring equal to or greater than

70%, on the basis of evaluation of technical proposals shall be opened in the presence of the representatives of these firms, who shall be invited for the occasion and who care to attend. The Client shall inform the date, time and address for opening of financial proposals as indicated in the data Sheet. The total cost and major components of each proposal shall be publicly announced to the attending representatives of the firms.

- 5.4 The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal ( $F_m$ ) amongst the shortlisted parties be given a financial score ( $S_f$ ) of 20. The financial scores of the rest of proposals shall be computed as follows:

$$S_f = \frac{20 \times F_m}{F}$$

F

(F = amount of specific financial proposal)

- 5.5 Proposals, in the quality cum cost based selection shall finally be ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores using the weights (T- the weight given to the technical proposal, P = the weight given to the financial proposal; and  $T+P=1$ ) indicated in the Data Sheet:

$$S = S_t \times T \% + S_f \times P \%$$

## 6. **NEGOTIATION**

- 6.1 Prior to the expiration of proposal validity, the Client shall notify the successful Consultant that submitted the highest ranking proposal in writing, by registered letter, email, telephone or fax and invite it to negotiate the Contract.
- 6.2 Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial a draft contract by the conclusion of negotiations.
- 6.3 Negotiations shall commence with a discussion of your technical proposal. The proposed methodology, work plan, staffing and any suggestions you may have made to improve the TOR. Agreement shall then be reached on the final TOR, the staffing, and the bar charts, which shall indicate activities, staff, periods in the

field and in the home office, staff months, logistics and reporting.

- 6.4 Changes agreed upon shall then be reflected in the financial proposal, using proposed unit rate.
- 6.5 Having selected Consultants on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the staff named in the proposal. Prior to contract negotiations, the Client shall require assurances that the staff members will be actually available. The Client shall not consider substitutions of key staff except in cases of un-expected delays in the starting date or incapacity of key professional staff for reasons of health.
- 6.6 The negotiations shall be concluded with a review of the draft form of the contract. The Client and the Consultants shall finalize the contract to conclude negotiations. If negotiations fail, the Client shall invite the Consultants that received the second highest score in ranking to Contract negotiations. The procedure will continue with the third in case the negotiation process is not successful with the second ranked consultants.

## **7. AWARD OF CONTRACT**

- 7.1 The contract shall be awarded after successful negotiations with the selected Consultants and approved by the competent authority. Upon successful completion of negotiations/initialling of the draft contract, the Client shall promptly inform the other Consultants that their proposals have not been selected
- 7.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

## 8. DATA SHEET

8.1 The minimum required experience of proposed Key staff is:

S #	Position	Minimum Academic Qulaification	Max Marks	No. of Years of Professional Experience in similar projects	Minimum No. of similar nature project for specific expertise	No. of Years of Professional Experience
1	Team Leader	Master in Architecture/ Structural Engg	5	10	8	10
2	Resident Engineer	Master in Structural Engg	5	10	8	10
3	Interior Designer	Prefereably an arts degree with majors in interior designer	5	05	5	05
4	Infrastructure Planner	Degree in Urban Infrastructure Planning	5	10	8	10
5	Environment Specialist	Expertise in Environment	5	05	5	05

8.2 Professional liability, insurances (description or reference to appropriate documentation): Covered under clause 3.4 of of KPK Contract for Engineering Consultancy Services.

8.3 The number of copies of the Proposal required is: One original + One Copy

8.4 The address for sending the proposal is :

The Director General

Galiyat Development Authority

ZTBL Building, Main Mansehra Road,

Abbottabad

Telephone: 0992-9310240

Email : gdaatd@gmail.com

Fax: 0992-9311081

Website: www.gda.gkp.pk

8.5 The date and time of proposal submission are: 06-02-2020 at 11:00 AM

8.6 Validity period of the proposal is (days, date): 60-days

8.7 The points given to each category of evaluation criteria are:

	<b><u>Description/Items</u></b>	<b><u>Points *</u></b>
1)	Experience at Standing: (20)	
	i) General Experience	[8]
	ii) Experience in Similar nature of work	[12]
2)	Work Plan/Methodology (20)	
	i) Proposed Work Plan	(10)
	ii) Methodology	[10]
3)	Qualification and competence of the Key Staff for the Assignment (20)	
	(i) Academic and General qualification	[5]
	(ii) Practical experience	[15]
4)	Design & Innovation (30)	
	(i) Design of the Pods	(10)
	(ii) Landscaping/complete layout of the resort	(20)
5)	Final Presentation	(10)

- The minimum qualifying technical score [60] Points.

8.8 The weights given to the Technical and Financial Proposals are:-

Technical: 70%  
Financial : 30%

The Assignment is expected to commence on:-

Sincerely,

[DG GDA Abbottabad]

**Enclosures**

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



## **STANDARD FORMS**

## **APPENDIX-I**

# TECHNICAL PROPOSAL FORMS

**Form 1**

## ***FIRM'S REFERENCE***

### **Relevant Services Carried Out in the Last Ten Years Which Best Illustrate Qualifications**

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

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm:
Name of Client:		No of Staff:
Address:		No of Staff Months:
Start Date (Month/Year):	Completion (Month/Year):	Date
		Approx. Value of Services (in Current USD/Rs.)
Name of Associated Firm (s), if any:		No. of Months of Professional Staff Provided by Associated Firm(s)
Name of Senior Staff (Project Director/Co-ordinator, Team Leader) involved and functions performed:		
Narrative Description of Project		
Description of Actual Services Provided by Your Staff		

Consultants' Name: \_\_\_\_\_

## Form 2

### *PRESENT STAFF DEPLOYMENT*

(As of \_\_\_\_\_)

#### Major Project(s) Presently Undertaken

Project Name	Location	Associates(s)
--------------	----------	---------------

Field of Expertise	Total Number of Permanent Staff	Staff Assigned to Above Projects
--------------------	---------------------------------	----------------------------------

***APPROACH PAPER ON METHODOLOGY PROPOSED  
FOR PERFORMING THE ASSIGNMENT***

Approach and Methodology proposed by the firm to carry out the assignment is subdivided into several areas which include the following heads.

- Understanding of objectives
- Quality of Methodology
- Proposal Presentation
- Work Plan and manning schedule
  - Activity Schedule
  - Team Organization
  - Bar Chart
  - CPM
  - Staff Duty Matrix
  - Staffing Schedule
  - Estimate of Staff Months

***COMMENTS/SUGGESTIONS OF CONSULTANT***

On the Terms of Reference (TOR)

1.

2.

3.

4.

5.

6.

Etc.

On the data, services and facilities to be provided by the Client indicated in the TOR:-

1.

2.

3.

4.

5.

Etc.

***FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY STAFF***

1. Proposed Position: \_\_\_\_\_
2. Name of Firm: \_\_\_\_\_
3. Name of Staff: \_\_\_\_\_
4. Profession: \_\_\_\_\_
5. Date of Birth: \_\_\_\_\_
6. Years with Firm: \_\_\_\_\_
7. Nationality: \_\_\_\_\_
8. Membership in Professional Societies: \_\_\_\_\_  
(Membership of PEC is Mandatory)
9. Detailed Tasks Assigned on the Project: \_\_\_\_\_  
\_\_\_\_\_

10. Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to one page].

11. Education:

[ Summarize college/university and other specialized education of staff member, giving names of institutions, dates attended and degrees obtained.]

12. Employment Record:

[ Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.

13. Languages:-

[Indicate proficiency in speaking, reading and writing of each language: excellent, good, fair, or poor].

14. Certification:

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

\_\_\_\_\_  
Signature of Staff Member

Date: \_\_\_\_\_  
Day/Month/Year



***WORK PLAN/ACTIVITY SCHEDULE***

Items of Work/Activities	Monthly Programme from date of assignment (in the form of a Bar Chart)														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

## **APPENDIX-II**

**ESTIMATED LOCAL CURRENCY SALARY COSTS/REMUNERATION**

<b>S.No.</b>	<b>Name</b>	<b>Position</b>	<b>Staff-Months</b>	<b>Monthly Billing Rate</b>	<b>Total Estimated Amount (Rs.)</b>
I.	Professional Staff				
		<b>Sub-Total:</b>			

**ESTIMATED LOCAL CURRENCY SALARY COSTS/REMUNERATION**

<b>S.No.</b>	<b>Name</b>	<b>Position</b>	<b>Staff-Months</b>	<b>Monthly Billing Rate</b>	<b>Total Estimated Amount (Rs.)</b>
II	Non-Technical Staff				
		<b>Sub-Total:</b>			

**Form 5**

## DIRECT (NON-SALARY) COSTS

S.No.	Nomenclature	Unit	Quantity	Unit Price (Rs)	Total Amount (Rs.)	Remarks
1	Rental of Vehicles (at least Single cabin Pick up not more than 05 years old)	Per Month				
2	Fuel Consumption including Maintenance of Rental Vehicles	Per Month				
3	Salary of Drivers	Per Month				
4	Rental Office + Accommodation with minimum Covered Area 2500 Sft. Including the Utility Bills of Telephone, Electricity and Sui Gas, etc.	Per Month				
5	Sweeper	Month				
6	Stationary Charges	Per Month				
7	Establishment of laboratories, Provision of Survey and Laboratory Equipment's	-				
8	Vehicles provided by the client for supervision	-	-	-	-	-

**Project Title** .....

**ADP No.** \_\_\_\_\_

**SUMMARY OF COST OF CONSULTANT**

				Millions
S.No.	Description	Design Phase	Construction Supervision Phase	Amount (Rs.)
1.	Salary Cost/Remuneration			
2.	Direct (Non-salary) Cost			
3.	Contingencies			
4.	Grand Total			

Final cost (in figure)  
(in words)

Dated \_\_\_/\_\_\_/\_\_\_

Chief Executive/Autorized Signature & Seal \_\_\_\_\_

Address of the company \_\_\_\_\_

\_\_\_\_\_

*[Form 6 shall be submitted on Company letter head and signed by chief Executive or Authorized Agent]*

## **TERMS OF REFERENCE FOR ESTABLISHMENT OF CAMPING DOMES RESORT, PARK AND PEDESTRIAN STREET IN GALIYAT, ABBOTTABAD**

The consultants will provide services during design and supervision phases as per Terms of Reference mentioned below.

### **1.1 Scope of Work**

- 1.1.1 Designing, landscaping of 6 Kanal land area (approximate) in Changlagali for establishing a camping domes resort with allied facilities such as kids play area, adventure games, hanging/suspension bridge etc.
- 1.1.2 Designing of separate 6 Kanal land area (approximate) in Changlagali for establishing a park with facilities for skating, fountain, sitting area, walking track, plantations etc.
- 1.1.3 Designing of pedestrian street at an area measuring 6 Kanals (approximate) at Changlagali rest area with small shopping stalls, walking pathway etc.
- 1.1.4 Rehabilitation/redesigning of the existing flower market at Nathiagali to be converted to a pedestrian street.

### **1.2 Data collection, survey & investigation phase**

- 1.2.1 Feasibility study of the site identified by the client
- 1.2.2 Topographic survey (Digital) and preparation of contour plans
- 1.2.3 Geo-Technical investigation of sites
- 1.2.4 Resistivity survey for availability of ground water and tests to determine suitability of water
- 1.2.5 Prepare and submit satellite images of the site and adjoining areas with GPS coordinates
- 1.2.6 Determination of sufficiency of utilities needs in the area such as electricity, telephone and water supply
- 1.2.7 Initial Environmental Assessment of sites
- 1.2.8 Implementation of by laws of local authorities, buildings and fire etc.

### **1.3 Preliminary Design Stage**

- 1.3.1 Evaluating the client's requirement analytically and technically while designing and planning various components of the project.
- 1.3.2 Preparation of site plan, describing and illustrating preliminary architectural design/outline proposal i/c 3D views of proposed buildings.
- 1.3.3 Evaluating the feedback of the client for further improvement in the design.
- 1.3.4 Vetting of any design from specialized govt/semi govt. organization if deemed necessary by the client on the expense of consultant.
- 1.3.5 Making final presentation after incorporating the feedback from the client.

### **2.1 Master Planning Phase**

- 2.1.1 Preparing, describing and illustrating preliminary Master Plan of the project showing proposed structures, internal roads, pavement network, parking area, landscaping of open spaces, kids play area, suspension bridges, adventure games etc, as per Engineering and architectural standards.
- 2.1.2 Preparation of phase wise development plan, if required.
- 2.1.3 Preparing and submitting preliminary master plan report of the project.

### **2.2 Design Development Phase**

- 2.2.1 Preparation of detailed Architectural and structural design of all domes and allied structures as per prevailing Architectural & Engineering codes.
- 2.2.2 Preparation of detailed working/construction drawings of each and every component of the domes.
- 2.2.3 Preparation of detailed landscaping including facilities such as kids play area, adventure games, suspension bridges etc.
- 2.2.4 Evaluation of pre-qualification/post-qualification of contractors by adopting standard procedures if required.



- 2.2.5 Preparation of modified drawings without additional charges if required by the client.
- 2.2.6 Preparation of detail layout plan. Architectural and structural design incorporating all allied electrical, mechanical and other internal and external services i.e. Telephone, water supply, sewerage, drainage, fire fighting and fire alarm system, landscaping, roads, paths, street lights, cross drainage and sewerage disposal work, storm water drainage system, security system/ CCTV (if required by the client) etc.
- 2.2.7 Preparation of design/drawings/specification of electrical system / solar power system and solar heating system with external electrification, such as substation, street lights etc.
- 2.2.8 Preparation of standard Design/Drawings/Specifications for solar heating system complete in all respect.
- 2.2.8 Preparation of PC-I and detailed cost estimate after approval of Master plan by the competent forum as per prevailing formats as accurate as possible based on MRS 2019 amended as from time to time.
- 2.1.10 Preparation of revised PC-I/TS estimate if required.
- 2.1.11 Preparation of complete tender documents/cost estimate/variation order/BOQs.
- 2.2.14 Submission of detail estimate for accord of Technical sanction by the competent forum.
- 2.2.15 Preparation and submission of work plan based on MS project
- 2.2.16 Submission of detailed structural design , BOQ's , Cost Estimates , and other calculation etc. (Soft & Hard copies)
- 2.2.17 The consultants will be accountable for any defects or losses or damages as a result of proven faults, errors or omissions on part of the consultants during or after the completion of the work being the **Engineer** in charge.

## **2.3 Supervision Stage:**

2.3.1 The consultant will be required to visit and monitor the site during execution phase.

The quality and quantity assurance shall be the sole responsibility of the consultants being the Engineer Incharge of the project and will be accountable for any manipulation/defect.

2.3.2 Full time supervision of the scheme since start of the work till final satisfactory completion of all components as mentioned in the scope of the work.

2.3.3 Developing and ensuring Quality Assurance mechanism as per Engineering/Architectural standards.

2.3.4 Expediting progress at the site as per work plan for timely completion of the project.

2.3.5 Preparation and Presentation of monthly progress report or any review/report requested by the client of the project.

2.3.6 Taking measurements of work done carried out by the contractor, preparations, submissions and verification of interim payment certificates (IPC) including final bill, security and any other advances extended to the contractors/Subcontractor (if any) as per Government rules.

2.3.7 The detail construction supervision shall include planning, guidance, programming, inspection, monitoring of construction activities, contractor's performance, quality/quantity control, implementation of work plans, drawings, design and specifications, preparation and verification of variation orders including drawing/sketches, correspondence with the contractor in capacity of the Engineer incharge, and 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 Govt. interest, including PC-IV Performa and Handing over, taking over certificate dully signed by the Client Department.

### **3.1 Post Completion Stage:**

- 3.1.1 Submission of as-built drawings/inventories/project completion report/PC-IV after successful completion of the project and handover the building/facility to the client Department thereafter.
- 3.1.2 The consultants will periodically visit completed projects during defect liability period for prompt & efficient maintenance work through the contractor.
- 3.1.3 Processing and recommendation of contractor's security after successful completion of Defect Liability period.
- 3.1.4 The consultant will be responsible for overall financial responsibilities of the project including availability at the time of external audit and clearance of audit matters with the Accountant General office.
- 3.1.5 The consultant will be accountable for any defects or losses or damages as a result of proven faults, errors or omissions on the part of the consultants during or after the completion of the work being the Engineer in charge for which consultant will have to furnish Indemnity Bond.

### **3.2 Completion Period:**

The firms are required to complete and submit the final design, PC-1, and feasibility report within 2 months from the date of signing the contract agreement.

#### **Note**

All payments should be quoted in Pak Rupees inclusive of all taxes, duties etc.

The financial bid shall be quoted both in figures and words in Pak Rupees.