**TORs & Evaluation Criteria of Consultants**

**for**

**Construction of Kamyab Jawan SKI and sports Tourism center at Karakoram International University (KIU) Gilgit.**

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**Karakoram International University (KIU) Gilgit**

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**TORs of Consultants**

Karakoram International University Gilgit intends to undertake the planning & designing of PSDP project “SKI and Sports Tourism Academy” with gross covered area of the building is 18161 sft **under umbrella PC-I for “Establishment of Kamyab Jawan Sports Academies (High Performance & Resource Centers) and Youth Olympics -HEC.**

Employer desires to engage the Consultants to undertake the preparation of Planning, detailed designing, tender documents and top supervision in-line with Master plan.

**ARTICLE 1-APPOINTMENT OF CONSULTANTS:**

* 1. The Employer hereby appoints the Consultants and the Consultants accept the appointment and hereby agree to provide the services hereinafter mentioned in accordance with the terms and conditions of this Contract hereinafter set forth.
  2. The commencement date for the Project shall be\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. The Consultants shall not assign, sublet or transfer, in any form, the benefit or burden of this Contract or any part thereof to anybody without the prior written consent of the Employer in this behalf.
  4. Any change in the constitution of the firm or company of the Consultants shall forthwith be notified in writing by the Consultants to the Employer for its information.

**ARTICLE 2-PROFESIONAL SERVICES:**

2.1 The Consultants shall use its best efforts and engineering and practices to provide professional services, described in the Scope of Services under Article-5 hereinafter. The Consultants shall exercise all skills, care and diligence in the discharge of their duties and all designs and drawings shall be carried out in accordance with the British/American Standards and Practices and as per directions given by the Employer to the better satisfaction of the Employer.

2.2 The Consultants shall be responsible to see that the design work is executed within the stipulated time and in accordance with the specifications. The Consultants shall be responsible for top supervision of the work including visit at

1. Lay out.

2. up to plinth level.

3. Roofing of Ground Floor.

4. Roofing of First Floor.

5. Finishing.

2.3 The Consultants shall be liable to compensate the Employer for any loss arising from any one or more of the defects/lapses specified above and shall compensate the Employer for any loss resulting there from.

2.4 If the Employer suffers from any loss or damage as a result of proven fault, error or omission in the design of the Project, the Consultants shall make good such loss or damage, subject to the condition that the maximum liability as aforesaid shall not exceed twice the total remuneration of the Consultants for the design phase in accordance with the terms of this Contract.

3. **ARTICLE 3-THE PROJECT:**

3.1 The Project shall comprise the:

**“SKI and Sports Tourism Center with covered area of 18161 sft including external development”**

3.2 Survey & Soil Investigation, Planning & Detailed Design, architectural & structural design of buildings and related internal & external services of water supply its storage and distribution, sewerage disposal, internal roads paths & walkways & storm drainage, internal & external electrification, boundary walls, fences, gates, landscaping, drawings & construction documents, tender documents and top supervision of with gross covered area of the building is 18161 sft.

**ARTICLE 4-RESPONSIBILITIES OF THE EMPLOYER AND THE CONSULTANTS:**

4.1 The Employer shall nominate in writing one of its officers to represent the Employer in dealing with the Consultants on all matters relating to the Project.

4.2 The Employer shall furnish to the Consultants free of cost the site plan and all relevant information and details available to them to enable the Consultants to complete the design.

4.3 The Employer shall not hold the Consultant’s responsible for any delay in the performance of its obligations under this contract caused by the event of any delay or liability on the part of the Employer to furnish any of the information listed in clauses (4.1and 4.2) hereof.

4.4 The Consultants shall appraise the information supplied and shall point out discrepancies and shortcomings, if any for obtaining correct data.

NOTE: In the event of delay in supplying the above information, the Employer may extend the commencement date of the Project having regard to the delay occurred.

**ARTICLE 5-SCOPE OF SERVICES TO BE PROVIDED BY THE CONSULTANTS:**

5.1 **General:**

The Scope of work for the Consultants shall be total coverage of Consultancy Services from start till the completion as detailed in clauses 5.1 to 5.5 of this Contract.

Total Area of Buildings:

**SKI and Sports Tourism Center = 18161 sft (including External development )**

5.2 **Master Planning**

The Consultants shall prepare master plan of 100-150 kanal sports area and incorporate in the existing KIU master plan.

5.2.1 **Surveying & Contouring:**

The Consultants shall select qualified and experienced surveyors and their teams to incorporate sports area master plan in the existing KIU master plan.

5.2.2 **Soil Investigation:**

The Consultants shall define the requirements of sub-soil investigation and works and get these done by a specialist firm selected by the Consultants and approved by the Employer, by setting down bore-holes & physical observation of soil and by taking representative samples and getting these tests in laboratory, for analysis and classification of soils thereby obtaining sufficient data to enable building foundations, services and road pavement design.

The report on soil investigation covering following details will be furnished based on factual test results reported by soil experts for 15 ft pits carried out in the area. Soil classification & CBR values. Safe bearing capacity for foundation designs at different reasonable depths. Recommendations for use of appropriate category of cement.

Tests for local available soil and rocks within or near site to find suitability for use in construction of buildings and in road embankment, sub-base course and base course.

The Consultants shall keep the local environments in mind while planning various components of the campus. Master Plan showing location of all Buildings & Services shall be submitted to the Employer for approval.

5.3 **Planning & Designing of Buildings & Services:**

5.3.1 **Preliminary Planning and Design Phase:**

(a) After approval of the Master Plan by the Employer, the Preliminary Design of the Project building will be prepared to a scale of 1:200 along with the Report on the Concept of the Buildings and general description of the Project, highlighting the salient features and provisions, structural system, economic considerations, etc.

(b) The Planning & design of building plans, elevations, sections & location of services would be based on climatic conditions, sub-soil Seismicity, function, and maximum use of local materials.

(c) A statement of areas and the rough cost estimate of the Project based on the fair market current rates of floor areas, volume or sufficient preliminary information regarding the project will be prepared and submitted to the Employer for approval/ comments. The comments of the Employer will be incorporated and the Employer approval to this phase obtained.

5.3.2 **Detailed Design and Drawing Phase:**

(a) Detailed architectural, Structural and Services drawings, based on approved preliminary drawings, shall be prepared on a scale of 1:100 along with bigger scale details suitable for construction there from and submitted to the Employer for approval. Such working drawings shall comprise:-

i) Architectural Plans, Elevations & Cross-Sections of Building and Schedules of Finishes.

ii) Large scale details for doors, windows and other building features to enable construction there from.

iii) Structural Drawings showing reinforcement details for construction.

iv) Roofing, Waterproofing, insulation and plumbing details.

v) Internal and External Water Supply Drawings, network, storage, pipe lines, valves, valve chambers, fire fighting main, water for irrigation.

vi) Sanitary Drawings, sewage system mains & manholes, septic tanks, plumbing system/Disposal.

vii) Internal and External electrical distribution, power & lighting & building systems.

viii) Electrical substation, Transformer, HT & LT Panels, Cables, Distribution System, Poles, Street lights, Emergency Generator.

ix) Road’s pavements, Roads Design, Sub base, base, wearing course, profile & cross-sections, paths and walkways, boundary walls, fences and gates.

x) Storm Water Drainage, & Channels Design.

xi) Landscaping Design.

(b) Technical Specifications for materials and workmanship for works designed by the Consultants.

(c) Bills of Quantities of items of works for works designed by the Consultants.

(d) Engineers Estimate based on bill of Quantities, using NA PWD/ fair market rates for items of work.

(e) Consultant will provide a certificate that estimate is according to the drawings and there will be no increase/decrease beyond 5% of the total of the quantity.

(f) Consultant will be responsible to rectify any ambiguity found during in drawing/execution.

5.4 **Construction Document (Tender Document) Phase:**

Under this phase the Consultants shall:

1. Prepare Tender Documents comprising the following:
2. General and Special Conditions of Contract.
3. Introductions to the Tenders.
4. Technical Specifications for the Works.
5. Bills of Quantities.
6. Tender Drawings.
7. Prepare Engineer’s estimate based on Bill of Quantities using Schedule of rates of NA PWD latest available for items of work designed by the Consultants.
8. Prepare Contract Documents for signatures of the Employer with Contractors.

5.5 **Construction Phase:**

5.5.1 **Top Supervision of Construction:**

(a) The Consultants shall provide the following services under top

Supervision:

1. Marking and layout of the buildings.

1. Lay out.

2. up to plinth level.

3. Roofing of Ground Floor.

4. Roofing of First Floor.

5. Finishing.

**ARTICLE 6- DELIVERABLE DOCUMENTS:**

6.1 Consultants shall furnish to the Employer free of cost the following documents: -

1. Preliminary Planning and Design Drawings 3 Copies

2. Detailed Design Phase Drawings 3 Copies

3 Construction Documents (Tender Documents) 10 Copies

6.2 Additional copies and reproducible will be made available to the

Employer on reimbursement at actual.

Additional copies of Tender Documents and drawings required for or by the Contractors bidding for any works or during execution shall be prepared and issued by the Consultants to the Contractors on receipt of charges determined by the Consultants after approval by the Employer.

**ARTICLE 7- TIME SCHEDULE:**

7.1 The design of the works shall be completed by the Consultants according to the Time Schedule for Planning & Designing of **two (2) months** to be mutually agreed. The Consultants shall make best efforts to adhere to the stipulated schedule as for as possible. Consultant will provide detail work schedule to complete the work within **Two Month.**

7.2 The time period shall be counted from the date of signing of this contract, and receipt of First Payment by the Consultants whichever is earlier.

7.3 The Time limit stipulated in article 7.1 above may be extended by the Employer under special circumstances if the same are explained in writing by the Consultants to the satisfaction of the Employer.

7.4 Time shall be deemed to be the essence of performance of duties under this contract and the Consultants shall proceed with due earnestness and diligence to achieve progress proportionate to the time elapsed at any time during the currency of this Contract.

7.5 In order to monitor the progress, the Employer may call upon the Consultants to and the consultants shall submit periodic progress reports within a minimum frequency of a month.

7.6 Liquated Damages: If the Consultants fail to perform their duties within the stipulated time limit or proportionate to the time elapsed during the currency of the project without any cogent reasons to the satisfaction of the Employer:-

i) In case the progress is disproportionate to the time elapsed, the Consultants shall pay to the Employer for such defaults, as liquidated damages, a sum of Rs. 10,000/- (Rupees Ten thousand only) or 50% of the retention money available with the Employer, whichever is less.

ii) In case the Consultants fail to complete the work within the prescribed time or extended time(s), the Consultants shall pay to the Employer as liquidated damages, a sum of Rs. 1,000/- (Rupees one thousand only) or any small amount which may be determined by the Employer, for each day the work remains incomplete subject to a maximum of the amount equal to the amount available with the employer as retention money.

iii) If the Consultants fail to perform their duties proportionate to the time elapsed and/or fails to complete his obligations under the contract within the prescribed time or extended time (s) and have rendered itself liable to pay as liquidated damages as amount equal to whole of the retention money, the Employer may terminate the contract and with draw the remaining works from the consultants. The decision of the Employer shall be final and binding on the consultants.

7.7 **Retention Clause**

7.7.1 10% of the amount due shall be deducted/retained as retention money to be released on the issue of completion certificate by the Employer (separately for design & supervision services).

**ARTICLE 8- CONSULTANTS REMUNERATION:**

8.1 The Employer shall pay to the Consultants free for the performance and completion of duties and service as per Articles (5) “Scope of Services” and Article (6) “Deliverable Documents” as follows:

8.1.1 Survey & Soil Investigation Lump Sum

(Article 5.2.1 and 5.2.2) Rs. --------

8.1.3 Planning & Designing of Lump Sum

Buildings & Services Rs. ----------

(Article 5.3)

8.1.4 Construction Documents Phase Lump Sum

(Article 5.4) Rs. -----------

8.1.5 Any subsequent changes, after the final approval of the design & documents, involving substantial work shall be payable additionally on mutually agreed rates.

8.2 Top Supervision

(Article 5.5)

1. Lay out.

2. up to plinth level.

3. Roofing of Ground Floor.

4. Roofing of First Floor.

5. Finishing.

8.3 Visits to Gilgit/Skardu Site:

**ARTICLE 9- SCHEDULE OF PAYMENT:**

The Consultants shall be paid their fee/remuneration by the Employer on the completion of duries shown in Article 8 to the satisfaction of the Employer and submission of requisite report/drawings/documents as per the following schedule: -

1. **MASTER PLANNING:**

9.1 On signing of this Contract Rs. \_\_\_\_\_\_\_\_(to be

deducted @ Rs. 10% from each of payment 9.2 to 9.6)

9.2 On completion of survey & Rs. \_\_\_\_\_\_\_\_\_

Soil investigation (Articles 5.2.1 and 5.2.2)

1. **PLANNING & DESIGNING OF BUILDING & SERVICES:**

9.4 On submission/approval of Preliminary Rs. \_\_\_\_\_\_\_\_\_\_

Planning & Design (Article 5.3.1)

9.5 On submission of Detailed Design Rs. \_\_\_\_\_\_\_\_\_

(Article 5.3.2)

9.6 On submission of Construction Documents Rs. --------------

(Tender Documents)

(Article 5.4)

1. **ADDITIONAL VISITS:**

9.8 Additional Visits to Gilgit/Skardu site Rs. \_\_\_\_\_\_/ visit

(In addition to the 5 free visits)

(Article 8.3)

9.9 For Master Planning, Planning & Designing of Buildings & Services the full fee shall be admissible on completion of phase. However, intermediate payments shall also be paid for work completed proportionate to work done, roughly on a monthly invoicing basis.

9.10 For Construction supervision and office back-up as per (9.7) and (9.8) above and for Additional visits as per (9.9) above, the fee shall be payable on a monthly basis.

9.11 All payments as per Articles (9.1) to (9.11) above shall be the full and final payment for all activities listed in Article 5 and 6 and shall be made to the Consultants by Employer within 15 days of submission of their invoices.

9.12 **Repetitive use of Plans/ Designs:** The Employer shall have the right of use of the plans, drawings, etc furnished by the Consultants under this Contract for repetitive construction beyond the scope of this project as detailed in Annex-I (Phase-I), without payment of any extra fee. The remuneration stipulated under this contract shall be full compensation to the consultants.

9.13 **Deduction of Amount due to University by the Consultants:** Any excess payment made to the consultants inadvertently or otherwise under this contract or on any account whatsoever, or any other sum (s) found to be due to University from the consultants in respect of this contract or any other agreement or contract or work order or on any account whatsoever, may be deducted from any sum whatsoever payable to University by the Consultants either in respect of this contract or any other agreement., contract or work order or on any account by any other Department of the University.

**ARTICLE 10- OBLIGATIONS AND RIGHT OF THE CONSULTANTS:**

10.1 The Consultants shall in all professional matters, act as faithful advisors to the Employer and to the full benefits of the Employer.

10.2 The Consultants shall exercise all Engineering skills, care and diligence for the accuracy and completeness of their designs and in the discharge of their duties under this Contract.

10.3 The Consultants shall assist the Employer in obtaining approval of any application made to concerned local authorities for the commencement of the works.

**ARTICLE 11- VARIATION IN THE DUTIES OF CONSULTANTS:**

11.1 The scope of duties to be performed by the Consultants both in terms of the nature of the services as well as the size of project may be extended by mutual agreement between the Employer and the Consultants subject to as agreement on the enhancement of remuneration and time limit.

11.2 The Employer may withdraw any component (s) or part of the project/duties to be performed by the Consultants after giving a notice of 30 days. In case of such an event the Consultants shall not be entitled to any fee proportionate to the withdrawn component (s) or part thereof.

11.3 The Employer may at any time decide to postpone or abandon the project or a part thereof and in such an event the Consultants shall be entitled to payment only for the work done by them up to the date of communication to them of the said decision. The Consultants in such a case shall furnish necessary details of work done by them within a week of the date of communication to them of the said decision.

**ARTICLE 12- FORCE MAJEURE:**

Neither party hereto shall be held responsible for any delay or failure to perform any or all of the obligations imposed upon such party caused by case of Force Majeure. In this case the time for performance of contract will be extended by a period corresponding to that duly justified and the obligations of the other party shall be extended by an equivalent period, provided that should such an extension exceed or is likely to exceed ninety (90) days, either party hereto may terminate this contract and the provisions of Article 11 shall apply to such termination. The expression “Force Majeure” shall mean cause or causes beyond the control of either party that may intervene after the formation of the contract and which may cause delay or in any way impede its performance, namely industrial dispute, floods or any other natural catastrophe, fire, mobilization, war, insurrection, embargo, requisition or any other circumstances beyond the control of the parties.

**ARTICLE 13- ARBITRATION:**

13.1 If any dispute reference or question shall at any arise between the parties in respect of the interpretation of this contract or concerning anything herein contained or arising out of this contract or as to the rights, obligations or duties of the said parties hereunder, the same shall be referred to arbitration by a sole arbitrator. The Secretary Law, Justice and Human Rights Division, Government of Pakistan or his nominee shall act as sole arbitrator. The award made by the sole arbitrator shall be final and binding on the parties and the provisions of the arbitration Act 1940 shall apply and be deemed to be incorporated in this contract. The venue of arbitration shall be at Gilgit or Islamabad as the Parties may agree.

13.2 Notwithstanding the existence of any difference or dispute or the commencement or continuance of any arbitration proceedings, work under this contract shall, if reasonable possible, continue during the arbitration proceedings and no payment shall be withheld on account of such proceedings unless the same is the subject matter of reference.

**ARTICLE 14- NOTICES:**

All notices hereunder to be effective must, if they are meant for the Employer be addressed to:

Director Works,

Karakoram International University,

Gilgit-Baltistan.

And if they are meant for the Consultants to be addressed to:

Managing Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Or such other address as either party to the contract may notify to the other party in writing as the address for service of notice.

IN WITNESS WHEREOF the said parties hereto acting through their authorized representatives have hereunto set their respective hands as at the place and on the day and year first above written.

For and on behalf of for and on behalf of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Karakoram International University,

(Consultants) Gilgit-Baltistan

(Registrar)

Managing Director Registrar

Witness: Witness:

**Eligibility Criteria**

1. **Eligibility of Consultants:**

This Invitation for Consultants is open to all companies/firms/joint ventures (JV) etc. meeting with the following mandatory requirements. Please provide photocopies of requisite documents.

* + Duly licensed/registered by the Pakistan Engineering Council (PEC) & Pakistan Council of Architects and Town Planners (PCATP) for FY-2021-22.
  + Proposed Design Engineers shall be member(s) of PEC.
  + The Proposed Architect shall be a member of PCATP.
  + Enlisted by the Federal Board of Revenue (FBR) as active taxpayer.

Consultancy Firms, not fulfilling the aforesaid mandatory requirements for eligibility, shall not be considered for further evaluation as per evaluation criteria provided under Section-4 (Evaluation Criteria).

1. **Evaluation Criteria:**

Consultants/consultancy firms/Joint Ventures, fulfilling the eligibility requirements as stated above in section-1, shall only be considered for further evaluation as per evaluation criteria provided hereunder.

The minimum threshold marks for the qualification of consultants/ consultancy firms/ Joint Ventures etc. shall be 60% of the total points.

**3.1** The evaluation criteria weightage for Technical qualification of consultants shall be as under:

* 1. Experience of Consultants/ Consultancy Firm/JV : 30% of Total Points.
  2. Quality of Consultant’s Personal (staff) Expertise : 70% of Total Points.

Evaluation of Experience of Consultants/ Consultancy Firms/JV (30%):

The Experience of Consultants (30% of Total Points) further categorized into following three heads.

* + Weightage of Specific Experience : 70%
  + Weightage of General Experience : 25%
  + Weightage of Local Office in Gilgit : 05%

Please check ANNEX-C, Form C-1 for sub-criteria form.

Evaluation for Specific Experience (70%):

The evaluation of specific experience is based on similar projects in magnitude and complexity, for the purpose of ranking of the firms for inclusion in the shortlisting/ Pre-qualification. The three (03) number of similar projects within last 10 years, shall carry 100% marks in specific experience and the distribution of marks is as under.

|  |  |  |
| --- | --- | --- |
| No. of Similar Projects | weightage (Max) | Cumulative weightage |
| 1st Project | 70 % | 70% |
| 2nd Project | 20 % | 90% |
| 3rd Project | 10% | 100% |

The following is sub-criteria with respective weightage for each similar project in Specific Experience.

|  |  |
| --- | --- |
| - Survey & Feasibility Study | – 10%. |
| - Architecture Design | – 20% |
| - Engineering Designs | – 30% |
| - Interior Design | – 10% |
| - Procurement of Constructors | – 10% |
| - Detailed Construction Supervision | – 20% |

Please check ANNEX-C, Form C-1 for sub-criteria form to submit required details accordingly.

Evaluation for General Experience (25%):

The evaluation of general experience is based on general projects undertaken by consultant’s/ consultancy firms/JV. The ten (10) number of general projects within last 10 years, shall contribute 100% marks in general experience. The distribution of marks is as under.

|  |  |  |
| --- | --- | --- |
| **Maximum Number of Projects is fixed as 10** | | |
| **No. of General Projects** | **Max. Weightage** | **Max. Cumulative Weightage** |
| Min: 2 | 25% | 25% |
| 3-5 | 35% | 60% |
| 6-7 | 25% | 85% |
| 8-9 | 10% | 95% |
| 10 | 5% | 100% |

The following is sub-criteria with respective weightage for general projects in General Experience of consultants.

|  |  |
| --- | --- |
| - Survey & Feasibility Study | – 10%. |
| - Designs of Project | – 60% |
| - Procurement | – 10% |
| - Construction Management | – 20% |

Please check ANNEX-C, Form C-1 for sub-criteria form and submit required details accordingly.

Evaluation for Local Office of Consultants for Design Services (05%):

If the design office is located in Gilgit for Design Consultancy Services (Survey, Feasibility Study, Designs of Architecture, Engineering and Interiors) then 05% marks shall be provided as per categorization stipulated in form C-1 at ANNEX-C, otherwise no marks shall be provided under this category.

Please check ANNEX-C, Form C-1 for sub-criteria form for distribution of percentage/ marks in this category and submit required details accordingly.

**3.2** **Evaluation of Quality of Consultants Personals (Staff): (70 Marks)**

The Consultant’s personals (staff) will be evaluated on the basis of the following two items of qualification as demonstrated in their C.Vs:-

i) Academic & General Qualification – 30% (21 Marks)

* Basic Qualification/ Degree (Specified Disciplines) – 80%
* Masters/ Post Graduate (Specified Disciplines) – 90%  Ph.D./ Relevant Qualification (Specified Disciplines) – 100% Disciplines are specified at Form C-2(I).

Detailed Evaluation Mechanism: Weightages and Marks are already listed at Sub-Criteria Form C-2 (I):

1. If any resource/discipline/nominated staff is having relevant Ph.D./ relevant qualification, then full marks against Basic and Post Graduate qualification shall be awarded.
2. If any resource/discipline/nominated staff is having relevant Post graduate qualification, then full marks against Basic qualification shall be awarded.

Please submit details according to sub-criteria form C-2 (I) under Form C-2 at AANEXC. Wherein detailed categorization/ distribution of marks has already been provided for Academic & General Qualification of nominated consultant’s staff, which shall be implemented for detailed evaluation purposes.

ii) Professional Experience of Nominated Staff – 70% (49 Marks)  Specific (similar projects) – 80% (39.2 Marks)

* + - Lead Position – 100% (minimum 1 Project)
    - Senior Position - 60% (minimum 1 Project)
    - Junior Position – 20% (minimum 1 Project)

 General – 20% (9.8 Marks)

* + Lead Position – 100% (minimum 1 Project)
  + Senior Position - 60% (Minimum 1 Project)
  + Junior Position – 20% (Minimum 1 Project) Detailed Evaluation Mechanism: Weightages and Marks are already listed at Sub Criteria Form C-2 (II):

1. If any resource/discipline/nominated staff is working at Lead Position on similar and/ or general projects, then complete marks for Senior & Junior Position will be awarded in respective experience.
2. If any resource/discipline/nominated staff is working at Senior Position on similar and/ or general projects, then complete marks for Junior Position will be awarded in respective experience.
3. If any discipline has worked more than 1 similar Projects, then complete marks against General experience shall be awarded.

Please submit details according to sub-criteria form C-2 (II) under Form C-2 at ANNEXC, wherein detailed categorization/ distribution of marks has already been provided for Professional experience of nominated consultant’s staff, which shall be implemented for detailed evaluation.

1. **Additional Documents accompanied with Technical Proposal/ Application:**

Firms/Consultants/consultancy JV etc. are required to submit following documents (in addition to already solicited documents required for eligibility and evaluation of consultants) with their pre-qualification applications. (a) Company Profile with details of address of consultancy office(s).

1. Consultancy Registration/ License from PEC and Registration with PCATP for current year and copies of registration from PEC/PCATP of nominated design engineers, architects etc.
2. NTN Registration No. and Sales Tax Registration No.
3. Organization Chart of Consultancy firm/company/Consultants/JV, detailing enough for Lead Positions, Senior Positions and Junior Positions.
4. Details of International Affiliations.
5. Details of in-hand Projects with client’s details and their status with approximate fee of design and supervision services.
6. Undertaking on stamp paper that firm is not blacklisted by any Provisional or Federal Government Department, Agency, Organization or autonomous body or any private sector organization in Pakistan.
7. Last 3 years’ financial statements.
8. **Finalization of technical evaluation of Consultants/ Shortlisting of Consultants:** 
   * The consultants/ consulting Firm/ Company/JV etc. shall be evaluated by Selection Committee, in accordance with their submitted applications as per eligibility requirements and evaluation criteria thereon.
   * The committee having right for solicitation of clarifications regarding submitted details/ documents/requirements from the consultants/JV/firm/company etc.
   * The Constituted committee will prepare a comparative statement of marks obtained by the competing firm/companies/consultants/JV etc.
   * The evaluation report of Consultants shall be placed on KIU website and PPRA Website.
   * The applicants securing 60 or above marks shall be considered as Technically Qualified Consultants/ Consultancy firms/Company/JV etc.
   * The Technically qualified companies/firms/consultants/JV etc. shall only be eligible for further procurement process.

1. **Checklist for the Submission of Technical Proposal/ Application:** 
   * **Mandatory requirements/ Documents for establishing eligibility of Consultants/ Consultancy firm/Company/JV etc.**

(Section-3 of Pre-Qualification Documents).

* + **Organization Chart (in detail) showing Lead, Senior & Junior Positions.** (Form A-3 at ANNEX-A).
  + **Specific experience of Consultants for minimum 03 similar Projects within last 10 years.**

(Form C-1 at ANNEX-C, Form A-1 at ANNEX-A & Form B-2 at ANNEX-B and also check section-4 for providing details).

* + **General experience of Consultants for minimum 10 projects within last 10 years.**

(Form C-1 at ANNEX-C, Form A-1 at ANNEX-A & Form B-2 at ANNEX-B and also check section-4 for providing details).

* + **Information/ details about Local Office for Design Services.**

(From C-1 at ANNEX-C and also check section-4 for providing details).

* + **Academic Qualification & Experience of Nominated Consultants Staff.** (Form C-2 with Sub-Criteria Form C-2(I) at ANNEX-C & Form B-3 at ANNEX-B and also check section-4 for providing details).
  + **Professional Experience of Nominated Consultants Staff.**

(Form C-2 with Sub-Criteria Form C-2(II) at ANNEX-C & Form B-3 at ANNEX-B and also check for section-4 for providing details).

* + **CV of PRINCIPAL STAFF.**

(Form A-2 of ANNEX-A).

* + **Submission of Information Form.**

(Form B-1 at ANNEX-B).

* + **Submission of Documents required as per Section-5 of Pre-qualification documents.**

(Section: 5 - Additional Documents accompanied with Technical Proposal)

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**ANNEX-A**

**Form A-1**

**Kamyab Jawan SKI and sports Tourism center at Karakoram International University (KIU) Gilgit.**

**SUMMARY LIST OF PROJECTS DESIGNED & SUPERVISED BY THE CONSULTANTS.**

**(Specific & General Projects)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Name of the  Project | Location  Province/  Country | Client | Total  Cost of the  Project  (PC-1  Cost) | Implementation  Start &  Completion/  (Current Status) | Handled as:   * Single Firm/ * Lead   Firm/   * Joint   Venture   * Others | Total  Cost of  Services  Provided by the  Firm | Cost of Services provided  by the  Firm | Scope of  Services   * Feasibility * Survey &   Investigation   * Quality Control * Project Monitoring  O & M * Designs * Procurement  Construction Supervision. * Others | Scope of  Project  Components / Volume of Works etc. |

**ANNEX-A**

**Form A-2**

**FORMAT OF SHORT CV OF PRINCIPAL STAFF**

1. Name :

1. Profession/Expertise :

1. Date of Birth :

1. Years with the Firm :

1. Nature of experience in this firm and others :

1. Membership/ Affiliations of Professional Bodies :

1. Complete Educational Details :

1. Other Training Details :

1. Knowledge of Languages (national & International) :

1. Key Qualifications (Maximum ¾ of a page) :

1. Specific Experience (Building Projects Only) :

1. General Experience :

1. Total Professional Experience :

1. Complete Employment Record :

1. Countries of Work Experience :

1. Other Details/ Information :

**ANNEX-A**

**Form A-3**

**Organization Chart of Consultancy Firm/Company/JV etc. (Providing/ Showing Lead, Senior & Junior Positions)**

**ANNEX-A**

**Form A-4**

**Page 1 of 2**

**(Kamyab Jawan SKI and sports Tourism center at Karakoram International University (KIU) Gilgit) COMPARATIVE OVERVIEW OF FIRMS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. No. | Description/Items of Comparison |  | Firm | s/Groups |  |
|  |  | Name of Firm/ Group | Name of Firm/ Group | Name of Firm/ Group | Name of Firm/ Group |

1. Experience of Firm

 Relevant Work Experience (specific experience)

Minimum 03 projects for

100% Points)

|  |  |  |
| --- | --- | --- |
| - | Survey & Feasibility Studies: F | |
| - | Architecture Design | : A |
| - | Engineering Designs | : D |
| - | Procurement Services | : P |
| - | Construction Supervision | : C |
| - | Quality Control | : Q |
| - | O&M | : O |
| - | Project Monitoring & |  |
|  | Controlling | : M |

1. Experience of Firm (General Experience) - Survey & Feasibility Studies: F
   * Designs : D
   * Procurement Services : P
   * Construction Management : C

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**ANNEX-A**

**Form A-4**

**Page 2 of 2**

**(Kamyab Jawan SKI and sports Tourism center at Karakoram International University (KIU) Gilgit) COMPARATIVE OVERVIEW OF FIRMS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. No. | Description/Items of  Comparison |  |  | Firms/Groups |  |
|  |  | Name of Firm/ Group | Name of Firm/ Group | Name of Firm/ Group | Name of Firm/ Group |

B. Quality of Principal Staff

(Maximum 7 preferably 5)

1. Education

* 1. Basic Degree
  2. Additional Degrees

1. Professional Experience

(No. of years)

* 1. Total ii) Relevant/ specific experience. iii) General experience.

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## ANNEX-B

**Form-B-1**

Director Works

Karakoram International University

**Assignment : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INFORMATION FORM**

1. Name of consultants [Lead partner if association]

· Address

· Telephone No(s)

· Fax Number

· E-mail Address

· Registration No. with PEC alongwith Registered Office Address.

· Registration with PCATP.

· License of Architect from CDA.

1. Description of consulting firm (ownership/organization)

1. Experience (Number of Years)

· national

· International

1. Name(s) and Address (es) of Associates, if a JV; their short description and description of their role in the JV/Association.

1. Experience of the Consultants (on appended forms) during the past years: Specific (3 Projects of similar magnitude and complexity during last 10 years)

General (10 Projects in all Fields but not completely relevant during last 12 years)

1. Organization chart showing consultant’s structure.

1. Capital of consultant (Financial Statements for the latest three years).

· Subsidiaries and associates.

· Annual fees in the last five years in current index.

· Financial reference [ name/address of bank(s)]

1. Any Additional information.

Yours truly,

Name of Authorized Representative of Consultants:

Seal :

Position :

Date :

**Form B-2**

**EXPERIENCE OF CONSULTANT**

**(Specific & General Projects)**

Relevant services carried out in the Last 10 years (Specific) and 12 years (General) which best illustrate qualification.

**[NAME OF THE FIRM/CONSULTANT]**

|  |  |
| --- | --- |
| 1. Name of Assignment/ Project : |  |
| 2. Country : |  |
| 3. Name of Client : |  |
| 4. Address : |  |
| 5. Start Date : | Month/Year |
| 1. Completion Date : 2. Professional Services Provided | Month/Year |
| By the Firm/Consultant :   1. Detail of Technical Staff (Design) : 2. Actual Design Period : |  |
| 1. Contractual Design Period : 2. Details of Supervision Staff (details) : 3. Contractual Construction Period : 4. Actual Construction Period : 5. Approx. Value of Services   of the Consultants :   1. Name of Other JV (If any) : 16. Services Provided by other   Companies/JV etc. :   1. Approx. Value of JV services : 2. Name/Position of Key Staff : 3. Description of Project : 4. Description of Professional Services Provided by the Firm/ Consultants :   (In detail).   1. Total General Projects designed and Supervised during last 12 years :   (In detail)   1. Total Specific (Similar) Projects   Designed and Supervised during  last 10 years :  (In detail)   1. Contract Price(s) of Specific Projects :   (Design Services)   1. Contract Price(s) of General Projects :   (Design Services)   1. Contract Prices of Silimar Project :   (Construction Projects)   1. Contract Prices of General Project :   (Construction Projects) |  |

**Form B-3**

**FORMAT OF CURRICULUM VITAE**

**OF PROPOSED EXPERTS/ Consultant’s Personals/ Staff (Please provide complete details)**

1. The Discipline/ Expertise :

1. Name of the Firm :

1. Name of Nominee :

1. Date of Birth :

1. Years with the Firm :

1. Nationality :

1. PEC Registration/ PCATP/ Other Membership No. / Affiliation : (attach photocopy)
2. Key Qualifications :

1. Academic Qualification :

1. Complete Employment Record :

1. Languages and : (In speaking, reading and writing as

Degree of Excellent-Good-Fair-Poor)

Proficiency

1. Specific Experience (Building Projects Only).
   1. Experience in Lead Position (Minimum 1 similar Project).
   2. Experience in Similar Projects in Senior Position (Minimum 1 Project). (iii) Experience in similar Projects in Junior Position (Minimum 1 Project).

1. General Experience:
   1. Lead Position (Minimum 1 Project)
   2. Senior Position (Minimum 1 Project)
   3. Junior Position (Minimum 1 Project)

1. Currently Working as Lead/ Senior/ Junior Position:

1. CertificationI, 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**

**SUB-CRITERIA FORMS**

**ANNEX-C**

**Form C-1**

Kamyab Jawan SKI and sports Tourism center at Karakoram International University (KIU) Gilgit.

EVALUATION OF PREQUALIFICATION APPLICATIONS

1. **QUALIFICATION/EXPERIENCE OF FIRM:** Total Marks: 30

Name of the Firm:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.**  **No.** | **Project Components** | **Weightage** |  |  |  |  |  | **A C T I V I T I E S** | |  |
| **Percentage** | **Points** | Survey &  Feasibility | Architecture  Design of Project | Engineering  Design of Project | Interior  Design of  Project | Procurement of Constructors | Construction Supervision | **Points** |
| **10%** | **20%** | **30%** | **10%** | **10%** | **20%** |
| **A.** | **SPECIFIC**  Experience (for 03 projects) on Similar Project of matching magnitude/ complexity, in last 10 years. | 70% of 30 | 21 |  |  |  |  |  |  |  |
|  | **Sub-Total (A):-** |  | **21** |  |  |  |  |  |  |  |
| **B.** | **GENERAL**  Experience (for 10 projects) on Projects which are not similar but are important to judge capacity of the Firm, in last 10 years. | 25% of 30 | 7.5 |  |  |  |  |  |  |  |
|  | **Sub-Total (B)** |  | **7.5** |  |  |  |  |  |  |  |
| **C.** | **LOCAL OFFICE FOR DESIGN:** | **05% of 30** | **1.5** | **20%** | **25%** | **25%** | **15%** | **15%** | **-** |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Sub-Total (C):-** |  | **1.5** |  |  |  |  |  |  |  |
|  | **Grand-Total (A+B+C):-** | **100%** | **30** |  |  |  |  |  |  |  |
|  | **Total Points Under-I** |  |  |  |  |  |  |  |  |  |

**SUB-CRITERIA FORMS,**

**ANNEX-C**

**Form C-2**

Kamyab Jawan SKI and sports Tourism center at Karakoram International University (KIU) Gilgit.

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EVALUATION OF PREQUALIFICATION APPLICATIONS

1. **EVALUATION OF NOMINATED EXPERTISE/ Consultants Staff:**

Total Marks: 70

**Name of the Firm :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position/Expertise :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Nominated Staff :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Description** | **Maximum**  **Weightage**  **(Percentage)** |  | **Points** |  | **Status** | **Points Awarded** |
| **a.** | **Academic & General Qualification:**     1. **Basic Qualification Degree etc. (Specified**   **Disciplines)**   1. **Masters (Specified Disciplines)** 2. **Ph.D. (Specified Disciplines)** | **30% of 70**  80%  90%  100% | **21** |  | 16.8      18.9    21 |  |  |
|  | **Sub-Total (a)** |  |  |  |  |  |  |
| **b.** | **Professional Experience related to Assignment:** | **70% of 70** | **49** |  |  |  |  |
| **b-1** | **Specific Experience: (similar projects)** | 80% of 49 |  | 39.2 |  |  |  |
|  | **(i) Lead Position (minimum 1 Project)** | 100% |  |  | 39.20 |  |  |
|  | **(ii) Senior Position (minimum 1 Project)** | 60% |  |  | 23.52 |  |  |
|  | **(iii) Junior Position (Minimum 1 Project)** | 20% |  |  | 7.84 |  |  |
|  | **Sub-Total (b-1)** |  |  |  |  |  |  |
| **b-2** | **General Experience:** | 20% of 49 |  | 9.8 |  |  |  |
|  | **(i) Lead Position (minimum 1 Project)** | 100% |  |  | 9.80 |  |  |
|  | **(ii) Senior Position (minimum 1 Project)** | 60% |  |  | 5.88 |  |  |
|  | **(iii) Junior Position (minimum 1 Project)** | 20% |  |  | 1.96 |  |  |
|  | **Sub-Total (b-2)** |  |  |  |  |  |  |
|  | **Grand-Total** | **100% of 70** | **70** |  |  |  |  |

**The Academic & General Qualification of nominated staff is further categorized at Sub-Criteria Form C-2 (I).**

**The Professional Experience of nominated staff related to Assignment is further categorized at Sub-Criteria Form C-2 (II).**

**Sub-Criteria Form under Form C-2 (ANNEX-C)**

**Form C-2 (I) The further categorization of Academic & General Qualification of nominated staff is as under: Total Marks: 21 (30% of 70).**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Discipline** | **Minimum**  **No. of**  **Technical Staff** | **Basic Qualification/ Degree**    **80% of 21 (16.8 Marks)** | | | **Post Graduate Qualification**    **10% of 21 (2.1 Marks)** | | | **Doctorate/ Relevant Qualification**    **10% of 21 (2.1 Marks)** | | |
| **Degree** | **Percentage** | **Marks** | **Degree** | **Percentage** | **Marks** | **Degree** | **%** | **Marks** |
| 1 | Team Leader | 1 | Bachelors | 10% | 1.68 | Masters | 10% | 0.21 | Ph.D. | 10% | 0.21 |
| 2 | Financial Expert | 1 | Masters | 10% | 1.68 | Masters | 10% | 0.21 | CA | 10% | 0.21 |
| 3 | Architect | 1 | Bachelors | 10% | 1.68 | Masters | 10% | 0.21 | Ph.D. | 10% | 0.21 |
| 4 | Design  Structural  Engineer | 1 | Bachelors | 10% | 1.68 | Masters | 10% | 0.21 | Ph.D. | 10% | 0.21 |
| 5 | Interior Designer | 1 | Bachelors | 10% | 1.68 | Masters | 10% | 0.21 | Ph.D. | 10% | 0.21 |
| 6 | Design  Electrical  Engineer | 1 | Bachelors | 10% | 1.68 | Masters | 10% | 0.21 | Ph.D. | 10% | 0.21 |
| 7 | Mechanical  Engineer | 1 | Bachelors | 10% | 1.68 | Masters | 10% | 0.21 | Ph.D. | 10% | 0.21 |
| 8 | Town Planner | 1 | Bachelors | 10% | 1.68 | Masters | 10% | 0.21 | Ph.D. | 10% | 0.21 |

Detailed Evaluation Mechanism of Sub- Criteria Form C-2 (I):

1. If any resource/discipline/nominated staff is having relevant Ph.D./relevant qualification, then full marks against Basic and Post Graduate qualification shall be awarded.
2. If any resource/discipline/nominated staff is having relevant Post graduate qualification, then full marks against Basic qualification shall be awarded.

**Sub-Criteria Form under Form C-2 (ANNEX-C)**

**Form C-2 (II) The further categorization of Professional Experience of nominated staff related to assignment is as under: Total Marks: 49 (70% of 70).**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Discipline** | **Minimum**  **No. of**  **Technical Staff** | **Lead Position** | | | | **Senior Position** | | | | **Junior Position** | | | |
| **Minimum 1 Similar**  **Project**  **(Specific Experience)**  **80% of 49 (39.2)** | | **Minimum 1 General**  **Project**  **(General Experience)**  **20% of 49 (9.8)** | | **Minimum 1 Similar**  **Project**  **(Specific Experience)**  **48% of 49 (23.52)** | | **Minimum 1 General**  **Project**  **(General Experience)**  **12% of 49 (5.88)** | | **Minimum 1 Similar**  **Project**  **(Specific Experience)**  **16% of 49 (7.84)** | | **Minimum 1 General**  **Project**  **(General Experience)**  **4% of 49 (1.96)** | |
|  |  |  | Weightage | Marks | Weightage | Marks | Weightage | Marks | Weightage | Marks | Weightage | Marks | Weightage | Marks |
| 1 | Team Leader | 1 | 10% | 3.92 | 10% | 0.98 | 10% | 2.352 | 10% | 0.588 | 10% | 0.784 | 10% | 0.196 |
| 2 | Financial Expert | 1 | 10% | 3.92 | 10% | 0.98 | 10% | 2.352 | 10% | 0.588 | 10% | 0.784 | 10% | 0.196 |
| 3 | Design Architect | 1 | 10% | 3.92 | 10% | 0.98 | 10% | 2.352 | 10% | 0.588 | 10% | 0.784 | 10% | 0.196 |
| 4 | Design Structural Engineer | 1 | 10% | 3.92 | 10% | 0.98 | 10% | 2.352 | 10% | 0.588 | 10% | 0.784 | 10% | 0.196 |
| 5 | Interior Designer | 1 | 10% | 3.92 | 10% | 0.98 | 10% | 2.352 | 10% | 0.588 | 10% | 0.784 | 10% | 0.196 |
| 6 | Design Electrical Engineer | 1 | 10% | 3.92 | 10% | 0.98 | 10% | 2.352 | 10% | 0.588 | 10% | 0.784 | 10% | 0.196 |
| 7 | Mechanical  Engineer | 1 | 10% | 3.92 | 10% | 0.98 | 10% | 2.352 | 10% | 0.588 | 10% | 0.784 | 10% | 0.196 |
| 8 | Town Planner. | 1 | 10% | 3.92 | 10% | 0.98 | 10% | 2.352 | 10% | 0.588 | 10% | 0.784 | 10% | 0.196 |

Detailed Evaluation Mechanism of Sub Criteria Form C-2 (II):

1. If any resource/discipline/nominated staff is working at Lead Position on Similar and/ or General projects then complete marks for Senior & Junior Position will be awarded in respective experience.
2. If any resource/discipline/nominated staff is working at Senior Position on Similar and/or General then complete marks for Junior Position will be awarded in respective experience.
3. If any resource/discipline/nominated staff has worked more than 1 similar Projects then complete marks against General experience shall be awarded.

---------------------------- **End.** ---------------------------