



**NATIONAL INDUSTRIAL PARKS DEVELOPMENT
AND MANAGEMENT COMPANY**

REQUEST FOR PROPOSAL (RFP)

**SELECTION OF CONSULTANT FOR DETAILED DESIGNING AND CONSTRUCTION
SUPERVISION OF INFRASTRUCTURE WORKS AT BIN QASIM INDUSTRIAL PARKS
(BQIP), KARACHI**

**National Industrial Parks Development and Management Company (NIP)
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**SELECTION OF CONSULTANT FOR DETAILED DESIGNING AND CONSTRUCTION SUPERVISION
OF INFRASTRUCTURE WORKS AT BIN QASIM INDUSTRIAL PARKS (BQIP), KARACHI**

National Industrial Parks Development and Management Company intends to hire services of Engineering Consultant for Detailed Designing and Construction Supervision of infrastructure development works including Power Distribution, Roads, Drainage, Sewerage and Water Supply for Bin Qasim Industrial Park in Pakistan Steel Bin Qasim Town Karachi. Total area of the project is 930 Acres out of which 100 acres infrastructure is in completion stage. Reputed consultants with relevant experience are invited for Detailed Designing and Construction Supervision of the remaining infrastructure development works.

The Financial Proposal shall be on Lump sum basis.

This Request for Proposals (RFP) consists of the following Parts:

- Part A – Terms and Conditions
- Part B – Scope of Work
- Part C – Selection Criteria
- Part D – Submission Forms

Location Map

The Project is located adjacent to existing Downstream Industrial Estate and Township Housing Scheme of Pakistan Steel Mills, Bin Qasim Town, Karachi, in Sindh Province. More specific locations area, 5 kms from National Highway, 12 kms from Port Qasim, 23 kms from Quaid-e-Azam International Airport and 40 kms from city center. The location map is attached as annexure-A

Part A
Terms and Conditions

This part of the RFP describes the terms and conditions for the submission of the proposal.

A.1 – Submission of Bids and all Communication or enquiries about this RFP must be made in writing.

A.2 – The interested firms are requested to submit their bids on date and time mentioned in advertisement. The Technical Bids would be opened on the same day.

A.3 - The Proposal shall comprise the documents and forms listed in Part D.

A.4 - Selection of Consultant shall be based on **“Quality cum Cost based Selection Method”**.

80% Quality
20% Cost

The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared non-responsive.

A.5 - An authorized representative of the Consultant shall stamp and sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposals and shall initial and stamp all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.

A.6 - The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

The Technical Proposal shall be submitted in one original and two copies and Financial Bid in one original only.

A.7 – The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “TECHNICAL PROPOSAL”, “[Name of the Assignment]”, reference number, name and address of the Consultant, and with a warning “DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE.”

Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the name of the assignment, name and address of the Consultant, and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”

A.8 - The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, the name of the assignment, Consultant’s name and the address.

A.9 - The Client shall open the Technical Proposal on same day after the deadline for their submission. The envelope with the Financial Proposal shall remain sealed and securely stored.

A.10 - The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the RFP, applying the selection criteria and point system specified in Part C. Each responsive Proposal shall be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in Part C.

The financial bids of those Consultants who passed in Technical Evaluation would be opened.

The financial bids would be evaluated in following manner:

- i- Technical Bid Score: $(\text{Marks obtained by Firm} / 100) * 80\% =$
- ii- Financial Bid Score: $(M/B) * W =$

Where

M → Minimum Bid

B → the bid

W → Weight (20%)

Total Score = Technical Bid Score + Financial Bid Score

A.11 - If an RFP is determined to be unclear or deficient in some aspects but these deficiencies are capable of being clarified or remedied, the evaluation committee may prepare a list of questions for the Consultant, to provide the Consultant with an opportunity to clarify or remedy its RFP. If the clarifications and amendments by the Consultant do not overcome the deficiencies, the evaluation committee may, at its sole and absolute discretion, decide to reject the Proposal.

A.12 - At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing. The amendment shall be sent to all Consultants and will be binding on them. The Consultants shall acknowledge receipt of all amendments in writing.

A.13 - If the amendment is substantial, the Client may extend the proposal submission deadline to give the Consultants reasonable time to take an amendment into account in their Proposals.

A.14 - An authorized representative of the Consultant shall stamp and sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposals and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.

A.15 - The Consultant shall submit a signed plus stamped and complete Proposal comprising the documents and forms. The submission shall be done by hand only.

A.16 - The format of Agreement would be as per PEC Standard Consultancy Contract.

- A.17 - The initial contract is for a period of two years (24 months) which will be extended on the basis of performance / adequate deliverables and satisfaction of the employer. The selective Consultant will be responsible to supervise completion of works in agreed/specified time period. In case of delay, there will no payment be made to the Consultant for supervision.
- A.18 –At first, Technical Proposals would be opened. The Financial Proposals / Bids of the technically qualified firms shall be opened in the presence of bidders for which time and date shall be intimated in due course. The firms are requested to submit their Technical & Financial Proposals / Bids along with the supporting material to the following address.
- A.19 –RFP documents are available on NIP website. In case of downloading of the same documents from NIP website, the bidder should submit the nominated fee of RFP documents at the time of submission of bids (details are given in advertisement published in print media). No Bid will be accepted without nominated fee of Rs. 1500/- in the shape of Pay order in the name of National Industrial Parks Development and Management Company.
- A.20 - The NIP reserves the right to accept or reject any or all Proposals as per PPRA rules.

CHIEF EXECUTIVE OFFICER

National Industrial Parks Development and Management Company (NIP)
2nd Floor, Block-C, FTC Building, Shahrah-e-Faisal, Karachi-74400, Pakistan. Phone: 021-99205035-9, 021-35631046-8, Fax: 021-35631069, Web: www.nip.com.p

Part B
Scope of Work

B.1 Design Phase

Consultant's Services will include all the services and activities detailed hereinafter and will include all those activities necessary to ensure satisfactory completion of the major tasks listed below even through such activities may not be specifically detailed in this **"Scope of Services"**.

1. Onsite Survey, Investigation & Environmental Impact Assessment

- 1.1 Carry out detailed survey of the BQIP site and its environment **(Not Applicable / To be provided by NIP)**
- 1.2 Carry Out/arrange:
 - 1.2.1 Soil Investigation **(Not Applicable /To be provided by NIP)**
 - 1.2.2 Topographical survey **(Not Applicable /To be provided by NIP)**
 - 1.2.3 Comprehensive and detailed Environmental impact Assessment studies and obtaining **"No Objection Certificate"** from relevant authority.

2. Detailed Design Development (Architectural & Engineering Services), Preparation of Tender and Bid Documents and selection of Contractors for Package-III comprising 250-300 Acres

- 2.1 A full Time Project Manager having vast experience of Designing and Construction supervision would be designated to look after day to day affairs.
- 2.2 Preparation of Feasibility Reports of Water, Power, Sewerage System, Gas, telecommunicating and any other infrastructure facility not specifically mentioned herein but which are normally required in an Industrial Park.
- 2.3 Prepare Detailed Design Development Engineering drawings for the infrastructure services keep in view already developed Approved Master Plan & Future Requirement i-e Firefighting, Water Supply system, Sewerage Supply System, Underground and overhead water reservoirs, Roads (Flexible and Rigid Pavement), Storm Water System, Street Lighting and Power Distribution, Telecommunication, fiber optic cable, Gas and/or LPG Distribution Network, Boundary wall, Land Scalping and horticulture for Green areas & Parks any other and any other infrastructure facility not specifically mentioned herein but which are normally required in an Industrial Park. And make necessary changes in Master Plan if required.
- 2.4 Consultant shall be responsible for all tendering process and consequently replying all audit paras/queries.

- 2.5 Special attention is to be provided to the topography and the natural drainage pattern of the area and its surroundings.
- 2.6 In the planning and designing of the electrical distribution system it must be ensured that adequate electrical power is available to users based on the type of industry and the normal electric consumption of that type of industry.
- 2.7 Review and approval of Building Planes of factories of prosperous applicant to be set up at BQIP in line with applicable building bye laws and provide comments (if any).
- 2.8 Gas piping to all sectors and utility will be provisioned in accordance with the requirements of applicable laws.
- 2.9 Conduct Prequalification of Contractors (as per PPRA rules) if and when required and furnished recommendation (as per PPRA rules) accordingly.
- 2.10 Call Tenders (as per PPRA rules)
- 2.11 Scrutinize, evaluate and give recommendations on Bid(s) as per PPRA rules.
- 2.12 Assist in responding Audit queries (Internal, External and AGP)
- 2.13 Deliverables:
 - 2.13.1 Signed and stamped Design report (02 sets)
 - 2.13.2 Signed and stamped Tender documents (02 sets)
 - 2.13.3 Signed and stamped prequalification and Bid evaluation reports (02 sets)
 - 2.13.4 Signed and stamped Construction Drawings (03 sets)
- 2.14 The Consultant shall provide Schedule (Timeline) of all activities on Primavera and / or MS Project.

B.2 Construction Supervision Phase

The Consultant shall be responsible for providing construction supervision services throughout the duration of the project.

Services during Construction Phase shall include but not be limited to:

1. Project Management, including;
 - Schedule preparation (schedule shall be coordinated with Contractor's schedule);
 - Schedule evaluation (actual vs. planned progress);
 - Record management;
 - Verification of Interim Payment Certificates submitted by Contractor;
 - Preparation and submittal of monthly Consultant progress reports. The monthly progress report shall include:
 - ❖ A short overview of work accomplished during the previous month;
 - ❖ A short overview of work to be accomplished the following month;

- ❖ An updated schedule (based on Contractor's schedule of values) showing work progress and completion percentage;
- ❖ A list of problem areas; if any; and proposed corrective actions; and
- ❖ A bar graph on MS Project and / or Primavera comparing the monthly invoiced amounts and cumulative billings with the total authorized construction budget.

2. Construction Contract Administration, including but not limited to following;

- The services to be provided by the Consultant shall include all duties ascribed to the Engineer in the International Conditions.
- Participation including leadership in the Preconstruction conference;
- Coordination of site meetings of Client representative with the Contractor and preparation of meeting minutes;
- Review of Contractor's contract execution for compliance with Contract Document requirements;
- Review of Contractor's submittals for compliance with Contract Documents;
- Review of Contractor's request for information and either provide information from Contract Documents back to the Contractor or route request to Client for resolution;
- Completion of daily logs;
- Communication with Contractor regarding acceptability of work.
- Review and evaluation of contract change order / variation order requests and submittals;
- Contract change order / variation order coordination between Contractor and Client;
- Investigation and inspection of site conditions that differ from those described in the Contract Documents; and
- Review of submittals in support, and recommendations for resolution, of claims and disputes.
- Checking Contractor's claim and forwarding subsequent recommendation to Employer.
- The Consultant shall provide Schedule (Timeline) of all activities on Primavera and/or MS Project.
- Dispute resolution at all levels (if any).
- Review of Contractor's Claim and forward recommendation.
- The Consultant would demobilize the site staff if the work is suspended due to lack of funds or work has not been awarded to Contractor or as required by Employer. However Re-mobilization of site would be made as per the Employer requirement. Remuneration would be paid for the period, when the Consultant Site staff is fully mobilized at site.

3. Field Inspection, including;

- Review and inspection of Contractor's work for compliance with Contract Documents on a daily basis;
- Monitoring of corrective actions taken by Contractor needed to fix work that is not in compliance with the Contract Documents;
- Field inspection diaries;

- Digital photos of work in progress;
- Quality assurance materials testing services;
- Review of Contractor's compliance with workplace safety and health standards and notification to Client of non-compliance; and
- Review and approval of Contractor's survey layouts and levels.
- Inspect installation of electro-mechanical equipment as per the manufacturer guidelines and tender documents.

The Consultant shall be responsible for providing services during construction closeout. Services during construction closeout shall include, but not be limited to:

- Site inspection to determine if facilities are complete and in compliance with Contract Documents;
- Preparation of punch list and inspection of punch list item corrective actions;
- Review As-built drawings submitted by the Contractor;
- Preparation and submittal of a complete set of organized construction contract documentation;
- Submittal of any record drawings made by Consultant during construction.
- Recommendation to Client as to the release of payments and retention to Contractor.

B.2. STAFFING

- The team leader or Project Manager will be a Senior Civil Engineer with sufficient experience in infrastructure development. The other experts should also relevant qualification and experience.
- The consultant shall submit all educational and experience certificates/ documents of proposed staff with a covering list of detail of staff and related brief of each staff regarding his/ her experience.
- The consultant shall maintain a central office, throughout the duration of project with following proposed supervision team:

Sr. No.	Position
Detail Design Phase (Package-III)	
1	Project Manager (20 years Experience)
2	Senior Contracts Engineer (Min: BE Civil with 10 years Experience)
3	Senior Road Design Engineer (Min: BE Civil with 20 years Experience)
4	Senior Sewerage and Water System Design Engineer (Min: BE Civil/Mechanical with 20 years Experience)
5	Senior Electrical Design Engineer (HT and LT system) (Min: BE Electrical with 20 years Experience)
6	Senior Mechanical Engineer (Min: BE Mechanical with 15 years Experience, 2.5 Marks)

Construction Supervision Phase (Package-III)	
7	Resident Engineer(Min: BE Civil with 15 years Experience with at least two similar project) (Required Full Time at Site)
8	Assistant Resident Engineer(Min: BE Civil with 10 years Experience with at least one similar project) (Required Full Time at Site)
9	Material Engineer(Min: BE Civil with 10 years Experience) (Partly Required)
10	Material Inspector (Min: 10 years Experience)(Partly Required)
11	Site Inspectors (Civil) Min.B.E Civil 3 years experience or DAE 10 Years experience (Required Full Time at Site)
12	Site Inspectors(MEP) Min B.E of Relevant field with 3 years experience or DAE 10 Years experience (as and when required)
13	Land Surveyor (Min: 10 years Experience) Required Full Time at Site
14	Quantity Surveyor (Min: 15 years Experience) as and when required

B.3. PAYMENT FOR CONSTRUCTION SUPERVISION

The mode of payment during construction supervision shall be carried out as per following equation:

$$\frac{\text{Amount of IPC of Construction Contract}}{100} \times \text{Consultant Bid Price (\%age)}$$

Bid price % age of work done at site.

However the consultant has to submit the cost breakup (Men months) during construction period (18 Months)

B.4. DEFECTLIABILITY PERIOD (12 MONTHS)

- Preparation of punch list and inspection of punch list item corrective actions;
- Review and recommendation/certification of Contractor's Final Bill.
- Dispute resolution at all levels (if any).

SELECTION CRITERIA

C.1 – Mandatory Requirements

1. The Consultancy Firm should have the required Pakistan Engineering Council (PEC) registration updated, with the relevant code (S) including 1203 and 1204.
2. The Firm should have National Tax Number (NTN).
3. Firm should submit Audited Account Report for last 2 years.
4. Firm should submit Income tax return for the last 2 years.
5. Firm should submit Documentary evidence of financial position, latest bank statement.

C.2 – Selection Criteria

To qualify, applicant must score an aggregate of 70 marks out of 100.

The Selection Criteria is based on the following:

S. No.	Criteria	Max. Marks
A	Profile of Firm	10Marks
A.1	Ownership and Organizational Structure of the firms including year of establishment and office setup. <ul style="list-style-type: none">• Minimum 10-15 years (6 marks)• 15-20 years (additional 2 Marks)• Above 20 years (additional 2 Marks)	
B	Experience and Past Performance of the Firm (Documentary Proof for each work is to be attached)	45 Marks
B1	List of Planning and Designing of Industrial Park / Estates, completed in the last 10 years amounting up to at least 100 Millions (04 Mark for each project)	12 Marks
B2	List of construction supervision of Industrial Park / Estates, completed in the last 10 years amounting up to at least 100 Millions (04 Mark for each project)	12 Marks
B3	At least One general infrastructure development works executed in the last 10 years amounting up to at least 100 Millions (4 marks)	04 Marks
B4	List of Planning and Designing of Industrial Park / Estates in hand amounting up to at least 100 Millions (04 Mark for each project)	08 Marks
B5	List of construction supervision of Industrial Park / Estates in hand amounting up to at least 100 Millions (04 Mark for each project)	08 Marks
B6	Certification with ISO latest standards (Updated)	01 Marks

S. No.	Criteria	Max. Marks
C	Key Personnel Qualification Experience (Educational plus Experience certificates and CVs of Key Personnel is to be attached)	35 Marks
C1	Experience for Design Phase	15.5 Marks
	<ol style="list-style-type: none"> 1. Project Manager (Min: BE Civil with 20 years Experience, 03 Marks) 2. Senior Contracts Engineer (Min: BE Civil with 10 years Experience, 2.5 Marks) 3. Senior Road Design Engineer (Min: BE Civil with 20 years Experience, 2.5 Marks) 4. Senior Sewerage and Water System Design Engineer (Min: BE Civil/Mechanical with 20 years Experience, 2.5 Marks) 5. Senior Electrical Design Engineer (HT and LT system) (Min: BE Electrical with 15 years Experience, 2.5 Marks) 6. Senior Mechanical Engineer (Min: BE Mechanical with 15 years Experience, 2.5 Marks) 	
C2	Experience for Site Office	19.5 Marks
	<ol style="list-style-type: none"> 7. Resident Engineer (Min BE Civil with 15 years experience with at least two similar project/ required full time at site, 2.5 Marks) 8. Assistant Resident Engineer (Min BE Civil with 10 years experience with at least one similar project/ required full time at site, 2.5 Marks) 9. Material Engineer as and when required (10 years Experience, 2.5 Marks) 10. Material Inspector (10 years Experience, 02 Marks) 11. Site Inspector civil for site (10 years Experience, 02 Marks) 12. Inspectors for site as and when required (Electrical, Mechanical) (10 years Experience, 02 Marks for each Inspector) 13. Senior Land Surveyor (10 years Experience, 02 Marks) 14. Senior Quantity Surveyor (10 years Experience, 02 Marks) 	
D	Methodology	10 Marks
	Methodology to undertake the implementation of infrastructure project to be established at BQIP	

Part D
Submission Forms

This part of the RFP contains the following submission forms;

Form – 1: Information Form

Form – 2: Experience of Consultant

Form – 3: Format of Curriculum Vitae of Proposed Key Staff

Form – 4: Financial Proposal Submission Form

Form – 5: Summary of Cost

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SUPERVISION OF INFRASTRUCTURE WORKS AT BIN QASIM INDUSTRIAL PARK, KARACHI**

INFORMATION FORM

1. Name of Consultant [Lead partner if association or JV]:

· Address:

· Telephone No(s): _____

· Fax Number: _____

· E-mail Address: _____

· Registration No. with PEC along with Registered Office Address:

2. Description of consulting firm (ownership/organization):

3. Experience (Number of Years): _____

· Local/national: _____

· International: _____

· Regional (within the country-details):

4. Name(s) and Address (es) of Associates, if a JV; their short description and description of their role in the JV/Association (proof of association or JV is to be attached at stamp paper):

5. Experience of the Consultants (on appended forms) during the past 15 years: (Form B-2)

· Specific (Projects related to wastewater treatment plants and allied facilities):

6. Attach Organization chart showing consultant's structure:

7. Attach Capital of consultant (Financial Statements for the latest two years).

- Subsidiaries and associates.
- Annual fees in the last five years in current index.
- Financial reference [name/address of bank(s)]

8. Attach Professional staff available for the assignment on the appended (From B-3) format for positions mentioned hereinabove.

9. Additional information:

Yours truly,

Name of Authorized Representative:

Position :

Date :

EXPERIENCE OF CONSULTANT

Relevant services carried out in the Last 15 years which best illustrate qualification.

[NAME OF THE FIRM/CONSULTANT]

1. Name of Assignment :

2. Country :

3. Name of Client :

4. Address :

5. Start Date : Month/Year

6. Completion Date : Month/Year

7. Professional Staff Provided :

8. No. of Staff :

9. No. of Staff Months :

10. Approx: Value of Services :

11. Name of Other JV Firms :
(If any)

12. No. of Staff/Staff Months
Provided by the JV partner(s) :

13. Name/Position of Key Staff :

14. Description of Project :

15. Description of Services
Provided by the Firm

**FORMAT OF CURRICULUM VITAE
OF PROPOSED KEY STAFF**

1. The Discipline/ Expertise :

2. Name of the Firm :

3. Name of Nominee :

4. Date of Birth :

5. Years with the Firm :

6. Nationality :

7. PEC Registration/
Membership No. :

8. Key Qualifications : (Provide an outline of the nominee’s experience)

9. Academic Qualification :

10. Employment Record :

11. Languages and : (In speaking, reading and writing as
Degree of Proficiency Excellent-Good-Fair-Poor)

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

Signature:

Dated: day/month/year

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

Name

We, the undersigned, offer to provide the consulting services for in accordance with your request for Proposal dated _____, and our Proposal (Technical and Financial Proposals). Our attached financial proposal is for the sum [Amount in words and figures].

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. 90 days.

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

SUMMARY OF COSTS

SNO.	DESCRIPTION OF WORKS	Unit	Amount (Pak Rs.)
Detail Design Phase (Package-III)			
1.	Detail Design and drawings. As per scope of work mentioned at Part B. (The consultant must have to submit the detail breakup of cost against each activity.)	Lump-Sum	
2	Preparation of tender document, Tendering, preparation of evaluation reports , Recommendation(s) and preparation of Construction Drawings etc (The consultant must have to submit the detail breakup of cost against each activity.)	Lump-Sum	
Construction Supervision Phase (Package-III) for 18 Months			
3.	Construction Supervision: (During Supervision the consultant staff must match with the staff as mentioned at B.2. STAFFING). The consultant has to submit detail cost breakup i.e Men months against each staff) The Construction Cost of the project is approx. 450 millions however for payment to Consultant will be made according to work done in accordance to tender quoted Rates.	% age of work done	
4.	Defect Liability Period of package-III (for 12 months) etc. (The consultant has to submit detail cost breakup i.e Men months against each staff)	Lump-Sum	
Total			