TERMS OF REFERENCE

FOR THE PROJECT MANAGEMENT SERVICES

FOR THE

Construction of Biosafety Laboratory Project at

Karakoram International University Gilgit-Baltistan, Pakistan

Finance by Fogarty International Center (FIC) USA

**I. PROJECT INFORMATION**

1. **Background of the project**

***Biosafety*** is the prevention of large-scale loss of biological integrity, focusing both on ecology and human health. These prevention mechanisms include conduct of regular reviews of Biosafety in laboratory settings, as well as strict guidelines to follow in order to ensure biosafety. Biosafety is used to protect from harmful incidents.

To strengthen the state of Biosafety in mountain areas of Gilgit-Baltistan, the US research partner suggested continuing the collaborative work between KIU and NIH FIC, USA. Accordingly, KIU submitted the proposal ***“Biosafety Laboratory Project”*** to the U.S Government for funding. The main features of the Project proposal are as follows: -

* To establish a sophisticated Biosafety Lab at KIU Gilgit to fulfill the basic facilities of research up to molecular level studies of the research projects related to human pathogenic organisms.
* Procurement of Equipment for the Lab
* To conduct two Biosafety workshops to create awareness among the scientists/researchers of KIU, pathologists, lab technologists of the Government & private hospitals and Agricultural Scientists of the Government of Gilgit-Baltistan.

The proposal was approved with a grant of USD 298018, and MOU was signed between the KIU Gilgit-Baltistan, Pakistan and the Division of International Epidemiology and Population Studies, FIC, NIH- USA on 23rd April 2013.   
The Biosafety lab is a very sophisticated/important research laboratory to deal the projects related to human pathogenic organisms. It must be designed as error free as possible and that all the state of the art safety measures be in place.

Keeping this in view FIC hired the services of Biosafety Consultant from Belgium who had been suggested by the Pakistan Biological Safety Association (PBSA), Dr. Philippe Stroot and an architectural consulting firm, Design Syndicate in Karachi, which is already experienced in the design of such labs; its service hired by FIC. After completion of the design of the Biosafety lab KIU advertised it accordingly by keeping the institution’s rules and regulations, and started to execute the project through its engineers. The design consultant firm’s architect and engineers also visited the site. FIC hired Design Syndicate Consultant Karachi for detail drawing design, BOQs and Engineering cost estimate of the project. Based on the Consultant’s BOQs bids were called and work was awarded to the lowest bidder. Contractor however failed to complete the project. KIU terminated contractor’s contract agreement after completing the legal procedure.

KIU in consultation with FIC now intend to hire consultant (Individual/firm) to provide project management services, to complete the remaining work of the project, which is mainly comprised of the following components:

* Heating Ventilation and Air-conditioning (HVAC) works
* Procurement of Lab equipment for Biosafety Lab including its testing and commissioning, as per approved Standards
* Completion of small balance civil Works including electrical and plumbing work.

KIU invites technical & financial proposal from PEC approved consultants based on ***signal stage two envelope bidding process (SSTE)*** as per PPRA Rules-2004.

Accordingly, the prospective consultant is requested to send their sealed bid at following address by **post/register courier on or before August 10,2018 (1100 Hrs.).** The bid shall be opened on the same day at 1130 Hrs by the Tender Opening Committee in the presence of consultants, who desire to participate in KIU conference hall. The bid/proposal must be comprised of technical and financial proposal separately sealed in two envelopes both covered with one envelope. Each envelope must be marked with “Technical Proposal” and “Financial proposal” accordingly.

In first step, the technical proposal will be evaluated by the technical committee on the criteria given in subsequent sections. The financial proposals of only those consultants shall be opened in next step, who fulfills the minimum qualifying marks. The date for opening of the financial proposal shall be communicated to such consultants for their participation in next step. The financial proposal of the firms who failed to qualify on technical basis, shall be returned unopened.

**A. Criteria for evaluation of Technical proposal of Consultant**

Criteria for bid evaluation will be as under:

1. Score of Finance bid: 30 marks

2. Score for technical bid: 70 marks

Total 100 marks

The technical proposal shall be assessed on the following parameters: -

**i). Experience with similar work (40% of total Technical weightage)**

University technical committee will evaluate the firms keeping in view their experience with the similar projects completed within last 5 years.

**ii). Quality of Proposed Team (40% of total Technical Weightage)**

The quality of proposed team of professionals/Individual consultant shall be evaluated while keeping in view, their qualification and work experience with similar projects. The team may consist of professionals with different expertise considered necessary for performing the tasks involved in the work to be awarded. Consultant will not change the proposed team without prior written approval of the client and will replace (if necessary) with a resource of similar qualification and experience.

**iii). Methodology (20% of total Technical Weightage)**

It may include the following factors:

* Work Plan and Schedule to meet the deadlines.
* Quality control plan
* Cost effectiveness
* Conceptual design (line plan & elevation)

Firm obtaining the maximum marks after combined technical & financial evaluation of proposal will be awarded the contract.

**Further Details of Technical score as under:**

1. Firm profile

a. Year of establishment 5 marks

b. Status

i. International 10 marks

ii National 8 marks

iii. Individual 6 marks

iv. Company 5 Marks

Sub-total **20 marks**

2. Proposed Project Manager profile: 80 marks a. Academic qualification 20

b. Experience of relevant building/laboratory projects 20

c. Experience in execution of HVAC component in buildings 20

c. General building construction experience 10

d. Experience in HVAC and plumbing works including electrical work 10

**Sub-Total 80 marks**

**Total (1+2) 100 marks**

1. **Scope of the Consulting Services:**

The perspective consultants shall provide detailed project management services, including planning, detailed supervision, monitoring and evaluation of the following balance components of the project:

1. Procurement, installation and commissioning of HVAC component of laboratory.
2. Procurement, installation and commissioning of furniture fixture of the building, including the equipment for biosafety Lab
3. Procurement and commissioning of remaining civil & electrical work of 2000 Sft bio safety laboratory building.
4. **Location of the Project**

Project is located in Karakoram International University Gilgit, Gilgit-Baltistan. The interested consultants can visit the site on working during working hours.

1. **The Project Implementation Schedule**

The Project is expected to commence in August 2018 and completed by December 2018 (4 month).

**III.SCOPE OF CONSULTING SERVICES**

The services of the consultants will consist of the following:

1. **Procurement Assistance / Tendering**
2. Provide technical assistance in prequalification contractors process.
3. Provide technical assistance in evaluating the bids in accordance with the criteria

set forth in the bidding documents and submit the same in the form of Bid Evaluation Report for approval of the Executing Agency.

1. Provide technical assistance to prepare a draft and final contract agreement;
2. Perform other related tasks in line with procurement assistance and tendering for

the Project.

1. **Supervision during execution of the project**

The Consultant shall perform his duties during the contract implementation period of the contract. Standard PEC Bidding Documents will be applied to this Project. In this context, the Consultant shall: -

1. Act as the Project Manager to execute the various components of the project

through selected contractors by providing detailed supervision and contract administration services in accordance with the power and authority to be delegated by the Executing Agency.

1. Provide assistance to the Executing Agencies concerning variations and claims

which are to be ordered/issued at the initiative of the Executing Agencies. Advise the Executing Agencies on resolution of any dispute with the Contractor.

1. Issue instructions, approvals and notices as appropriate, in consultation with the

EA.

1. Provide recommendation to the Executing Agencies for acceptance of the
2. Contractor's performance security, advance payment security and required

insurances;

1. Assess adequacy of all inputs such as materials, labor and equipment provided by

the Contractor.

1. Check and approve the Contractor's method of work, including site organization,

program of performance, quality assurance system, safety plan and environmental monitoring plan so that the requirements set forth in the applicable laws and regulations, the specifications or other parts of the contract are to be duly respected.

1. Review and approve the proposals submitted by the contractors which include

quality control schemes, work program, method statements, material sources, manpower and equipment deployment.

1. Regularly monitor physical and financial progress, and take appropriate action to

expedite progress if necessary, so that the time for completion set forth in the contract will be duly respected by Contractor.

1. Explain and/or adjust ambiguities and/or discrepancies in the Contract

Documents and issue any necessary clarifications or instructions.

1. Review and approve the Contractor's design for the works to be constructed,

working drawings, shop drawings and drawings for temporary works.

1. Carry out field inspections on the Contractor's setting out of the works in relation

to original points, lines and levels of reference specified in the contract.

1. Organize, as necessary, management meetings with the Contractor to review the

arrangements for future work. Prepare and deliver the minutes of such meetings to the Executing Agencies and the Contractor.

1. Supervise the works so that all the contractual requirements are met by the

Contractor, including those in relation to i) quality of the works, ii) safety and iii) protection of the environment.

1. Supervise field tests, sampling and laboratory test to be carried out by the

Contractor.

1. Inspect the project execution method, equipment to be used, workmanship at the

site, and attend shop inspection and manufacturing tests in accordance with the Executing Agencies’ Requirements.

1. Regularly monitor physical and financial progress against the milestones as per

the contract so as to ensure completion of the contract time (4 months).

1. Review change orders that may arise to those that have not been anticipated in

the contract documents prior to contract signing and approval.

1. Inspect and test major equipment/machineries and trials.
2. Submit inspection and/or test report.
3. Verify payment bills submitted by the Contractor and issue payment certificates

such as interim payment certificates and final payment certificate as specified in the contract.

1. Modify the Executing Agencies' requirements as may be necessary in accordance

with the actual site conditions, and issue variation orders (including necessary actions in relation to the works performed by other contractors working for other projects, if any).

1. Carry out timely reporting to the Executing Agencies for any inconsistency in

executing the works and suggesting appropriate corrective measures to be applied.

1. Inspect and verify claims issued by the parties to the contract (i.e. the Executing

Agencies and Contractor) and make recommendations to the EA for agreement between the parties to the contract.

1. Supervise Pre-commissioning carried out by the Contractor, check and approve

the Contractor's Pre-commissioning report, and issue the Completion Certificate as specified in the contract.

1. Check and certify as-built drawings prepared by the Contractor.
2. Assist in settling disputes or differences in opinions, which may arise between the

Executing Agencies and the Contractor in connection with, or arising out of the contract or the execution of the project components, except litigation and arbitration; and,

1. Perform other tasks related to detailed supervision and delivery of the various

components of the project.

**D. Other Administrative Assistance**

1. Deliver to the Executing Agency upon completion of the works all job records,

reproducible “as-built” drawings and the instruction necessary for the satisfactory operation and maintenance of the works.

1. Provide any additional services related to the project upon request, subject to the

approval of Executing Agency, of the basis of justifiable and mutually acceptable billing rates/costs; and,

1. Prepare a final certificate only when the works are reinstated to the satisfaction

of the Consultant and

1. Perform all other administrative duties as necessary and incidental to the

satisfactory execution of the project.

1. **REPORTS AND DELIVERABLES:**

The Consultant shall prepare and submit to Executing Agency the following report with corresponding number of copies and timing.

|  |  |  |
| --- | --- | --- |
|  | **Type of Report** | **No. of Copies and Schedule** |
| 1. | Inception Report | 5 copies, within one month from the time of commencement of Services |
| 2. | Daily Progress Report | 3 copies, end of each day |
| 3. | Monthly report | 3 copies, every Month; |
| 5. | Bid Evaluation Report | 3 copies, within one (1) week after the opening of bids. |
| 6. | Information Catalogues and Photos | 3 copies upon request |
| 7. | Factory inspection/  Project Inspection Report | Whenever inspection is undertaken |
| 8. | Final/Acceptance Report and ; | 3 copies of the Final Progress Report upon completion of the works |
| 9. | Project Completion Report | Upon issuance of Certificate of Completion including the accompanying one (1) set of the construction records comprising the “As-built” drawings and photographs of the construction and accident reports which has been submitted by the contractor and approved by the Consultant/Engineer |

1. **EXPECTED TIME SCHEDULE:**

The total duration of consulting services will be 5 months. The consultant is expected to commence the services on August 15, 2018. The implementation schedule is shown in

Table 1.

Table 1: Target Implementation Schedule

|  |  |  |
| --- | --- | --- |
| Key Activities | Date | Duration in Months |
| Commencement of Consulting Services | August 10, 2018 | 1 month |
| Prequalification of contractor | August 25, 2018 |
| Bidding and award of contract | September 10, 2018 |
| Commencement of works | September 20, 2018 | 4 months |
| Completion of works | December 31, 2018 |

1. **Responsibilities of Key Consultants**

The Consultant shall be responsible to ensure the timely completion of the Project and shall provide the expert personnel as indicated above, manning requirements and in line with the

Project Implementation Schedule as shown in Section V of this TOR.

The following are the qualification requirements, roles and responsibilities of Key Consultants who will be assigned in the project: -

1. **PROJECT MANAGER** - Shall have at least a degree in mechanical/HVAC Engineering (10) years working experiences in field work and sufficient knowledge of executing Bio safety laboratory projects and having good knowledge of. Also have sound knowledge of civil and electrical and plumbing work. He/she must have skills/experience in project management, monitoring and evaluation, as well as coordinating the works of a team of experts. He/she must be familiar with Government (PPRA)/PEC rules regulations.

**CONSULTANTS REMUNERATION:**

The Employer shall pay to the Consultants fee for the performance and completion of duties and service on **Man Month basis,** which is providing professional services as per this Terms of Reference (**TOR)** for one month as per standard.

**The consultant has to quote his financial bid in Pak Rs per month.**

Please note that the nature of project, will require presence of the designated project manager at the KIU Campus throughout the execution period of the project.

**ARTICLE SCHEDULE OF PAYMENT:**

The Consultants shall be paid his fee/remuneration till 5th of every next month by the Employer on the completion of duties shown above.

**Template for submitting Financial Proposal**

**PPROCUREMENT OF PROJECT MANAGEMENT SERVICES**

**FOR THE**

**Construction of Bio Safety laboratory Project at**

**Karakoram International University Gilgit Pakistan**

**Finance by Fogarty International Center (FIC) USA**

**(Financial Proposal)**

1. We M/S , have carefully read the Terms of Reference for the subject work/job and hereby agree and undertake to provide services as per its true spirit.
2. Our quoted monthly fee for the services is

Pak Rupees (In figures) (In Word):

Signature:

Name:

Designation:

Name of Consultant:

Date:

Seal /Stamp