



**TERM OF REFERENCE (TOR)**

**FOR**

**APPOINTMENT OF CONSULTANT  
FOR SUPERVISION OF  
INFRASTRUCTURE DEVELOPMENT WORKS  
AT KEPZ PHASE-III**

**Issued to: -----**

**Issued on: -----**

**EXPORT PROCESSING ZONES AUTHORITY  
ENGINEERING DIVISION  
KARACHI EXPORT PROCESSING ZONE  
LANDHI INDUSTRIAL AREA EXTENSION  
MEHRAN HIGHWAY, KARACHI. (Pakistan)**

Phone # 92-21-99208036, Fax # 92-21-9908045

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## PROJECT INFORMATION

### 1.0 BACKGROUND INFORMATION

#### 1.1 General

##### Establishment Of Export Processing Zone In Pakistan

Pakistan adopted the concept of EPZ for its export led industrial growth. Accordingly, Government of Pakistan had approved establishment of Export Processing Zones Authority through EPZA Ordinance IV of 1980. EPZA has been given the mandate to plan, develop, manage & operate EPZs in the county.

The purpose to establish EPZA was to “attract foreign capital, sophisticated technology, use of local raw material, upgrade technical skills of workers and introduce modern management skill for export led industrial growth”.

Karachi Export Processing Zone (KEPZ) is the First Project of EPZA, its development was made in phases. KEPZ Phase – I was developed in 211 acres in 1989 through PSDP funding. The KEPZ Phase-II was developed on 94 acres by EPZA from its own resources. Both the phases have now been colonized.

Till date, majority of EPZ investors are SMEs owned by ex-pat Pakistanis who invested their capital and expertise. In order to expand the network of EPZs. Presently the KEPZ Phase-I & II are fully colonized and there is great demand from the prospective foreign investors to seek investment proposals approval to invest and establish the industrial units in Karachi Export Processing Zone. Due to non-availability of plots in KEPZ it warrants the infrastructure development of KEPZ Phase-III.

Export Processing Zones Authority had already appointed M/S Naqvi & Siddiquie Associates for Planning Designing and preparation of Master Plan for Infrastructure Development of KEPZ Phase-III. The Consultant had prepared the Master Plan and PC-I of the Project has been approved by Development Works Party of EPZA in its meeting held on 24<sup>th</sup> November 2017 at an estimated cost of RS 1657.234 Million .

For Supervision of the Infrastructure Development works of KEPZ Phase-III, it has been decided that EPZA will appoint the Consultant for detailed supervision of the Complete infrastructure development of KEPZ Phase-III as per decision of DWP .

## 2 Selection Criteria

The Consultant selected to undertake the Supervision works as “Consultant “ shall have extensive experience in the Construction Supervision works of Infrastructure development projects for especially Industrial Estate as per PPRA and PEC Rules.

### **2.0 CONTRACT OBJECTIVES**

The overall objective of the project is to attain a sustainable, safe infrastructure development works of KEPZ Phase-III which will facilitates Economic growth and improves industrial standards in Karachi Export Processing Zone.

The Consultant will be appointed as the Assistant Employer's Representative and shall provide services, based on FIDIC and PEC Standards Consultancy agreement and in accordance with Conditions of contract, to include but not be limited to the following:

- Check the Engineering Designs of the project and accompanying structures and correct any faulty designs including survey and geotechnical material investigations.
- Submit to the Employer’s Representative the reviews on the previous Consultant’s design (geometrical, structural, geotechnical).
- Preparation of Tender Documents for different packages for execution of works through contractors as per PPRA and PEC Rules.
- Review the Contractor’s Materials Investigations Report on different parts of infrastructure i.e. levelling and grading, water supply and drainage Network, Road works, structural members like retaining wall, Electrical and Mechanical works and waste water treatment plant etc.
- Ensure the project is constructed to the required/contracted standard and specifications, and within the Contract Sum.
- Receive the Contractor’s work programme and working drawings, submit comments to the Employer’s Representative.
- Supervise all construction works
- Enforce environmental mitigation measures
- Check and forward interim and final payment certificates for approval by the Employer’s Representative

- Evaluate contractual claims and forward recommendations to the Employer's Representative
- Review the Contractor's monthly progress and end of project reports and send comments to the Employer's Representative
- Regularly, conduct project cost appraisals and advise the Client
- Review the Contractor's as built drawings and forward recommendations to the Employer's Representative and Prepare final completion report.

### **3.0 SCOPE OF THE WORK**

#### **3.1 General**

The Consultant shall conscientiously fulfil, to the highest professional standards, the role of the delegated powers by the Employer's Representative to detailed supervise the construction of the works and to ensure that they are executed in accordance with the Conditions of Contract, Employer's requirements, Specifications and any amendments thereto; and to ensure that so far as is reasonably possible, within the Contract Price and Contract Period allowed under the Contract or any agreed amendments thereto the proposed Construction period is 24 months from the date of award of works;

#### **3.2.1 Specific Objectives of the Consultancy Services**

- The concept of the Consultancy Services Contract is formulated to achieve the following key objectives of the execution of the Project.
  - i. Provide the necessary assistance to the Client to ensure that the Works by the Contractor as per designed constructed/erected, commissioned and completed on time, within the Contract Price and that the Works are carried out fulfilling the Employer's Requirements and conforming to Technical Specifications to be agreed between parties from time to time.
  - ii. To ensure incorporation of corrective measures to overcome the problems faced during execution of the Contract.
  - iii. Continuously upgrade the technological knowledge of the Client's engineering and management staff through on the job training.
  - iv. Advise the Client in critical areas of engineering and project management with their expertise and experience.

### 3.2.2. Scope of the Consultancy Services

The role of the Consultant under this Contract is summarized below:

- i. Be stationed at the site offices provided under the works contract with counterpart personnel to supervise the construction, erection and consequently commissioning of the Project as defined in the Terms of Reference.
- ii. Act on behalf of the Client within the delegated authority in carrying out his duties as an Engineer of the project including project management & related functions in accordance with Conditions of Contract for Projects, Standard Form of bidding documents (PEC)/ FIDIC First Edition (1999) in the implementation of the Project.
- iii. Review the Contractor's submissions and report to the Client.
- iv. Monitor the Project in every stage of the Project and take appropriate corrective measures.
- v. Provide accurate and timely feedback to the Client about the various aspects of the Project including schedule, design, cost implications and trouble shooting.
- vi. Inspection and testing at the manufacturer's works and monitor delivery according to the Employer's Requirements as per Conditions of Contract for Projects, FIDIC First Edition (1999) and Technical Specifications.
- vii. Supervision of all aspects of civil, structural works, Electrical, Mechanical, water treatment plant and other related works, testing during incorporation into the works, commissioning and assist the Client during performance tests and provisional acceptance.
- viii. Lead and guide the counterpart staff in the commissioning and performance tests.
- ix. Review of training procedures of operation and maintenance training programs, to be carried out by the Contractor.
- x. Review and finalization Operation and Maintenance Manual submitted by the Contractor for implementation by Client.
- xi. Submission of periodic reports to the Client.
- xii. Review and finalize the As-built drawings and bidding documents for hiring of Contractors as per PPRA and PEC Rules and regulations.
- xiii. Assist the Client in the environmental management aspects of the Project
- xiv. Provide technical assistance during the Defects Notification Period and final acceptance of the Works.

### **3.2.3. DETAILED SCOPE OF THE CONSULTANCY SERVICES REQUIRED**

– The detailed scope of Consultancy Services required for the specific functions is given below.

#### **3.2.3.1. GENERAL PROJECT MANAGEMENT RELATED FUNCTIONS**

– The Consultant is responsible for the following:

1. Establish a system acceptable to the Client for project management.
2. Prepare the Tender documents in accordance with the Standard form of bidding documents as per PPRA and PEC.
3. Review all documents submitted by the Contractor with respect to planning, scheduling and progress during the project execution period.
4. Establishment of a documentary control system and administer the control system.
5. Ensure that quality control and engineering standards are consistently maintained throughout the project and within cost and time constraints.
6. Preparation and submission of monthly and quarterly progress reports together with up to-date cost disbursement.
7. Check and recommend the Contractor's interim & final invoices and other claims, if any, to the Client for payment.
8. Organize and conduct periodic meetings to co-ordinate all activities.
9. Organize and conduct special meetings to deal with urgent matters whenever required.
10. Review the quality control, health and safety procedures/manuals for the Project.
11. Review of spare parts requirements and stock level of spares.
12. Review special tools requirements
13. Follow up of procurement and delivery of plant and equipment.
14. Arrange inspection visits, monitor and control of Works for the purpose of certifying progress payments.
15. Assist the Client in issuing the payment certificates.
16. Maintain records on payment made by the Client to the Contractor.
17. Prepare monthly progress reports.

18. Maintain records of contractual claims, if any by the Contractor.
19. Assist the Client in contractual matters with the Contractor (guarantees, performance bonds, insurance, claims, etc.)
20. Inspect and direct preventive safety and environmental control measures
21. Lead the regular site co-ordination meetings.
22. Monitor job safety
23. Resolve site engineering issues.
24. Co-ordinate the over-all construction schedule.
25. Review the Operation & maintenance manuals prepared by the Contractor.

#### **3.2.3.3. INSPECTION AND TESTING AT THE CONTRACTOR'S WORKS AND MONITOR DELIVERY**

The Consultant with the Client's participation shall undertake to implement the following:

1. Review and approval of quality assurance control plans and delivery schedules of the Contractor.
2. Witnessing of laboratory tests of the field activities and preparation of corresponding records as per the Employer's Requirements
3. Review of test reports on laboratory test results submitted by the Contractor.



## Section-I

### Instructions to Applicants

- 1.1. Your firm/consortium is hereby invited to submit a Technical Proposal and a Financial Proposal for \_\_\_\_\_ required for the assignment named in the attached Data Sheet (referred to as “Data Sheet” hereinafter) in Part 3 of this TOR.
- 1.2. A brief description of the assignment and its objectives are given in the Data Sheet. Details are provided in the Terms of Reference (TOR) attached in this TOR.
- 1.3. The assignment shall be implemented in accordance with the parts/phases/ stages indicated in the Data Sheet and the TOR.
- 1.4. EPZA shall provide the inputs specified in the Data Sheet to assist the Advisory Consortium in obtaining the information needed to carry out the services and provide the relevant available project data and reports.
- 1.5. Please note that:
  - 1.5.1. The cost of preparing the proposal and of negotiating the contract agreement are not reimbursable as a direct cost of the assignment; and
  - 1.5.2. EPZA is not bound to accept any of the proposals submitted.

## Section -II

### Prequalification Data Sheet

- 2.1. To prepare a proposal, the firms/consortia are required to use the attached Forms/Formats provided in Part V of this TOR.
- 2.2. Firms/consortia requiring a clarification of the TOR Documents must notify the Export Processing Zones Authority (EPZA) in writing not later than ten (10) days before the proposal submission date. The written request for clarification may be delivered in person or through courier or by email or telefax and shall be sent to the EPZA'S address indicated in the Data Sheet. EPZA shall respond by delivery in person or through courier or by email or telefax to such requests.
- 2.3. At any time before the submission of proposals, the EPZA may for any reason, whether at its own initiative or in response to a clarification requested by short-listed firms/consortia that have been issued the TOR Documents, modify the TOR Documents by amendment. The amendment shall be sent in writing or by email, or telefax to all short-listed firms/consortia who have been issued the TOR Documents and will be binding on them. EPZA may at its discretion extend the deadline for the submission of proposals.

#### **PREPARATION OF PROPOSAL**

4. The firms/consortia are requested to submit "Technical and Financial Proposals" which shall be written in English language. **TECHNICAL PROPOSAL**
- 4.1. In preparing the Technical Proposal, the firms/consortia are expected to examine all terms and instructions included in the TOR Documents. Failure to provide all requested information shall be at their own risk and may result in rejection of their proposal.
- 4.2. During preparation of the Technical Proposal, the firms/consortia must give particular attention to the following:

- The composition of the proposed team and the task assignment to individual personnel shall be clearly stated.
  - The estimated number of key professional staff-months required for the assignment should be determined by the firms/consortia. Minimum expected man-months for specified key positions and the overall team for this assignment have been indicated in the Data Sheet, considering the significance of the assignment. These indicated man-months are minimum requirements and have been given for guidance purposes only; however, the firms/consortia should assess the man-month requirements and propose additional man-months based on their suggested approach and methodology for completing the assignment.
  - The key professional staff proposed shall be permanent employees who are employed with the pre-qualified firm or any of its consortium members at least one year prior to submission of the proposal. The firm/consortia shall be required to submit detailed tax information of all team members
  - Proposed staff should have experience preferably under conditions similar to the assignment.
  - No alternative to key professional staff may be proposed and only one curriculum vitae (CV) may be submitted for each position.
  - Study reports must be written in the English Language. Working knowledge of the national language by the firm's/consortium's personnel is also recommended.
- 4.3. The Technical Proposal shall provide the following and any additional information using the formats attached in Part V of this RFP:
- Form TECH-1; A brief description of the Firm's/Consortium's organization(s) and an outline supported by documents of general experience in Construction Supervision and specific experience in projects of similar nature – all projects with a minimum project value of PKR 1000 Million. For such specific and general experience the outline should indicate, inter alia, details of the project, the key staff provided, duration, project value, and firm's involvement/scope.

- Form TECH-2; The Firm's/Consortium's understanding of the objectives of the project, their approach towards the assignment and a description of methodology that the Firm/Consortium proposes to perform construction supervision on the activities for completion of the proposed Project.
- Form TECH-3; Any comments or suggestions on the TOR; The Firm's/Consortium's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR.
- Form TECH-4; CVs recently signed by the proposed key professional staff and an authorized representative of the Firm's head office.
- Form TECH-5; A work plan illustrated with a bar chart of activities to show the Firm's Supervision works to undertake the assignment for KEPZ Phase-III project.
- Form TECH-6; A schedule for completion and submission of various types of reports (for execution of Package-I , II, III and Package IV)
- Form TECH-7; A work plan and time schedule for the proposed personnel also showing the total number of person-months by each key person and other staff for detailed supervision of Complete Project.)
- Form TECH-8; The composition of the proposed staff/ team and the tasks which would be assigned to each staff member and their positions.
- Form TECH-9; Any additional information, necessary for the proposal.

**4.4. The Technical Proposal must not include any financial information.**

**FINANCIAL PROPOSAL**

- 4.5. The Financial Proposal should be arrived at using forms (FIN 1-5) inclusive of all prevailing relevant taxes, other taxes etc associated with the assignment. These normally cover remuneration for all the staff (foreign, local, in the field, and at headquarters), per day, transportation for project site, services and equipment (vehicles, office equipment, furniture and supplies), and printing of documents. The Financial Proposal should be prepared using the format as provided in Form Fin-1 in Part V of this TOR.
- 4.6. The Cost should be quoted for part of services Construction (Supervision) inclusive and preparation of Tender documents design ratification in previous works required as per the format provided in Form Fin-1 attached in Part of this TOR. The cumulative cost of all parts and stages of services shall be counted towards financial proposal evaluation.
- 4.7. The firms/consortia are also required to submit their Proposed Payment Schedule for all Parts Services in the format provided in Form Fin-2 attached in Part 5 of TOR. The payment schedule should be tied to deliverables as detailed/proposed by the
- 4.8. Firm/consortia in their Technical Proposal in line with the Reporting Requirements specified in the TOR.
- 4.9. The Costs shall be expressed in Pakistan Rupees as per the requirement assessed by the firms/consortia. The payments shall be made only in Pak Rupees.

## **SUBMISSION OF PROPOSALS**

- 5.1. The firms/consortia shall submit one original Technical Proposal and one original Financial Proposal. The Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal for detailed Supervision of Infrastructure development of KEPZ Phase-III Karachi” and the Financial Proposal in another sealed envelope clearly marked “Financial Proposal for detailed supervision of Infrastructure development of KEPZ Phase-III Karachi.
- 5.2. The above two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information of the EPZA indicated in the Data Sheet. The envelope shall be clearly marked, “Technical & Financial Proposals for Detailed Supervision of Infrastructure development of KEPZ Phase-III Karachi as well as “DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.”
- 5.3. The Technical and Financial Proposals shall be prepared in indelible ink and shall be signed by the authorized Firm’s/Consortium’s representative. A written power of attorney or a letter of authorization accompanying the proposals shall confirm the representative’s authorization.
- 5.4. The Proposal shall contain no interlineations or overwriting except as necessary to correct errors made by the firms/consortia themselves. The person or persons signing the proposal shall initial any such corrections.
- 5.5. The completed Technical and Financial Proposals shall be delivered on or before the time and date stated in the Data Sheet. The Proposals shall be submitted at the address of EPZA as given in the Data Sheet.
- 5.6. The Proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. During this period, the firms/consortium shall keep available the professional staff proposed for the assignment.

## **PROPOSAL EVALUATION**

- 6.1. A Single Stage, Two-envelope Procedure shall be adopted in selection of the proposals. The evaluation of Technical and Financial Proposals shall be held under the Quality and Cost Based Selection (QCBS) Procedure. The technical evaluation shall be carried out first followed by the financial evaluation as per the Evaluation Criteria.
- 6.2. The details of the Evaluation Procedure of Technical and Financial Proposals and the Evaluation Criteria have been specified in Part 4 of this TOR Document.

## **NEGOTIATIONS & AWARD OF CONTRACT**

- 7.1. Based on the Evaluation of Proposals, the firm/consortium that has submitted the Best Evaluated Bid shall be declared the successful bidder. The successful bidder shall be issued Letter of Acceptance containing invitation for contract negotiation. The negotiation shall be held to the extent permissible under the rules and regulations, as applicable.
- 7.2. The Contract Agreement shall be signed after getting the approval from the competent authority.

## **CANCELLATION OF THE BIDDING PROCESS**

- 8.1. The EPZA has a right to cancel the bidding process at any time prior to the acceptance of a bid or proposal in accordance with the PPRA Rules .
- 8.2. The EPZA shall incur no liability towards the firms/consortia, solely by virtue of its invoking Clause 7.1 above.
- 8.3. Intimation of the cancellation of the bidding process shall be given promptly to all the bidders (firms/consortia).
- 8.4. The EPZA shall, upon request by any of the bidders (firm/consortium), communicate to such firm/consortium grounds for the cancellation of bidding process, but is not required to justify such grounds.

## CONFIRMATION

- 9.1. The short-listed firms/consortia that have been issued this TOR Document and invited to submit their proposals for the above assignment, are required to inform the EPZA in writing the following;
- i) That the firm/consortium has received this TOR Document.
  - ii) Whether or not the firm/consortium shall submit a proposal.

## DATA SHEET

1. The name of the assignment is detailed supervision of Infrastructure development works of KEPZ Phase-III Karachi. The name of the Client is Export Processing Zones Authority Ministry of Industries and Production Government of Pakistan Landhi Industrial area Extension Mehran Highway Karachi.
2. The description and the objectives of the assignment are:
3. Phasing of the Assignment:  
Part I: Infrastructure Development of 80 Acres leveling and Grading Package-1  
Part II: Infrastructure development of Civil works i.e. Roads water supply Sewerage drainage etc Package-2  
For Part III Infrastructure Development of Electrical Networks including Construction of 10 MW Sub-stations to cater the Electricity requirement as Package-3.  
For Part-IV Waste water treatment plant Package-4  
  
EPZA shall provide the following inputs: EPZA will provide the Consultants all existing data, information, studies and reports and design available with EPZA for preparation of tender documents
4. The Documents are: Terms of Reference (TOR), Format for Technical Proposal, Format for Financial Proposal, Proposal Evaluation Criteria, and Annexes, etc.
5. The address for seeking clarification is: **General Manager (Engineering ) Karachi Export Processing Zone Landhi Industrial Area Extension Mehran Highway Karachi .**
6. The number of copies of the Proposal required is:  
Technical Proposal (One Original ) and  
Financial Proposal (One Original)
7. The date and time of Proposal Submission are: \_\_\_\_\_
8. Validity period of the Proposal is (days): 60 days
9. Proposal Evaluation Criteria:  
Please refer Part 4 of the TOR.



## Section-III

### Qualification Criteria and Requirements

#### 1. **PROPOSAL SUBMISSION PROCEDURE**

A Single Stage, Two-Envelope Procedure shall be adopted for submission of Proposals. The pre-qualified firms/consortia shall be required to submit their Technical and Financial Proposals as per the formats given in Part 5 of the TOR and following the instructions contained in Information to Consultants/Firms and Data Sheet given in Parts 2 & 3 of the TOR, respectively.

#### 2. **PROPOSAL EVALUATION PROCEDURE**

A single stage, two-envelope procedure shall be adopted in selection of the proposals. The evaluation of Technical and Financial Proposals shall be held under the Quality and Cost Based Selection (QCBS) Procedure. The technical evaluation shall be carried out first, followed by the financial evaluation as per the Evaluation Criteria specified in this Part of the TOR.

##### 2.1 **EVALUATION OF TECHNICAL PROPOSALS**

- The Technical Proposals shall be evaluated on the basis of firm's/ consortium's relevant experience, their understanding of the assignment, proposed methodology and the experience of key personnel. Only those firms/consortia whose Technical Proposals secure 70% points or more shall qualify for further consideration, and shall be ranked highest to lowest on the basis of their Technical Scores. Financial Proposals of those firms/ consortia who secure less than 70% points on Technical Proposals shall be returned unopened to the firm/consortium or authorized representatives.
- The Total Score of the Technical and Financial Proposals shall be 100, out of which 80% weightage shall be given to the Technical Proposal and remaining 20% weightage shall be allocated to the Financial Proposal.
- The Technical Proposals shall be assigned points/scores without the weightage on the basis of the Evaluation Criteria as prescribed in this Part of the TOR. Subsequently, this raw score (Str) shall be scaled up to constitute a Final Technical Score (St) as under;

$$St = Str \times 100 / St_{max}$$

Where,  $St_{max}$  = Raw Score of the Highest Ranked Firm/Consortium

## 2.2 OPENING & EVALUATION OF FINANCIAL PROPOSALS

- The Financial Proposals of only technically qualified firms whose Technical Proposals have secured 70 or more points (Str), shall be opened at the time, date and venue which shall be communicated to all technically qualified firms/consortia. Financial Proposals of firms/consortia securing less than 70% points on Technical Proposals shall be returned unopened to the respective firms/consortia.
- The Financial Proposals shall first be checked for any arithmetic errors.
- The Financial Scores shall be computed on the basis of the following formula;

$$Sf = 100 \times (Fmin / Ff)$$

Where, Fmin = Lowest Total Bid and  
Ff = Total Bid of Firm/Consortium under consideration

## 2.3 COMBINED SCORE OF TECHNICAL & FINANCIAL PROPOSALS

- The Combined Score (Sc) of Technical and Financial Proposals shall be calculated in the following manner by assigning their respective weightage as defined above;

$$Sc = (St \times 0.8) + (Sf \times 0.2)$$

- The Proposal securing the maximum combined score (Sc) shall be declared the Best Bid and the firm/consortium offering the Best Evaluated Bid shall be declared the successful bidder.

## 3. TECHNICAL PROPOSAL EVALUATION CRITERIA

The Technical Proposal shall be evaluated on the basis of Firm's/Consortium' Experience, Proposed Approach & Methodology and Experience of Key Personnel proposed for Project Team handling this assignment. The criteria and point system for the evaluation of Technical Proposals shall be as under;

S.NO.	DESCRIPTION	POINTS
1.	Firm's/Consortia's Capability & Relevant Experience	30
2.	Adequacy of Proposed Approach & Methodology	25
3.	Qualification & Experience of Key Personnel of Proposed Project Team	45

Proposals will technically qualify for the above assignment and Financial Proposals of only these technically qualified firms/consortia shall be opened for financial evaluation. The detailed scoring sheet against the above parameters (criteria/sub-criteria) for Technical Proposal is given as under;

<b>Technical Evaluation Criteria</b>		<b>Max. Points</b>
<b>1.</b>	<b>Firm's/Consortium's Capability &amp; Relevant Experience</b>	<b>30</b>
a)	Supervision for Development of Master Plans of Industrial Estates	10
b)	International Experience for supervision of Infrastructure Development works	10
c)	Mega Infrastructure & Industrial Projects Supervision in Pakistan	10
<b>2.</b>	<b>Adequacy of Proposed Approach &amp; Methodology</b>	<b>25</b>
a)	Understanding of the Project Objectives & Scope of Assignment	05
b)	Quality of Proposed Approach & Methodology	05
c)	Work Plan & Time Schedule	05
d)	Project Team & Organization Chart	05
e)	Proposal Presentation	05
<b>3.</b>	<b>Qualification &amp; Experience of Key Personnel of Proposed Project Team</b>	<b>45</b>
a)	Team Leader Project Manager with Experience in Supervision as Chief Resident Engineer for Infrastructure Development – with a minimum 20 Years of Professional Experience preferably BSc or BE Civil Engineering with MS	7
b)	Lead Planning Expert with a minimum 15 Years of Experience in Master Planning	05
c)	Lead Infrastructure Expert with a minimum 20 Years of Experience in supervision of Trunk Infrastructure Projects	05
d)	Lead Construction Contract Expert with a minimum 20 Years of Experience in Infrastructure Development Projects	05
e)	Infrastructure Planning & Designing Expert, with a minimum experience of 10 Years.	05
f)	Lead Electrical/Mechanical Engineering Expert with a minimum 15 Years of Experience in Infrastructure Projects	03
g)	Lead Financial Expert with a minimum 15 Years of Experience	03
h)	Lead Economist with a minimum 15 Years of Experience	03
i)	Lead Contracts Expert with a minimum of 15 Years of Experience	03
h)	Lead Legal Expert minimum 20 Years of Experience	03
j)	Lead Environmentalist/Horticulturist with a minimum 15 years experience	03
	<u>For '3a' to '3j', above:</u> - Academic & General Qualifications – Max. 30% - Professional Experience on Relevant Projects – Max. 70%	

## **PART - V**

### **FORMAT OF TECHNICAL & FINANCIAL PROPOSALS**

## FORM TECH-1

### FIRM'S REFERENCE

**Relevant Services Executed in the Last Five Years  
Which Best Illustrate Qualifications**

Using 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:		Approx Value of the Project (in PKR)
Country: Location within Country:		Professional Staff Provided by Applicant Firm:
Name of Client:		No of Staff:
Address:		No of Staff Months:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in PKR)
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-coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project		
Description of Actual Services Provided by Your Staff		

Consultant's/ Firm's Name: \_\_\_\_\_

**FORM TECH-2**  
**APPROACH AND METHODOLOGY**  
**PROPOSED FOR PERFORMING THE ASSIGNMENT**

**FORM TECH-3**  
**COMMENTS/SUGGESTIONS OF THE FIRM**

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.

**FORM TECH-4**  
**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: \_\_\_\_\_
7. Nationality: \_\_\_\_\_
8. Membership in Professional Societies: \_\_\_\_\_
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. Use up to one page].
11. Education:  
[Summarize college/university and other specialized education of staff member].
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.].
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 or  
Authorized official from the Firm

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

**FORM TECH-5**  
**WORK PLAN/ACTIVITY SCHEDULE**  
**(for Part-I and Part-II, III and IV)**

ITEMS /work activities	Monthly Programme from Date of Assignment (in the form of a Bar Chart)							
	1	2	3	4	5	6	7	n



**FORM TECH-6**  
**COMPLETION AND SUBMISSION OF REPORTS**  
**(FOR PART-I AND PART-II,III and IV)**

<b>Reports</b>	<b>Program</b>

**FORM TECH-7**  
**WORK PLAN AND TIME SCHEDULE FOR PROPOSED PERSONNEL**  
**(for Part-I and Part-II, III and IV)**

Name	Position	Months (in the form of a Bar Chart)												No of Months
		1	2	3	4	5	6	7	8	9	10	11	12	

**FORM TECH-8**  
**COMPOSITION OF THE TEAM PERSONNEL AND THE TASKS TO**  
**BE ASSIGNED TO EACH TEAM MEMBER**  
**(for Part-I and Part-II,III and Part IV)**

**1. Key Personnel**

Name	Position	Task Assignment

**2. Support Staff**

Name	Position	Task Assignment

