



NATIONAL HIGHWAY AUTHORITY

Procurement & Contract Administration Section
28 Mauve Area, G-9/I, Islamabad ☎ 051-9032727, 📠 051-9260419

No. 6(406)/GM (P&CA)/NHA/17/610

24th April, 2017


Director General

Public Procurement Regulatory Authority
1st Floor FBC Building near State Bank,
Sector G-5/2,
Islamabad.

Subject: **ANNOUCNEMENT OF EVALUATION REPORT (PPRA Rule-35):
CONSULTANCY SERVICES FOR REVIEW, ADJUSTMENT OF
ROAD AND STRUCTURES DESIGN, CONSTRUCTION
SUPERVISION AND CONTRACT ADMINISTRATION OF SOUTH
AND NORTH ACCESS ROAD (PACKAGE-II) OF 7.3 KM LENGTH
EACH (TOTAL 15 KM) OF LOWARI TUNNEL PROJECT**

Reference: PPRA Rule-35

Kindly find attached the duly filled and signed Evaluation Report along with Bid Evaluation Criteria (Annex-I) pertaining to the procurement of subject services in view of above referred PPRA Rule-35 for uploading on PPRA website at the earliest, please.


(Muhammad Azam)
Director (P&CA)

Encl: Evaluation Report along with Annex-I

Copy for kind information to:

- Member (Planning), NHA
- Member (Engineering-Coord), NHA
- General Manager (P&CA), NHA
- S.O (Tech.) to Chairman, NHA

EVALUATION REPORT

(As Per Rule 35 of PP Rules, 2004)

1.	Name of Procuring Agency:	National Highway Authority
2.	Method of Procurement:	Single Stage Two Envelop Procedure
3.	Title of Procurement:	Consultancy Services for Review, Adjustment of Road and Structures Design, Construction Supervision and Contract Administration of South and North Access Road (Package-II) of 7.3 Km Length Each (Total 15 Km) of Lowari Tunnel Project.
4.	Tender Inquiry No.:	6(406)
5.	PPRA Ref. No. (TSE):	TS286519E
6.	Date & Time of Bid Closing:	8 th September, 2016 at 1130 hours local time
7.	Date & Time of Bid Opening:	8 th September, 2016 at 1200 hours local time
8.	No of Bids Received:	Eight (08) Proposals were received
9.	Criteria for Bid Evaluation:	Criteria of Bid Evaluation is attached at Annex-I
10.	Details of Bid(s) Evaluation:	As below

Name of Bidder	Marks		Evaluated Cost (PKR)	Rule/Regulation/SBD*/ Policy/ Basis for Rejection / Acceptance as per Rule 35 of PP Rules, 2004.
	Technical (if applicable)	Financial (if applicable)		
1) M/s Associated Consulting Engineers - ACE (Pvt.) Ltd in JV with Techno-Consult Intl. (Pvt.) Ltd.;	639	162	153,958,046	Top scoring firm in combined evaluation (PPRA Rule 36(b) (ix))
2) M/s Republic Engineering Corporation- REC (Pvt.) Ltd in JV with PEAS Consulting (Pvt.) Ltd.;	566	200	124,981,191	2 nd
3) M/s National Engineering Services Pakistan NESPAK (Pvt.) Ltd.;	601	116	216,254,736	3 rd
4) M/s Engineering & Management Services;	566	150	166,548,400	4 th
5) M/s Prime Engineering & Testing Consultants (Pvt.) Ltd in JV with Hasan & Behram Consulting Engineers Intl. & Water Wise;	549	-	-	PPRA Rule 36(b) (v)
6) M/s. AGES in JV with M/s RHC (Pvt.) Ltd.;	516	-	-	PPRA Rule 36(b) (v)
7) M/s Consulting Associates Peshawar;	439	-	-	PPRA Rule 36(b) (v)
8) M/s AA Associates;	418	-	-	PPRA Rule 36(b) (v)

Top Ranked Bidder:

M/s Associated Consulting Engineers - ACE (Pvt.) Ltd in JV with Techno-Consult Intl. (Pvt.) Ltd.

11. **Any other additional / supporting information, the procuring agency may like to share:** The Procurement was carried out in line with PPRA Rules & Regulations. The bidding was done on QCBS method with 80:20 Technical to Financial Proposals ratio.

Signature:

Official Stamp:

General Manager (P&CA)
National Highway Authority
Islamabad

*Standard Bidding Documents (SBD).

National Highway Authority



Annex-I

Criteria

FOR

Bid Evaluation

Consultancy Services for Review, Adjustment of Road and Structures Design, Construction Supervision and Contract Administration of South and North Access Road (Package-II) of 7.3 Km Length Each (Total 15 Km) of Lowari Tunnel Project

April, 2017



NATIONAL HIGHWAY AUTHORITY

Procurement & Contract Administration Section
28-Mauve Area, G-9/1, Islamabad Tel: 9032727, Fax: 9260419

Ref: 6(406)/GM (P&CA)/NHA/16/1328

29th August, 2016

All Prospective Consultants

Subject: **Minutes of Pre-Proposal Meeting for:
Consultancy Services for Review, Adjustment of Road and
Structures Design, Construction Supervision and Contract
Administration of South and North Access Road (Package-II) of
7.3 Km Length Each (Total 15 Km) of Lowari Tunnel Project**

Reference: Request for Proposal Notice for subject Services appeared in daily newspapers on 16th August, 2016

Minutes of Pre-Proposal Meeting held on 22nd August, 2016 for subject Services being integral part of the Request for Proposal, are enclosed herewith, for necessary action, please.


(Muhammad Azam)
Director (P&CA)

Enclosure:

Minutes of Pre-Proposal Meeting (04 Page)

Copy for kind information to:

- Member (Planning), NHA, Islamabad;
- Member (Engineering Coordination), NHA, Islamabad;
- General Manager (P&CA), NHA, Islamabad;
- SO (Tech.) to Chairman, NHA;
- Office Copy.

**MINUTES OF PRE-PROPOSAL
MEETING HELD ON 22nd August 2016**

Consultancy Services for Review, Adjustment of Road and Structures Design, Construction Supervision and Contract Administration of South and North Access Road (Package-II) of 7.3 Km Length Each (Total 15 Km) of Lowari Tunnel Project

A Pre-Proposal Meeting was held in NHA Auditorium at 1100 hours on 22nd August, 2016 to discuss the Request for Proposal (RFP) for subject Services. Following NHA officers and representatives of prospective consultants attended the meeting:

- **National Highway Authority**
 - Mr. Arbab Ali ... General Manager (Planning)
 - Parvez Iqbal Sulehri ... General Manager (P&CA)
 - Mr. Muhammad Azam ... Director (P&CA) - III
 - Mr. Dawood Khan ... Deputy Director (P&CA) - II
- **Consultants**
 - Mr. Zafar H. Siddiqui ... M/s EMS (Pvt.) Ltd.
 - Mr. Arshad Arian ... M/s EMS (Pvt.) Ltd.
 - Mr. Nasir Ahmed ... M/s EMS (Pvt.) Ltd.
 - Mr. M. Aziz Mughal ... M/s MM Pakistan (Pvt.) Ltd.
 - Mr. Naeem Mahmood ... M/s EGC (Pvt.) Ltd.
 - Lt. Col. ® Muhammad Hanif Awan ... M/s AA Associates

2. The queries raised during the above mentioned pre-proposal meeting and its clarifications/ replies are given below for information of all prospective bidders:

S. No.	Query	Reply
1.	Pursuant to clause 2.2 of Instructions to Consultants, we seek clarifications from your good-self on the following:- Prior notice for seeking clarifications was stipulated by 18th September, 2016, whereas only ten (10) days are available from 23rd August, 2016 till 1st September, 2016 for preparing proposals keeping in view the last date of submission on 2nd September, 2016 (Friday). The date of submission of proposal may thus be shifted to 7 th September, 2016.	RFP notice and RFP too were issued on 15-08-16 to provide opportunity to the prospective applicants for seeking clarification by 19-08-16 (under ITC 2.2) in writing followed by, otherwise, pre-proposal conference held on 22-08-16 to discuss verbally all the queries and /or other issues. Whereas your queries [though indicating the date of 19-08-16 as of your letter address to GM (P&CA)] were received on 22-08-16 (i.e. 3 days later than required). However, response to the following queries is provided below; whereas extension of time in submission of proposal is neither justifies nor accepted.
2.	There exist apparent inconsistency between the description of items for evaluation criteria under 5.2.1 and the Technical Proposed Forms and Checklist.	Refer to the table on page 21 of the RFP which provides page limits separately for the Forms: TECH-3 plus TECH-4=50 and TECH-7, TECH-8 & TECH-9=N.A



S. No.	Query	Reply
	<p>Forms TECH-3 and TECH-4 forms are designated for approach and methodology, comments and suggestions. Whereas work program and staffing schedule are included under approach and methodology in the item describes under 5.2.1 of Data Sheet. The description under Tech-7 is "work plan/activity schedule" and the description under Tech-8 is work plan and time schedule for key personnel. Present commitment of the firm is to be stipulated to be provided under Tech-9 there is not format for past performance. The number of pages for this additional information may be separately accounted for.</p>	<p>(because all three provide the formats to be followed) and they are not counted again (at their location) but limit on number of pages under TECH-3 and TECH-4 shall remain restricted as such.</p>
3.	<p>As per the Footnote 1: Under TECH-4 proposed changes in position/ individual inputs should be indicated and reasonable in the TECHNICAL PROPOSAL. The proposal may assign person-month input differently for TOR. The proposal may include additional expert position however additional experts will be considered as non-key personal for evaluation. According to Footnote 2: There appears to be some ambiguity clarity of expression; when the consultant suggest changes in scope of services activities and output, the consultant must describe in detailed in the FORM TECH-4-A and the CHANGES SHOULD NOT BE INCORPORATED IN THE ROPOSAL. QUESTION: How the Technical Proposal is differentiated for TECH-4-A under Footnote No.1, it is said that the changes to include in the proposal whereas under Footnote 2, it is said that the changes should not be incorporated in the proposal because of delicacy and higher degree of expertise involving legal aspect of the issues, design and variation with financial impact.</p>	<p>Under Note-1, the proposal follows the client's described services (refer TOR page 48 to 63 of RFP) wherein the consultant may propose change in (Personnel) position and input to achieve the required output as envisaged by the Client. Under Note-2, the Consultant may suggest change in scope of services leading to better output if so considered by the consultant.</p>
4.	<p>In Para (C) of Scope of Services (TOR) - Appendix-A, there are a number of following activities, which are not related to the field Supervision and contract administration and needs to be performed at Consultant's Office Home Office.</p> <p><i>Sr.# 1: u. Assist with interpretation of the Contract Documents, explain and or reconcile any ambiguities and or DISCREPANCIES in the Contract</i></p>	<p>The activities accrue and remain responsibility of the consultant during execution of Construction Works at the Site (in the field). The consultant shall perform these from the site (inspection may be required) or its Head Office as Back Up support to its field formation (Supervisory Staff) against which overhead expenses are covered in the Person-Months Rates of the field staff.</p>



S. No.	Query	Reply
	<p><i>Documents, and apply various provisions of the contract documents; and provide NHA all relevant documentation needed for settling disputes (if any) with the Contractors, and make recommendations to NHA for resolving the Contractors' escalation claims, contract time extensions, variation orders, subletting, additional cost, rate and price fixing etc.</i></p> <p><i>Sr#2: aa) Provide any other specialist services requested by NHA under conditions to be mutually agreed and ensure that the construction methods as proposed by the contractor for carrying out the works are satisfactory, inspection of contractor's construction equipment; and safety of the works, property, personnel, and general public; the schedule of mitigation measures for adverse environmental impacts.</i></p> <p><i>Sr.#3:i. Carry out any subsequent design changes, and expeditiously issue supplementary drawings, site instructions, VARIATION ORDERS and day work orders to avoid delay to the works and to ensure that the works are executed in accordance with Contract.</i></p> <p><i>Sr.# 4: g. Assure the receipt of and maintain as permanent records of all warranties required under terms and conditions of the Contract Agreement for materials including their source and equipment accepted and incorporated in the project.</i></p>	
5.	<p>To effectively perform the above tasks, it is suggested that a team for home office support with corresponding man-months may be included for coordination, guidance to field office, liaison with the Client, Processing of Claim of Contractor & Dispute Resolution and support to NHA in the matter of Arbitration and amicable settlement, if required.</p>	<p>Refer to Note-1 under Form TECH-4 (page 28 of RFP).</p>

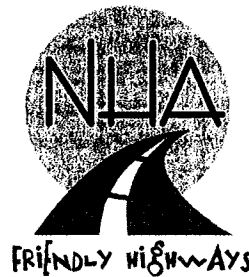


S. No.	Query	Reply																																																																		
6.	<p>In Para (D) of Scope of Services (TOR) - Appendix-A, the following positions are included against the Key Professional Staff but in "Summary of Evaluation Sheet for Technical Proposal(QCBS)", these positions with corresponding marking is omitted:-</p> <p>SOUTH ACCES ROAD</p> <table border="1"> <thead> <tr> <th rowspan="2">Sr. No.</th> <th rowspan="2">Position</th> <th rowspan="2">No. of Persons</th> <th colspan="3">Man-Months</th> </tr> <tr> <th>Const.</th> <th>DLP</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td colspan="6">KEY PROFESSIONAL STAFF</td> </tr> <tr> <td>6</td> <td>Senior Quantity Surveyor</td> <td>1</td> <td>24</td> <td>6</td> <td>30</td> </tr> <tr> <td>7</td> <td>Assistant Quantity Surveyor</td> <td>1</td> <td>24</td> <td>6</td> <td>30</td> </tr> <tr> <td>8</td> <td>Surveyor</td> <td>2</td> <td>24</td> <td>0</td> <td>48</td> </tr> </tbody> </table> <p>NORTH ACCESS ROAD</p> <table border="1"> <thead> <tr> <th rowspan="2">Sr. No.</th> <th rowspan="2">Position</th> <th rowspan="2">No. of Persons</th> <th colspan="3">Man-Months</th> </tr> <tr> <th>Const.</th> <th>DLP</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td colspan="6">KEY PROFESSIONAL STAFF</td> </tr> <tr> <td>6</td> <td>Senior Quantity Surveyor</td> <td>1</td> <td>24</td> <td>6</td> <td>30</td> </tr> <tr> <td>7</td> <td>Assistant Quantity Surveyor</td> <td>1</td> <td>24</td> <td>6</td> <td>30</td> </tr> <tr> <td>8</td> <td>Surveyor</td> <td>2</td> <td>24</td> <td>0</td> <td>48</td> </tr> </tbody> </table>	Sr. No.	Position	No. of Persons	Man-Months			Const.	DLP	Total	KEY PROFESSIONAL STAFF						6	Senior Quantity Surveyor	1	24	6	30	7	Assistant Quantity Surveyor	1	24	6	30	8	Surveyor	2	24	0	48	Sr. No.	Position	No. of Persons	Man-Months			Const.	DLP	Total	KEY PROFESSIONAL STAFF						6	Senior Quantity Surveyor	1	24	6	30	7	Assistant Quantity Surveyor	1	24	6	30	8	Surveyor	2	24	0	48	<p>To have separate Key Professionals deployed for each South and North Access Roads simultaneously, the number of Key Professional Staff doubled; Weightages for the lower formation is considered too low to be ignored keeping in view required weightages for the higher formation. However; deployment of Key Staff in each formation shall be in accordance with the required qualifications and experience.</p>
Sr. No.	Position				No. of Persons	Man-Months																																																														
		Const.	DLP	Total																																																																
KEY PROFESSIONAL STAFF																																																																				
6	Senior Quantity Surveyor	1	24	6	30																																																															
7	Assistant Quantity Surveyor	1	24	6	30																																																															
8	Surveyor	2	24	0	48																																																															
Sr. No.	Position	No. of Persons	Man-Months																																																																	
			Const.	DLP	Total																																																															
KEY PROFESSIONAL STAFF																																																																				
6	Senior Quantity Surveyor	1	24	6	30																																																															
7	Assistant Quantity Surveyor	1	24	6	30																																																															
8	Surveyor	2	24	0	48																																																															
7.	<p>Keeping in view the Scope of Services as give in the Appendix-A (TOR),it is strongly suggested that a position of "Contract Specialist" may be included for effective Contract Administration and taking timely contractual actions related to cost, time, and quality controls and finishing of the contracts, referral to the adjudication and arbitration in case of dispute.</p>	<p>Refer to Note-1 under Form TECH-4 (page 28 of RFP).</p>																																																																		
8.	<p>In Sub-Para (viii)of "Detail of Key Experts: of Appendix-A(TOR), eight (08) Positions of "Site Engineers" with minimum experience and qualification is given but the positions of Site Engineers are not reflected in Para (D)Staffing) of TOR and "Summary of Evaluation Sheet for Technical Proposal (QCBS)". Please clarify.</p>	<p>Refer to Note-1 under Form TECH-4 (page 28 of RFP).</p>																																																																		
9.	<p>In order to prepare a good responsive proposal, it is requested that the date of submission of proposals of the subject Project may be extended at least up to 20th September, 2016.</p>	<p>Not acceded to, proceed as per schedule.</p>																																																																		

... 000 0 000 ...



National Highway Authority



REQUEST FOR PROPOSAL

FOR

Consultancy Services for Review, Adjustment of Road and Structures Design, Construction Supervision and Contract Administration of South and North Access Road (Package-II) of 7.3 Km Length Each (Total 15 Km) of Lowari Tunnel Project

(Page 1 to 115)

August, 2016

Table of Contents

Sr. #	Description	Page No.
1.	Letter of Invitation (LOI)	03
2.	Instructions to Consultants (Annex A)	05
3.	Data Sheet (Annex B)	12
4.	Technical Proposal Forms	20
5.	Financial Proposal Forms	36
6.	Appendix A (Terms of Reference)	47
7.	Appendix B (Person-Months and Activity Schedule)	64
8.	Appendix C (Client's Requirements from the Consultants)	65
9.	Appendix D (Personnel, Equipment, Facilities and other services to be provided by the Client)	66
10.	Appendix E (Copy of Model Agreement)	67



GOVERNMENT OF PAKISTAN
NATIONAL HIGHWAY AUTHORITY
28-Mauve Area, G-9/1, Post Box No. 1205,
ISLAMABAD

Dated the _____
Ref No. _____

LETTER OF INVITATION

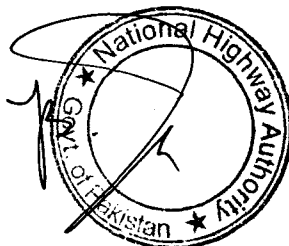
To,
All consultants

Gentlemen!

We extend warm welcome to you and invite you to participate in this project. We hope that you will live up to your reputation and provide us accurate information so that the evaluation is carried out "just and transparent". Please understand that the contents of this RFP, where applicable, shall be deemed part of the contract agreement. An example to this affect can be the contents of your work plan and methodology which you shall be submitting in your Technical Proposal. Since that is the basis of the selection, therefore, it shall become part of the contract agreement subject to approval/revisions of the same by NHA during the negotiations. Similarly, all other services and the content contributing to services shall be deemed part of the contract agreement unless it is specifically mentioned for any particular item up-front in your Technical Proposal which obviously will make your Proposal a conditional proposal whereby, authorizing NHA to may or may not consider to evaluate your Proposal. Please understand that if no such mention appears up-front (i.e. on front page of Technical Proposal) then it shall be deemed that the consultant is in 100% agreement to the above. You are also advised to kindly read the RFP thoroughly as it can drastically affect the price structure for various services which may not be appearing directly in the terms of reference. In the end, we appreciate your participation and hope that you will feed a good proposal to merit consideration by NHA.

Your attention is particularly drawn towards paragraph 3.1.1, subparagraph 3.1.2 (d), paragraphs 3.1.3, 3.1.5, 5.2.1 and 6.5 of Instructions to Consultants (Annex A) as well as subparagraphs 1.7 (v), 1.7 (vii), 1.7 (viii), 1.8 (a) and 1.8 (b) in Data Sheet (Annex B) and Note under the Table for check list of Required Forms (in Technical Proposal) to avoid the risks of Disqualification/ Rejection/ loosing marks/ Penalty.

However, the Client at its own discretion reserves the right to EITHER seek clarification on non-compliance of the Instructions and rectify or not the shortcomings only in Technical Proposals (under similar treatment to each consultant), OR not, prior to opening of Financial Proposals (which shall be kept unopened till complete evaluation of Technical Proposals). No alteration in Financial Proposals shall be made except during the negotiations subject to Procurement of Consultancy Services Regulations 2010 as notified by Public Procurement Regulatory Authority.



General Manager (P&CA)
Telephone: +92-51-9032727,
Fax: +92-51-9260419
E-mail: gmpca.nha@gmail.com,
Website: www.nha.gov.pk

ATTACHMENTS

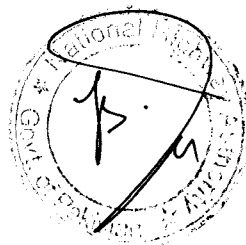
1. Instructions to Consultants (Annex A)
2. Data Sheet (Annex B)
3. Technical Proposal Forms
4. Financial Proposal Forms
5. Appendix A (Terms of Reference)
6. Appendix B (Person-Months and Activity Schedule)
7. Appendix C (Client's Requirements from the Consultants)
8. Appendix D (Personnel, Equipment, Facilities and other services to be provided by the Client).
9. Appendix E (Copy of Model Agreement)



INSTRUCITONS TO CONSULTANTS

1. GENERAL

- 1.1 Desiring consultants are invited to submit a technical and a financial proposal for consulting services required for the assignment named in the attached Data Sheet (Annex B). The proposals could form the basis for future negotiations and ultimately a Contract between the selected Consultant and the Client named in the Data Sheet.
- 1.2 A brief description of the assignment and its objectives are given in the Data Sheet which are elaborated in Appendix A (Terms of Reference) to this RFP.
- 1.3 The assignment shall be implemented in accordance with the phasing indicated in the Data Sheet. (When the assignment includes several phases, continuation of services for the next phase shall be subject to satisfactory performance of the previous phase, as determined by the Client).
- 1.4 The Client (NHA) has been entrusted the duty to implement the Project as Executing Agency by GOP and funds for the project have been approved and provided in the budget for utilization towards the cost of the assignment, and the Client intends to apply part of the funds to eligible payments under the Contract for which this LOI is issued.
- 1.5 To obtain first-hand information on the assignment and on the local conditions, you are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference if specified in the Data Sheet. Your representative shall meet the official named in the Data Sheet. Please ensure that the official is advised of the visit in advance to allow adequate time for him to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.
- 1.6 The Client shall provide the inputs specified in the Data Sheet, assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.7 It is notified that:
- i. The cost of preparing the proposal and of negotiating the Contract, including visit to the Client, are not reimbursable as a direct cost of the Assignment, and
 - ii. The Client is not bound to accept any or all of the proposals submitted.
- 1.8 An invitation to submit proposals has been sent to the firms as listed/stated in the Data Sheet.
- 1.9 In order to avoid conflicts of interest:
- i. Any firm providing goods, works, or services with which the consultant is affiliated or associated is not eligible to participate in bidding for any goods, works, or services (other than the Services and any continuation thereof) resulting from or associated with the project of which this assignment forms a part; and



- ii. Any previous or ongoing participation in relation with the project by the consultant (including partners in case of JV), its Key Personnel (professional staff), its affiliates or associates under a contract may result in rejection of the proposal. Any situation in that respect must be clarified with the Client before preparing the proposal.

2. DOCUMENTS

- 2.1 To prepare a proposal, please use the attached Forms/Documents listed in the Data Sheet.
- 2.2 Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than Fourteen (14) days before the proposal submission date. Any request for clarification in writing, or by cable, telex or tele-fax shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond by cable, telex or telefax to such requests and copies of the response shall be sent to all invited consultants.
- 2.3 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment. The amendment shall be sent in writing or by cable, telex or telefax to all invited consulting firms and will be binding on them. The Client may at its discretion extend the deadlines for the submission of proposals.

3. PREPARATION OF PROPOSAL

Desiring consultants will submit a Technical and a Financial Proposal. The proposals shall be written in English language.

3.1 Technical Proposal

- 3.1.1 The Technical Proposal should be submitted using the format specified and shall include duly signed and stamped forms appended with the RFP. This is a mandatory requirement for evaluation of proposals and needs to be filled up carefully.

The proposals should be bound in the hard book binding form to deny the possibility of removal or addition of page(s). All the pages of proposals must be signed and stamped in original by authorized representative of the firm/JV. All the pages must be numbered starting from first page to last. Any proposal found not adhering to these requirements may be **rejected** at the time opening.

- 3.1.2 In the Technical Proposal, the general approach and methodology shall be proposed for carrying out the services covered in the Term of Reference, including such detailed information as deemed relevant together with consultant's appreciation of the Project from provided details and
 - a. A detailed overall work programme to be provided with timing of the assignment of each Key Personnel or other staff member assigned to the Project.
 - b. An estimate of the total number of person-months and Project duration required.



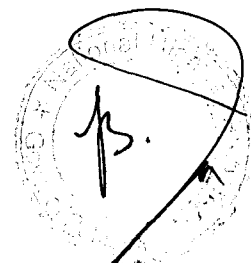
- c. Clear description of the responsibilities of each Key Personnel within the overall work programme.
- d. The Curriculum Vitae of all Key Personnel and an Affidavit on stamp paper duly attested by Oath Commissioner to the effect that the proposed personnel shall be available for the assignment in the project duration and their present place of duty may also be mentioned. Failure to provide the Affidavit may result in to no further evaluation of the proposal. The consultants are advised to suggest such names that shall be available for the Assignment.
- e. The Technical Proposal shall include duly filled in forms provided in this RFP: the name, background and professional experience of each Key Personnel to be assigned to the Project, with particular reference to his experience of work of a nature similar to that of the proposed assignment.
- f. Current commitments and past performance are the basic criteria in evaluation of Technical Proposal. Consultants are required to provide the details of present commitments/ongoing jobs as referred in the Form TECH-9 of Technical Proposal. Further, the basis for considering the past performance is the report from Design Section and Construction Wing of NHA.

3.1.3 While preparing the Technical Proposal, consultants are expected to examine all terms and instructions included in the RFP. Failure to provide all requested information shall be at consultant's risk and may result adversely in the scoring of the proposal. The proposal should be prepared as per RFP and any suggestion or review of staff etc. should be clearly spelt out in Form TECH-4. This will be discussed at the time of negotiation meeting as and when called.

Penalty against non-compliance with the maximum page requirement based in the '**CHECKLIST OF REQUIRED FORMS**' provided in the Section of Technical Proposal Forms will be one (01) score points per excess page to be deducted from the total technical score. The consultants are instructed to submit the CVs of Key Personnel by truly following the format attached at Form TECH-5. The CV's submitted on format in deviation to that specified are susceptible of scoring low.

3.1.4 During preparation of the Technical Proposal, consultants must give particular attention to the following:

- i. Consultant may utilize the services of expatriate experts but only to the extent for which the requisite expertise is not available with any Pakistani firm. In case of JV, the proposal should state clearly partners will be "Jointly and Severally" responsible for performance under the Contract and Lead partner will be "solely" responsible for all dealings with the Client on behalf of the JV. Its "Special Power of Attorney" on this account is to be enclosed. Lead partner shall retain full and undivided responsibility for the performance of obligations and satisfactory completion of the consultancy services. PEC registers a foreign consulting firm for issuing license to provide consultancy services in Pakistan, which is based on formation of JV with the condition that the foreign consulting firm shall provide only that share of consultancy services by the JV for which expertise is not available with Pakistani consulting firms. A copy of JV agreement to be provided



at the time of finalizing the contract documents with specific responsibilities and assignments to be looked after by each partner.

- ii. Subcontracting part of the assignment to the other consultants is discouraged and only individual Specialist Sub-Consultants (having unique expertise which is not available with others) may be included.
- iii. The Key Personnel proposed shall preferably be permanent employees of the firm unless otherwise indicated in the Data Sheet.
- iv. The estimated number of Key Personnel person-months required for the Assignment is stated in the Data Sheet. The proposal should be based on a number of Key Personnel person-months substantially in accordance with the above number. However consultants may propose changes in the light of their experience through particular comments on the TOR.
- v. Proposed personnel should have experience preferably under conditions similar to those prevailing in the area of the Assignment. The minimum required experience of proposed Key Personnel shall be as listed in the Data Sheet.
- vi. No alternative to Key Personnel may be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- vii. If the Data Sheet specifies training as a major component of the Assignment, a detailed description of the proposed methodology, staffing, budget and monitoring is to be provided.

3.1.5 The Technical Proposal shall not include any financial information. The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR shall be included in the Technical Proposal. A Technical Proposal containing any financial information will be treated as non responsive resulting in to rejection of the proposal.

3.2 Financial Proposal

3.2.1 The Financial Proposal should be submitted using the format specified and enclosed with this RFP. This is a mandatory requirement for evaluation of proposals and needs to be filled up carefully. The total cost is to be mentioned in the Form FIN-7 and accordingly in Form FIN-1 too.

3.2.2 The Financial Proposal should list the costs associated with the Assignment. These normally cover remuneration for staff in the field and at headquarters, per diem, housing, transportation for mobilization and demobilization, services and equipment (vehicles, office, equipment, furniture and supplies), printing of documents, surveys and investigations. These costs should be broken into foreign (if applicable) and local costs. The Financial Proposal should be prepared using the formats attached as Forms FIN- 1 to FIN- 7.

3.2.3 The Financial Proposal shall also take into account the professional liability as provided under the relevant PEC Bye-Laws and cost of insurances specified in the Data Sheet.



3.2.4 Costs may be expressed in currency (s) listed in the Data Sheet.

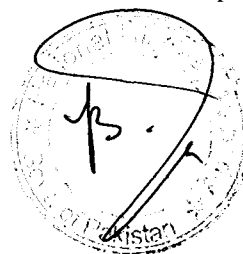
4. SUBMISSION OF PROPOSALS

- 4.1 Consultants shall submit one original Technical Proposal and one original Financial Proposal and the number of copies of each indicated in the Data Sheet. Each proposal shall be in a separate envelope indicating original or copy, as appropriate. All Technical Proposals shall be placed in an envelope clearly marked "Technical Proposal" and the Financial Proposals in the one marked "Financial Proposal". These two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."
- 4.2 In the event of any discrepancy between the copies of the proposal, the original shall govern. The original and each copy of the Technical and Financial Proposals shall be prepared in indelible ink and shall be signed by the authorized representative of the consultant. The representative's authorization shall be confirmed by a written power of attorney accompanying the proposals. All pages of the Technical and Financial Proposals shall be signed by the person or persons signing the proposal.
- 4.3 The proposal shall contain no interlineations or overwriting except as necessary to correct errors made by the consultants themselves. Any such corrections shall be initialed by the person or persons signing the proposal.
- 4.4 The completed Technical and Financial Proposals shall be delivered on or before the time and date stated in the Data Sheet. The location for the submission of proposals is indicated in the Data Sheet.
- 4.5 The proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. During this period, consultants shall keep available the Key Personnel proposed for the Assignment. The Client shall make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

5. PROPOSAL EVALUATION

5.1 Evaluation Procedure and Criteria

- 5.1.1 A quality cum cost based procedure shall be adopted in ranking of the proposals. The technical evaluation shall be carried out first, followed by the financial evaluation. Firms shall be ranked using a combined technical/financial score.
- 5.1.2 The evaluation committee will correct any computational errors in Financial Proposals. When correcting computational errors, in case of discrepancy (i) between a partial (sub-total) amount and the total amount, or (ii) between the amount derived by multiplying unit price with quantity and the total price or (iii) between words and figures, the formers will prevail. However, items described in the Technical Proposals but not priced, in the Financial Proposals shall be assumed to be included in the prices of other activities or items and no corrections are made to the Financial Proposal. In case an activity or item is quantified in the Financial Proposal differently from the Technical Proposal, the evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal for further



correction by applying the unit price included in the Financial Proposal to the consistent/corrected quantity. However, the proposals that quote higher than the required input of person-months as per this RFP will not be adjusted. Whereas the proposals quoting lesser than the required input of person-months as per this RFP shall be adjusted as follows. If unit price for the subject person-month is available, the same shall be applied; and if the unit price for the subject person-months is not available, highest unit price for an activity or item of the same category [international or national (Key Personnel or other Personnel)] as provided in the Financial Proposals shall be applied. The Reimbursable direct cost shall not be adjusted and the same shall be capped for the Assignment.

5.2 Technical Proposal

- 5.2.1 The evaluation committee appointed by the Client shall carry out its evaluation for the project(s) as listed in Para 1.1, applying the evaluation criteria and point system specified in the Data Sheet. Each responsive proposal shall be attributed a technical score (St). Firms scoring less than seventy (70) percent points shall be rejected and their financial proposals returned un-opened.

5.3 Financial Proposal

- 5.3.1 The Financial Proposals of the three top-ranking qualifying consulting firms on the basis of evaluation of Technical Proposals shall be opened in the presence of the representatives of these firms, who shall be invited for the occasion and who care to attend. The Client shall inform the date, time and address for opening of Financial Proposals as indicated in the Data Sheet. The total price and major components of each proposal shall be publicly announced to the attending representatives of the firms.
- 5.3.2 The evaluation committee shall determine whether the Financial Proposals are complete and without computational errors; all errors/discrepancies and deviations from respective Technical Proposals as well as RFP shall be dealt with for subsequent scoring in accordance with procedure and criteria given in Para 5.1.2 herein above. The lowest Financial Proposal (Fm) among all shall be given a financial score (Sf) of 1000 points. The financial scores of the proposals shall be computed as follows:

$$Sf = (1000 \times Fm) / F$$

(F = amount of specific Financial Proposal)

- 5.3.3 Proposals, in the quality cum cost based selection shall finally be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal, P = the weight given to the Financial Proposal; and T+P=1) indicated in the Data Sheet:

$$S = St \times T \% + Sf \times P \%$$

6. NEGOTIATION

- 6.1 Prior to the expiration of proposal validity, the Client shall notify the successful consultant that submitted the highest ranking proposal in writing, by registered letter, cable telex or facsimile and invite it to negotiate the Contract. The proposed Chief Resident Engineer/ Resident Engineer shall also be invited to attend the negotiations.



- 6.2 Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial a draft contract by the conclusion of negotiations.
- 6.3 Negotiations shall commence with a discussion of consultant's Technical Proposal including proposed methodology, work plan, staffing and any suggestions which may have been made to improve the TOR. Agreement shall then be reached on the final TOR, the staffing, and the bar charts, which shall indicate activities, staff, periods in the field and in the home office, staff months, logistics and reporting.
- 6.4 Changes agreed upon shall then be reflected in the Financial Proposal, using proposed unit prices (no negotiation of the person-month rates).
- 6.5 Having selected Consultant on the basis of, among other things, an evaluation of proposed Key Personnel, the Client expects to negotiate a contract on the basis of the staff named in the proposal. Prior to contract negotiations, the Client shall require assurances that the personnel will be actually available. The Client shall not consider substitutions of Key Personnel except in cases of un-expected delays in the starting date or incapacity of Key Personnel for reasons of health. Failure to assure the availability of Key Personnel or substitution (equal or better) as exception only may result in rejection of Consultant's proposal.
- 6.6 The negotiations shall be concluded with a review of the draft form of the contract. The Client and the Consultant shall finalize the contract to conclude negotiations. If negotiations fail, the Client shall invite the consultant that received the second highest score in ranking to Contract negotiations. The procedure will continue with the third in case the negotiation process is not successful with the second ranked consultant (and so on).
- 7. AWARD OF CONTRACT**
- 7.1 The Contract shall be awarded after successful negotiations with the selected Consultant and approved by the competent authority. Upon successful completion of negotiations/ initialing of the draft contract, the Client shall promptly inform the other consultants that their proposals have not been selected.
- 7.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

DATA SHEET

LOI Clause #

1.1 The name of the Assignment is:

Consultancy Services for Review, Adjustment of Road and Structures Design, Construction Supervision and Contract Administration of South and North Access Road (Package-II) of 7.3 Km Length Each (Total 15 Km)

The name of the Client is:

National Highway Authority (NHA)

1.2 The description and the objectives of the assignment are:

As per TOR

1.3 Phasing of the Assignment (if any):

- Nil -

1.5 Pre-Proposal Conferences:

Yes _____

No _____

Pre-proposal conference will be held on:

22nd August, 2016 at 1100 Hours

in NHA Auditorium, National Highway Authority, 28 Mauve Area, G-9/1, Islamabad.

Name of the official is:

Parvez Iqbal Sulehri

(General Manager P&CA)

E-mail: gmpca.nha@gmail.com

1.6 The Client shall provide the following inputs:

As per TOR and Appendix D

1.7 Following sub-clauses are added:

- iii. The supervision of the project shall commence upon undertaking of the construction works by the contractor and shall be notified through issuance of commencement notice to the selected consultant by NHA. Any inordinate delay or cancellation of the construction work for any reason including non-availability of funds shall not entitle the consultants to any financial or legal claims. However when the project shall commence the supervisory consultants shall maintain the right subject to availability of proposed Key Personnel (professional staff) based on which the consultant was selected or if the delay is beyond six months then equally competent Key Personnel with equal or higher qualification and experience shall be pre-requisite for consideration of issuance of commencement notice by NHA. In case the work is delayed or abandoned for any reason whatsoever, the consultant shall not have any legal recourse.

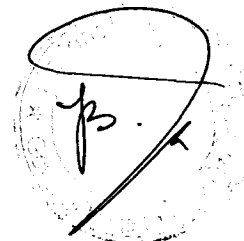


- iv. The consultant shall be responsible to have the whole construction work completed through the contractor in a professional manner so that all items of construction work are completed from one end to the other including paying attention to site clearance of debris or any other leftover material. The trees/shrubs prone to landscape and earth work slopes grassed in ROW. All signs of construction work dispensed with. To achieve this objective consultant may include the price for such incidental or ancillary service which will lead to the final completion of the assignment in the price quoted by the consultant who shall remain liable for making final measurements of the Works and to issue Final Payment Certificate of the Contractor. No separate costs are payable as extra costs for this service. All such costs shall be included in these rates submitted by the consultant in its financial proposal. The consultant has to basically ensure that contractor has completed entire construction work as per Works Contract with particular reference to site clearance before taking over the project on completion.
- v. The consultants may better not to propose names of Key Personnel already proposed in other proposals which are being evaluated by NHA or contract(s) awarded recently. This will affect adversely marking of these Personnel in evaluation of the technical proposal. Their secured points are liable to be reduced by 50% if their names appear in more than 1 previous proposal in which they are ranked No.1. Further the existing load of work with a firm shall be considered as one of the factors for the consideration in the award of the contract. No CV of any alternate Personnel shall be accepted during evaluation.
- vi. Form TECH-4 is meant for comments on provisions contained in RFP and TOR and unless the observations are noted in this particular Form, anything written elsewhere on this account including financial implications, if any, shall be considered of no consequence in the evaluation process and award of the contract.
- vii. Consultants may form a Joint Venture (JV) to qualify for the Assignment in which case the contract will be signed between the Client and all members of the JV on the prescribed Form included in Appendix E (copy of Model Agreement) subject to the ranking and successful negotiations. A JV may include at the most four members including the lead member.
- viii. The term associates, if used in the proposal or otherwise shall not be considered as an alternative of JV member. Any personnel proposed for the Assignment but belonging to the so called associates shall not be marked in evaluation of technical proposal like in case of Sub-consultants (except individual Specialist Sub-consultants having unique expertise which is rarely available OR an expatriate Personnel) who are not supposed to contribute in qualification of their main consultants.

1.8 The invited firms are:

Any firm meeting the following requirements:

- (a) Valid Registration Certificate of Pakistan Engineering Council with relevant Project Profile Codes. Foreign consulting firms shall make JV in accordance with Bye-Law 6(2) and Bye-Law 9 of the Pakistan Engineering Council (Conduct and Practice of Consulting Engineers) Bye-Laws 1986. Failure to provide valid Registration Certificate (license) of the firm (each member in case of JV) by the PEC will entitle the Client to reject the proposal.
- (b) Affidavit in original bearing the subject with project name on stamp paper duly attested by the Oath Commissioner to the effect that the firm has neither been blacklisted nor any contract rescinded in the past for non-



fulfillment of contractual obligations (By all partner firms in case of JV). Non submission of the affidavit may be treated as disqualification resulting in to no further evaluation of the proposal.

- (c) Facilities available with the consultant to perform their functions effectively (proper office premises, software, hardware, record keeping etc.)
- (d) Client's satisfaction certificates (Performance Reports) for the last three relevant assignments from the respective Clients. Moreover any adverse report regarding performance of consultant on NHA projects received from NHA's any relevant quarter may become basis for its disqualification from the Assignment above named in clause 1.1.
- (e) Person-months of staff and Project Duration as per TOR.

2.1 The Documents are:

- (i) Letter of Invitation,
- (ii) Instructions to Consultants,
- (iii) Data Sheet,
- (iv) Technical Proposal Forms,
- (v) Financial Proposal Forms,
- (vi) Appendix-A Terms of Reference (including Background information),
- (vii) Appendix-B: Person-Months and Activity Schedule,
- (viii) Appendix-C: Client's Requirements from the Consultants,
- (ix) Appendix-D: Personnel, Equipment, Facilities and Other Services to be provided by the Client, and
- (x) Appendix-E Copy of Model Agreement (Draft Form of Contract & Appendices etc.)

2.2 The address for seeking clarification is:

General Manager (P&CA)
National Highway Authority
28 Mauve Area, G-9/1, Islamabad.
Phone: +92-51-9032727
Fax: +92-51-93260419
E-mail: gmpca.nha@gmail.com

3.1.4

- iii. Proposed Key Personnel for Design Review shall preferably be permanent employees who are employed with the consultants at least six months prior to submission of Proposal.

Yes No

- iv. The minimum number of person-months of Key Personnel is:

Total Expatriates: Person-Months (Not used)

Total Local Experts: **230 Person-Months**



- v. The minimum required qualification and experience of proposed Key Personnel is given in Appendix – A “Terms of Reference”
- vii. Training is a major component of this Assignment:

Yes _____ No _____ ✓ _____

- 3.2.3 Professional liability, insurances (description or reference to appropriate documentation):
- The consultants shall be responsible for Professional Indemnity Bond of the required amount at their own cost. This bond shall be in the joint name of Consultant and the Client.
 - The consultants are required to insure their Employees and Professionals for Hospitalization/ Medical, Travel and Accident Cover for the duration of the Contract.
 - Other details provided in Para 3.5 of Special Conditions of Contract in Model Agreement (Appendix E).
- 3.2.4 Consultants shall quote the rates of remuneration for local personnel in Pak. Rupees, whereas only the rates of remuneration for expatriate personnel shall be quoted in US dollar currency. The payment however, to the Consultant for both the local as well as the expatriate personnel will be made in Pak Rupees by converting US\$ into Pak. Rupees by applying USD TT/ OD Selling Rate of National Bank of Pakistan on the prevailing date (i.e. the Date of Payment) as per TT/OD Selling Rate from website: <http://www.forex.com.pk/> for Inter Bank Rates.

For comparison of the Financial Proposals of consultants the US dollar's component of Financial Proposals will be converted to Pak Rupees as per following exchange rates:

The official source of the Selling (exchange) Rate is: National Bank of Pakistan as per TT/OD Selling Rate from the website: <http://www.forex.com.pk/> for Inter Bank Rates.

The date of the exchange rate is: The date of submission of proposals.

- 4.1 The number of copies of the Proposal required is:

Technical Proposal:

One Original and Three copies with CD (soft form of complete Technical Proposal in PDF Form) in sealed envelope.

Financial Proposal:

One Original with CD (soft form of complete Financial Proposal in PDF as well as MS Word/ Excel Forms) in sealed envelope.

The address for writing on the proposal is:

General Manager (P&CA)
National Highway Authority
28, Mauve Area G-9/1 Islamabad
Telephone: +92-51-9032727
Facsimile: +92-51-9260419
Email: gmpca.nha@gmail.com

- 4.4 The date and time of proposal submission is:



1130 hours on 2nd September, 2016

The location for submission of proposal is:

**National Highway Authority Auditorium
2nd Floor, 27 Mauve Area, G-9/1, Islamabad**

4.5 Validity period of the proposal is:

180 days

The bid shall remain valid upto:

1st March, 2017

Location for Negotiation is:

**National Highway Authority Auditorium
2nd Floor, 27 Mauve Area, G-9/1, Islamabad**

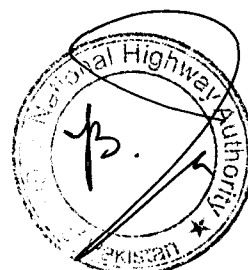
5.2.1 The evaluation of Technical Proposal shall be based on following criteria:

Description/ Items	Points
i. Experience of the Firm	150
a) General Experience	(25)
b) Specific Experience	(125)
ii. Approach & Methodology	100
Understanding of Objectives	(10)
Quality of Methodology	(20)
Innovativeness/Comments on TOR	(10)
Work Program	(30)
Staffing Schedule	(20)
Conciseness, clarity and completeness in proposal presentation	(10)
iii. Qualification and Competence (in Areas of Expertise) of the Key Personnel	620
iv. Present commitments of the Firm	30
v. Past performance of the Firm	100
Total Points:	1000
Minimum qualifying technical score	70%

The percentage distribution of weightage earmarked for evaluation sub-criteria for suitability of Key Personnel are:

a. Design Review Team:

Description/ Items	Percentage
i. Academic and General Qualifications	30%



- ii. Professional experience related to the Project 60%
- iii. Status with the firm (Permanent & duration with Firm) 10%
- b. Supervision Phase Team:

Description/ Items	Percentage
i. Academic and General Qualifications	30%
ii. Professional experience related to the Project	65%
iii. Status with the firm (Permanent & duration with Firm)	5%

Form of Summary Evaluation and Personnel Evaluation Sheets for Technical Proposal (QCBS) is attached at the end of Data Sheet.

- 5.3.1 The words “three top-ranking qualifying consulting firms” is deleted in its entirety and replaced with the words “qualifying consultants”.

The date, time and address of the Financial Proposal opening are:

After evaluation and approval of Technical Proposals (to be informed later).

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

Technical: 80%
Financial: 20%

- 6.3 Add following at the end of this Para:

The final person-months of each personnel are subject to adjustment at the stage of contract negotiation in line with demonstrated approach & methodology and need basis.

- 6.5 Add following at the end of this Para:

The Consultant is bound to replace all the Key Personnel proposed who scored less than 70% marks in the Personnel Evaluation, if the Client so requests. If the Consultant refuses to replace such Key Personnel, the Client reserves the right to reject its proposal and invite the Consultant that received the second highest score in ranking to Contract negotiations.

- 7.2 The Assignment is expected to commence in:

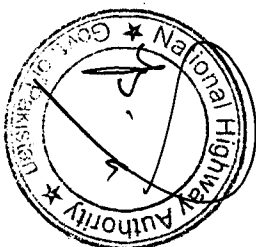
November, 2016

A handwritten signature is written over a circular stamp. The stamp contains some illegible text, possibly a date or official seal.

SUMMARY EVALUATION SHEET FOR TECHNICAL PROPOSAL (QCBS)

	EVALUATION CRITERIA	Max. Weight*	Firm 1		Firm 2	
			Rating	Score	Rating	Score
I. Firms Experience		150				
	General Experience	25				
	Specific Experience	125				
II. Approach and Methodology		100				
III. Personnel (Areas of Expertise) (Qualification and Competence of Key Personnel)		620				
	South Access Roads					
	Design Support Review	75				
	a) Structural Design Engineer	25				
	b) Highway Design Engineer	25				
	c) Hydraulic Engineer	25				
	Construction Supervision	235				
	d) Resident Engineer	75				
	e) ARE (Highway)	40				
	f) ARE (Structure)	40				
	g) Material Engineer	40				
	h) Hydraulic Engineer (Supervision)	40				
	North Access Roads					
	Design Support Review	75				
	i) Structural Design Engineer	25				
	j) Highway Design Engineer	25				
	k) Hydraulic Engineer	25				
	Construction Supervision	235				
	l) Resident Engineer	75				
	m) ARE (Highway)	40				
	n) ARE (Structure)	40				
	o) Material Engineer	40				
	p) Hydraulic Engineer (Supervision)	40				
IV. Present Commitment of the Firm		30				
V. Past Performance of the Firm (As per the submission under Data Sheet clause I.8 d and NHA's internal information)		100				
	The Joint Venture (JV) shall be evaluated in the same manner as a single entity, since they function as one unit.					
TOTAL		1000				

Excellent - 100% Very Good - 90 to 99% Above Average - 80 to 89% Average - 70 to 79% Below Average - 1 to 69% Non-complying - 0%
 Score: Maximum Weight X rating / 100.
 Minimum qualifying score is 70% or 700 marks.



PERSONNEL EVALUATION SHEET

POSITION / AREA OF EXPERTISE	Name	Academic and General Qualification Weight 30%		Project related Experience Weight 60% for design review but 65% for supervision		Status with the Firm 10% for design review but 5% for supervision		OVERALL RATING (Sum of Weighted Ratings) (A+B+C)
		Percentage Rating	Weighted Rating (A)	Percentage Rating	Weighted Rating (B)	Percentage Rating	Weighted Rating (C)	
(Show all experts to be evaluated)								
South Access Roads								
Design Support Review								
a) Structural Design Engineer								
b) Highway Design Engineer								
c) Hydraulic Engineer								
Construction Supervision								
d) Resident Engineer								
e) ARE (Highway)								
f) ARE (Structure)								
g) Material Engineer								
h) Hydraulic Engineer (Supervision)								
North Access Roads								
Design Support Review								
i) Structural Design Engineer								
j) Highway Design Engineer								
k) Hydraulic Engineer								
Construction Supervision								
l) Resident Engineer								
m) ARE (Highway)								
n) ARE (Structure)								
o) Material Engineer								
p) Hydraulic Engineer (Supervision)								

Rating: - Excellent - 100%
Non-complying - 0%

Very good – 90-99%

Above Average – 80-89%

Average – 70-79%

Below Average – 1-69%

Score = Maximum Weight X rating / 100

* These marks for status with the firm shall apply for evaluation of Key Personnel proposed for Design Review phase as per following proportion:

Regular employee - 100%

First time for this assignment - 0%



Say No to Corruption

TECHNICAL PROPOSAL FORMS



Technical Proposal – Forms

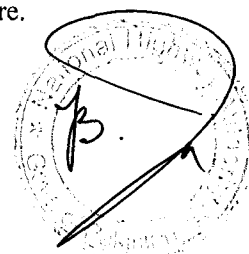
{Notes to Consultant shown in brackets throughout this Section provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

Checklist of Required Forms (subparagraph 3.1.3 of ITC)

Required, (√)	FORM	DESCRIPTION	Page Limit
√	TECH-1	Technical Proposal Submission Form	
√	TECH-1 Attachment	Proof of legal status and eligibility	
“√” If applicable	TECH-1 Attachment	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement.	
“√” If applicable	TECH-1 Attachment Power of Attorney	No pre-set format/form. In the case of a Joint Venture, several are required: a power of attorney for the authorized representative of each JV member and a Special power of attorney for the representative of the lead member to represent all JV members.	
√	TECH-2	Consultant’s Organization and Experience.	As given below
√	TECH-2A	A. Consultant’s Organization	3
√	TECH-2B	B. Consultant’s Experience/ Client’s Reference	20
√	TECH-3	Approach Paper on Methodology proposed for Performing the Assignment	50
√	TECH-4	Comments/ Suggestions of Consultant	[See footnote] ¹
√	TECH-4A	A. On the Terms of Reference	n/a
√	TECH-4B	B. On the Counterpart Staff and Facilities	2
√	TECH-5	Format of Curriculum Vitae (CV) for proposed Key Personnel	9 pages each CV
√	TECH-6	Composition of the Team Personnel and the Tasks to be Assigned to each Team Member	n/a
√	TECH-7	Work Plan / Activity Schedule	n/a
√	TECH-8	Work Plan and Time Schedule for Key Personnel	n/a
√	TECH-9	Current Commitments of the Firm	n/a

Note: Failure to provide required attachments with Form TECH-1 will entitle the Client to reject the proposal.

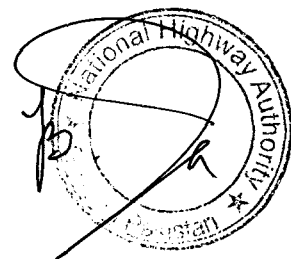
¹ The total number of pages for combined forms TECH-3 and TECH-4 should not exceed 50. A page is defined as one printed side of A4 or letter-size paper with font size of 10 or more.



CHECKLIST OF OTHER DOCUMENTS

1. Valid Registration Certificate(s) of PEC [subparagraph 1.8(a) of Data Sheet].
2. Affidavit in accordance with subparagraph 1.8(b) of Data Sheet.
3. Page numbered, signed, stamped and duly bound proposal (paragraph 3.1.1 of ITC).
4. Affidavit in accordance with subparagraph 3.1.2(d) of ITC.
5. Technical proposal not to include any financial information (paragraph 3.1.5 of ITC).
6. Letter of Intent/ JV Agreement (Form TECH - 1).
7. Integrity Pact [subparagraph (h) of Form TECH - 1].

Say No to Corruption



TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert the Project Name] in accordance with your Request for Proposals dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

{If the Consultant is a joint venture, insert the following:

We are submitting our Proposal in a joint venture comprising: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: "of our letter of intent to form a joint venture" or, if a JV is already formed, "of the JV agreement"} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.}

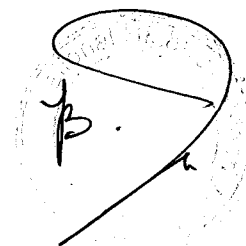
[AND

{If the Consultant's Proposal includes individual Specialist Sub-consultant, insert the following:

Our Proposal includes: {Insert full name and country of the individual Specialist Sub-consultant}}

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or may be sanctioned by the Client in compliance of Rule 19 of the Public Procurement Rules, 2004.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 4.5.
- (c) We have no conflict of interest in accordance with ITC Clause 1.9.
- (d) We meet the eligibility requirements as stated in Data Sheet Clause 1.8.
- (e) Neither we, nor our JV member or any of the proposed individual Specialist Sub-consultant prepared the TOR for this consulting assignment.



- (f) Within the time limit stated in the Data Sheet, Clause 4.5, we undertake to negotiate a contract on the basis of the proposed Key Personnel. We accept that the substitution of Key Personnel for reasons other than those stated in ITC, Clause 6.5 may lead to the termination of Contract negotiations.
- (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (h) In compliance (and, if the award is made to us, in execution) of Contract, we undertake to obey the Integrity Pact (attached herewith duly signed by authorized representative and stamped).

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the Assignment not later than the date mentioned in Data Sheet 4.5 (*or the date extended with the written consent of Consultant in case of delay in procurement process*).

We understand that the Client is not bound to accept any or all Proposal(s) that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant (firm's name or JV's name): _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

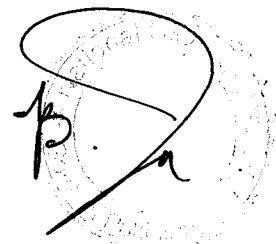


CONSULTANT'S ORGANIZATION

- [1. Provide here a brief description of the background and organization of your Firm, and – in case of a joint venture – of each member for this Assignment.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership¹.]

Say No to Corruption

[¹ Beneficial ownership shows all owners and major shareholders of the company, including any person or entity who enjoys the benefit of ownership including, but not limited to power of control and influence of the business transactions, receiving dividends or profit share. This includes direct or indirect ownership of the company (e.g. ownership by close relatives).]

A handwritten signature in black ink is written over a circular stamp. The signature is stylized and appears to be 'B. R.'. The stamp is faint and circular, with some illegible text around the perimeter.

CONSULTANT'S EXPERIENCE/ CLIENT'S REFERENCE

Relevant Services Carried Out in the Last Ten Years (by each member in case of JV) and by Specialist Sub-consultant, if any, Which Best Illustrate Qualifications

- [1. Using the format below, provide information on each successfully completed reference assignment for which your firm, either independently or as one of the member of Joint Venture (JV), was largely contracted by indicating the share of the firm itself in the JV.

2. Assignments completed by the Consultant's individual Experts working privately or through other consulting firms or that of the Consultant's Specialist Sub-consultant, cannot be claimed as the relevant experience of the Consultant, but can be claimed by the Experts or the Specialist Sub-consultants themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.]

Assignment Name:		Country of Assignment:
Location within Country:		Key Personnel Provided by Your Firm:
Name of Client:		No of other personnel provided by your Firm:
Address:		Total No of Person-Months of staff of your Firm:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Equivalent / Rs.) provided by staff of your Firm
Name(s) of Member Firm(s), in case of JV:		No. of Person-Months of Key Personnel Provided by member Firm(s), in case of JV
Name of Senior Staff (Project Manager / Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project		
Description of Actual Services Provided by Staff of your Firm		

Consultants' Name: _____



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

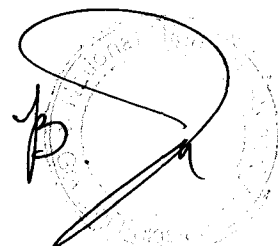
[In this part of the Technical Proposal, explain understanding of the objectives of the Assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of the detail of such output. You should explain your methodology to complete the project within time and budget.

The approach must be indigenous project specific approach of Consultant and not a generic one or copy of the TOR.

Based on the specific approach, describe Work Plan which is consistent with inputs provided in Forms TECH – 7 and TECH – 8.

In case of JV, the role of each member must be clearly highlighted. Likewise role of Specialist Sub-consultant, if any, along with necessity must be highlighted.]

Say No to Corruption

A handwritten signature in black ink is written over a circular stamp. The stamp contains some text, but it is mostly illegible due to the signature and the quality of the scan. The signature appears to be a stylized 'P' followed by some other characters.

COMMENTS / SUGGESTIONS OF CONSULTANT

[Provide here comments and suggestions on the Terms of Reference that could improve the quality/ effectiveness of the Assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc., separately under Forms TECH-4A and TECH-4B respectively.]

A. On the Terms of Reference (TOR)

1.

2.

3.

Etc.

B. On the Counterpart Staff and Facilities (data & services to be provided by the Client as indicated in the TOR):

Design Services

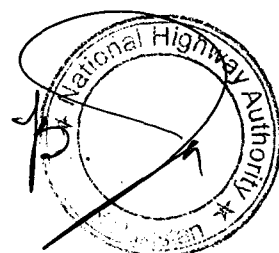
1.

2.

3.

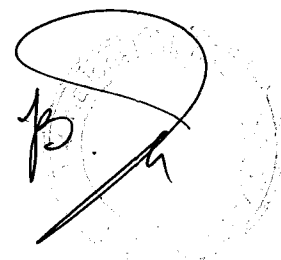
Etc.

<p>Note:</p>	<p>1. The Consultant may propose a team of experts to best achieve the scope of service and activities and to deliver outputs <u>as required in TOR</u>. Proposed changes in position/individual inputs should be indicated and reasoned in the Technical Proposal but incorporated only in the Financial Proposals (showing excess/saving, in datum Price as worked out with the person months indicated in the RFP, which must be clearly bifurcated and marked red at each place for acceptance or otherwise by the Client at its prerogative during negotiations).</p> <p>(i) The Proposal may assign person-month inputs differently from TOR. However, Key Personnel input totals in the Proposal should not be less than the minimum totals of person-months inputs mentioned in Data Sheet Sub-Clause-3.1.4 respectively.</p> <p>(ii) The Proposal may include additional expert position/s. However, additional</p>
---------------------	--



	<p>expert will be considered Non Key Personnel for the purpose of proposal evaluation.</p> <p>(iii) If the Proposal drops or replaces a Key Personnel position with a different one, the original position will receive zero score in the technical evaluation and the new position added in the Proposal will be considered Non Key and will not be evaluated.</p> <p>(iv) DO NOT INCLUDE EXCESS/SAVING INFORMATION IN TECHNICAL PRPOSAL. If Technical Proposal includes financial information, <u>the Proposal will be rejected under Clause-3.1.5 of ITC.</u></p> <p>2. <u>When the Consultant suggests a change in scope of service, activities or output, the Consultant must describe the details in Form TECH-4A and the change should not be incorporated in the Proposal.</u> Enumerate each suggestion in Form TECH-4A with incremental cost as a separate attachment to Financial Proposal indicating breakdown into individual remuneration and expenses for each suggestion. Forms FIN-1 to 7 should be prepared <u>without</u> incorporating the changes.</p> <p>(i) If Financial Proposal provides no separate attachment about incremental cost to a suggestion, the suggestion will be considered at no additional cost to the Client and no negotiations for an incremental cost shall be done;</p> <p>(ii) DO NOT INCLUDE INCREMENTAL COST INFORMATION IN TECHNICAL PRPOSAL. If Technical Proposal includes financial information, <u>the Proposal will be rejected under Clause-3.1.5 of ITC.</u></p>
--	---

Say No to



**FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PERSONNEL AND
SPECIALIST SUB-CONSULTANT (IF ANY)**

1. Proposed Position: _____
2. Name of Firm proposing the Key Personnel: _____
3. Name of Person: _____
4. Profession: _____
5. Date of Birth: _____
6. Years with Firm: _____
7. Nationality & CNIC Number: _____
8. Membership in Professional Societies: _____
(Membership of PEC is Mandatory)
9. Detailed Tasks to be Assigned on the Project: _____

10. Key Qualifications:

{Give an outline of the person's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by the person on relevant previous assignments and give dates and locations. Use upto one page}.

11. Education

{Summarize college/university and other specialized education of the person, giving names of institutions, dates attended and degrees obtained}.

12. Employment Record

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

13. Languages

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



14. Certification

I, the undersigned, certify to the best of my knowledge and belief that:

- (i) This CV correctly describes my qualifications and experience;
- (ii) I am not a current employee of the Executing or the Implementing Agency;
- (iii) In the absence of medical incapacity, I will undertake this Assignment for the duration and in terms of the inputs specified for me in Form TECH-5 provided team mobilization takes place within the validity of this Proposal;
- (iv) I was not part of the team who wrote the Terms of Reference for this consulting services Assignment;
- (v) I am not currently debarred by any department / organization/ (semi-autonomous / autonomous) bodies or such like institutions in Pakistan; and
- (vi) I have been informed by the Firm that it is including my CV in the Proposal for the {name of project and contract}. I confirm that I will be available to carry out the Assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.

[If CV is signed by the Firm's authorized Representative:

I, as the authorized representative of the Firm submitting this Proposal for the {name of project and contract}, certify that I have obtained the consent of the named Key Personnel to submit his/her CV, and that s/he will be available to carry out the Assignment in accordance with the implementation arrangements and schedule set out in the Proposal, and confirm his/her compliance with paras (i) to (v) above.]

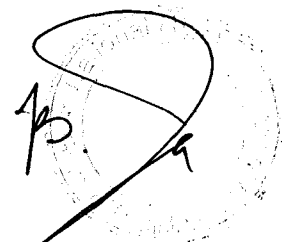
I understand that any willful misstatement described herein may lead to disqualification or dismissal, if engaged.

Signature of Key Personnel or authorized
Representative of the Firm

Date: _____
Day/Month/Year

Full name of authorized Representative: _____

{Note: copy or scanned signatures are not allowed}

A handwritten signature in black ink is written over a circular stamp. The signature is a stylized, cursive 'A.P.' with a long horizontal stroke extending to the right. The stamp is a circular seal with some illegible text around the perimeter.

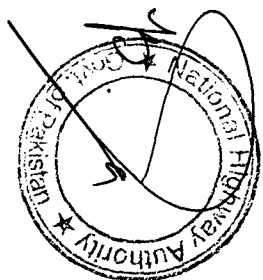
COMPOSITION OF THE TEAM PERSONNEL AND THE TASKS TO BE ASSIGNED TO EACH TEAM MEMBER

1. Key Personnel (and Specialist Sub-consultant, if any)

Name	Position	Task Assignment	Present location	Name of assignment involved and clients names at present

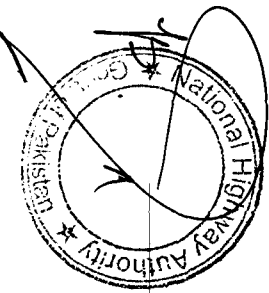
2. Other Personnel

Name	Position	Task Assignment



WORK PLAN/ ACTIVITY SCHEDULE

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



No to Corruption

WORK PLAN AND TIME SCHEDULE FOR KEY PERSONNEL (AND SPECIALIST SUB-CONSULTANT, IF ANY)

Name	Position	Months (in the form of a Bar Chart)															Number of Months	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		

Continuous: _____

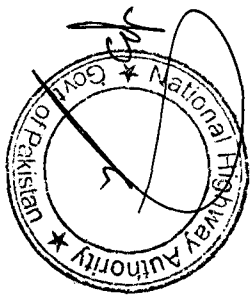
Intermittent: _____

Activities Duration _____

Yours faithfully,

Signature _____
(Authorized Representative)

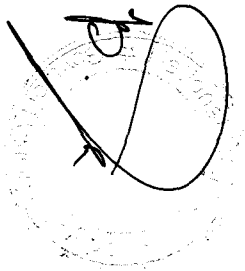
Full Name _____
Designation _____
Address _____



**CURRENT COMMITMENTS OF THE FIRM
[OF EACH MEMBER IN CASE OF JV AND THE SPECIALIST SUB-CONSULTANT, IF ANY]**

List must be comprehensive including project from clients other than NHA as well

Name of project	Single or JV	Task assignment	Start date of the project	Expected date of completion



Save No to Confidential

FINANCIAL PROPOSAL FORMS

Say No to Corruption



FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert the Project Name] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Insert amount in words and figures}, **including all Federal, Provincial and Local taxes applicable as per law of the land.** {Please note that all amounts shall be the same as in Financial Proposal Form FIN-7}.

As indicated and reasoned in Form TECH-4 of our Technical Proposal, in accordance with Note 2 under Form TECH-4 of the RFP, a separate attachment for incremental cost(s) is included/ not included in our Financial Proposal [if attached, strike out "not included" and vice versa]

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. before the date indicated in Clause 4.5 of the Data Sheet (or the date extended with the written consent of consultant in case of delay in procurement process).

We confirm that we have no condition to state that may have financial implications over and above the amount quoted above.

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

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.}



BREAKDOWN OF RATES FOR CONSULTANCY CONTRACT

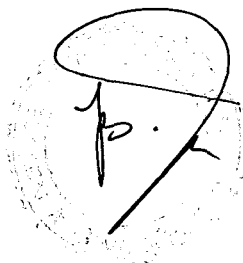
Project: _____ Firm: _____

Name	Position	Basic Salary per Cal. Month	Social Charges (%age of 1)	Overhead (%age of 1+2)	Sub-Total (1+2+3)	Fee (%age of 4)	Rate per Month for project Office	Field Allow. (%age of 1)	Rate per Month for Field Work
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Notes:

- Item No. 1 Basic salary shall include actual gross salary before deduction of income tax. Payroll sheet for each proposed personnel should be submitted at the time of negotiations.
- Item No. 2 Social charges shall include Client's contribution to social security, paid vacation, average sick leave and other standard benefits paid by the firm to the employee. Breakdown of proposed percentage charges should be submitted and supported {see Form FIN-3}.
- Item No. 3 Overhead shall include general administration cost, rent, clerical staff and business getting expenses, corporate tax including sales tax on services and insurances, etc. Breakdown of proposed percentage charges for overhead should be submitted and supported {see Form FIN-4}.
- Item No. 5 Fee shall include firm's profit and share of salary of partners and directors {if not billed individually for the project} or indicated in overhead costs of the firm.
- Item No. 7 Normally payable only in case of field work under hard and arduous conditions.
 - Note 1 The minimum percentage of item (1) should be preferably 50% of (8).
 - Note 2 The Consultant is to provide appointment letter and affidavit/undertaking duly signed by each of the individual Personnel showing salary rates as above. Further during execution each invoice will also be provided showing that the Personnel have been paid their salaries as per basic rates mentioned therein; failing to which, NHA will take punitive action against the Consultant and shall deduct the deficient amount from its monthly invoice. Moreover it will be considered as a negative mark on the Consultant's performance that will be considered for future projects.
 - Note 3 The Consultant shall provide its audited financial statements of latest three fiscal years, during negotiations, w.r.t. second paragraph under SC 6.2 (b) of the Model Agreement (APPENDIX-E).

Full Name: _____
 Signature: _____
 Title: _____



B-I ESTIMATED LOCAL CURRENCY SALARY COSTS/REMUNERATION

[Refer also to Notes under Form TECH-4]

Sr. No.	Name	Position	Person-Months	Monthly Billing Rate (Rs.)	Total Estimated Amount (Rs.)
B-I. All Local Key Personnel and Specialist Sub-consultant (if any)					
		Sub-Total:			

SAY NO TO CORRUPTION

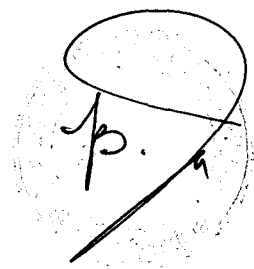


B-II ESTIMATED LOCAL CURRENCY SALARY COSTS/ REMUNERATION

[Refer also to Notes under Form TECH-4]

Sr. No.	Position	Person-Months	Monthly Billing Rate (Rs.)	Total Estimated Amount (Rs.)
B-II. Non-Key and other Personnel (Local)				
	Sub Total:			

Say No to Corruption



A handwritten signature is written over a circular stamp. The signature appears to be 'P.' with a flourish. The stamp is mostly illegible but contains some faint text.

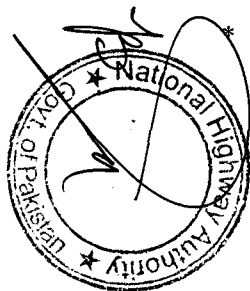
DIRECT/ NON-SALARY COSTS FOR DESIGN REVIEW AND SUPERVISION SERVICES

i. SOUTH ACCESS ROAD (PACKAGE-II)

[Refer also to Notes under Form TECH-4]

Sr. No.	Nomenclature	Unit	Quantity	Unit Price (Pak. Rs.)	Total Amount (Pak. Rs.)	Remarks
1.	Communication Expenses	Months	30			Fixed Rate
2.	Printing of Reports and Drawings	Months	30			-do-
3.	Travel expenses of Key (Technical) Personnel between Head Office and Site (as per actual)	P.S	-	-	1,000,000/-	Reimbursement of actual expenditures upto a maximum limit subject to approval of Project Director for travel(s).
4.	Cost of preparing Construction Drawings	L.S	As per TOR	-		-
5.	Others not covered above to comply with TOR requirements*					
Sub-Total for Direct Cost						

* Any additional item/ cost quoted against this line item must have provided solid/ tenable justification(s) detailed in Form TECH-4 "Comments on TOR" without indicating financial value therein. The Client's negotiation committee will deliberate on the requirement of additional item/ cost in case such Firm stands top ranked. It is also to be noted by the Consultants that the Client is not bound to agree to the reasons given in Form TECH-4.

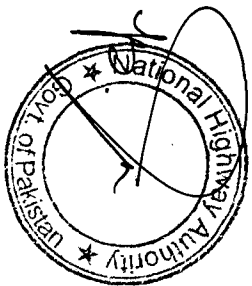


ii. **NORTH ACCESS ROAD (PACKAGE-II)**

[Refer also to Notes under Form TECH-4]

Sr. No.	Nomenclature	Unit	Quantity	Unit Price (Pak. Rs.)	Total Amount (Pak. Rs.)	Remarks
1.	Communication Expenses	Months	30			Fixed Rate
2.	Printing of Reports and Drawings	Months	30			-do-
3.	Travel expenses of Key (Technical) Personnel between Head Office and Site (as per actual)	P.S	-	-	1,000,000/-	Reimbursement of actual expenditures upto a maximum limit subject to approval of Project Director for travel(s).
4.	Cost of preparing Construction Drawings	L.S	As per TOR	-		-
5.	Others not covered above to comply with TOR requirements*					
Sub-Total for Direct Cost						
Total for Direct Cost (North & South Access Roads)						

* Any additional item/ cost quoted against this line item must have provided solid/ tenable justification(s) detailed in Form TECH-4 "Comments on TOR" without indicating financial value therein. The Client's negotiation committee will deliberate on the requirement of additional item/ cost in case such Firm stands top ranked. It is also to be noted by the Consultants that the Client is not bound to agree to the reasons given in Form TECH-4.

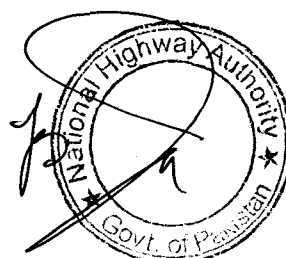


**SUMMARY OF COST OF CONSULTANT FOR DESIGN REVIEW AND
SUPERVISION SERVICES**

[Refer also to Notes under Form TECH-4]

Sr. No.	Description	Amount (Pak. Rs.)	Amount (US \$)
1.	Salary Cost		- Not Applicable -
1(a).	Sales Tax @ 16% on item 1 above which shall be kept as Provisional Sum in the Contract Agreement		- Not Applicable -
2.	Direct Cost		- Not Applicable -
3.	Contingencies		- Not Applicable -
	Grand Total (North & South Access Roads):		- Not Applicable -

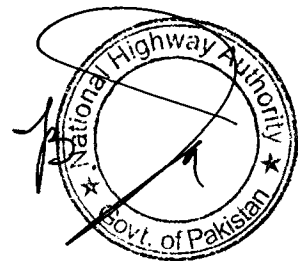
- Note: 1- The dues and salaries of staff are payable by the Consultant in time and not later than 10th of the following month positively. In case of failure to do so Client shall intervene and pay these dues and salaries of the concerned Personnel and recover from the invoice of the Consultant at actual charges paid plus 1% of the amount. This will also be accounted for adversely in making assessment of the Consultant in the next evaluation process for selection of consultants with report of such defaults.
- 2- The grand total is inclusive of all the applicable Federal, Provincial and Local taxes. All these taxes (except the Sales Tax) are required to be built in the quoted rates and not be mentioned separately.
- 3- Any Omission or arithmetical error made by the Consultants in entering the amount against item 1(a) shall also be rectified during evaluation of the Financial Proposal.



APPENDIX - A

TERMS OF REFERENCE
(Including Description of Services)

Say No to Corruption



APPENDIX A – TERMS OF REFERENCE

Consultancy Services for Review, Adjustment of Road & Structures Design, Construction Supervision and Contract Administration of two (2) Contract Packages of South and North Access Road (Package-II) of about 7.3 length each (Total: 15Km) of Lowari Tunnel Project

A. INTRODUCTION

1. **Lowari Tunnel Project:** National Highway Authority (NHA) is executing works of Lowari Tunnel situated between Chitral and Dir. The project is aimed at providing alternative short, safe and easy all weather access to Chitral, as the existing route which is presently the only link crossing the mountainous terrain has hairpin bends with steep gradients and thus is dangerous for plying of heavy goods vehicles. With the construction of Tunnel with its Access Roads and allied Structures, the area of Chitral shall have an all-weather link with the rest of the country and avoid passage over Lowari Top which remains snow bound for about five months in the year.

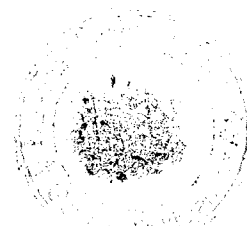
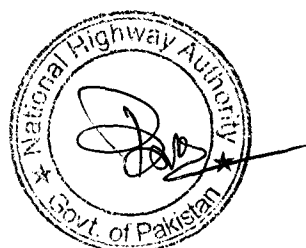
The proposed Lowari Tunnel is part of federalized Road i.e. N-45. It originates from Nowshera, passes through Mardan, Malakand, Chakdara and culminates at Chitral, while passing Lowari Pass at a height of 3,150 meter (10500 ft.). Total length of the road from Nowshera to Chitral is 313 Km.

2. **Location of Lowari Road Tunnel:** The Project of Lowari and its Access Roads is located between the Townships of Dir and Drosh connecting Districts of Dir and Chitral of the Khyber Pakhtunkhwa Province.

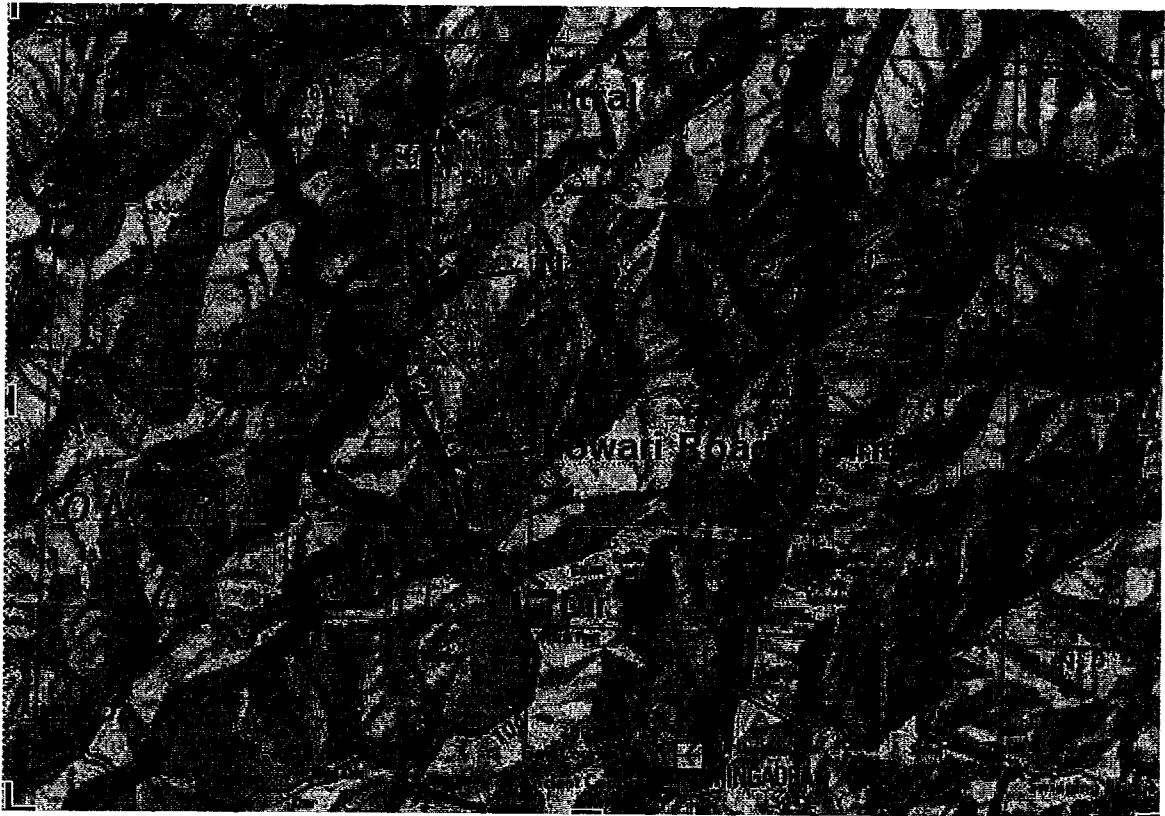
The main Lowari Road Tunnel (MRT) is 8.51 kilometers supplemented by another 2Km North Access Road Tunnel (NART) on the north of MRT . The South portal is located at Nirgha Kawar at a distance of about 19 kilometers North of Dir. The North Portal is located at about 20 kilometers South of Drosh.

3. **Location of Project: South and North Access Road (Package-II) of Lowari Tunnel:**

- **South Access Road** from Link Access Road of South Portal to Qualandi: 7.389 Km (Km 1+103.884 to Km 8+942.96)
- **North Access Road** from Baradam to Ashrat: 7.33 Km (Km 3+520 to Km 10+850.74)



4. The Geographical Map of the Project is given below:-



5. National Highway Authority is the government agency, responsible for the implementation of the project and intends to procure/obtain the services of Engineering Consultancy Firm(s) for Review, Adjustment/Re-Design of Road & Structures Design, Construction and Supervision of two (2) Contract Packages of South and North Access Road (Package-II) of about 7.3 length each (Approx. Total Length: 15Km) with its allied Structures (Bridges, Box Culverts, RCC & Masonry Retaining Wall, Avalanche Galleries, Slope & Rock Fall Protection Works), Drainage & Erosion Works and Ancillary Works along with the length of the Access Roads of Lowari Tunnel Project as per following details:-

- (a) **Improvement, Widening of South Access Road** from Link Access Road of South Portal to Qualandi (Km 1+103.884 to Km 8+942.96). Total Length 7.389 Km
- (b) **Improvement, Widening of North Access Road** from Baradam to Ashrat (Km 3+520 to Km 10+850.74). Total Length: 7.330 Km

B. OBJECTIVES

6. The overall objectives of these Terms of Reference are to:
- Ensure that the detailed engineering design is reviewed, and updated if required, in accordance with the site conditions and closely adhering to Specifications & Parameters and timely issuance of Construction Drawings to the Contractors after incorporating the existing site conditions.
 - Ensure that high quality construction is achieved in time within budget and that all work is carried out in compliance with the approved engineering designs, technical specifications, agreed work schedule, and within the terms and conditions of all other contract documents and sound engineering practices;

- c. Demonstrate the efficacy of contract administration and supervision by independent external agencies.

C. SCOPE OF SERVICES

7. Duties & Responsibilities of the Consultants

(i) Design Review and Design Adjustment for like functionality and financial economy during the currency of Construction Period

The Supervisory Consultant will review and validate on ground, the detailed engineering design. Thereafter the Consultants will bear the professional liability for the suitability of the design with respect to the existing site conditions, which will be covered under this contract.

The Design of the South and North Access Road (Package-II) was done in 2009 and some geomorphological changes might have occurred, which may require adjustment in the Design. If required, the Consultants will carry out a critical review of the detailed engineering design to identify anomalies or omissions that constitutes inconsistency in the design and completeness of works. **The design review will be carried out simultaneously during construction supervision period and necessary adjustments in the Design will be made by the Supervisory Consultant as per the site conditions and issuance of Construction Drawings to the Contractors.**

Since the Construction Contracts are anticipated to be awarded within the working season of 2016, it would be befitting that the Contractor commence the work to make the best use of the available time during the working season of 2016. Therefore, adjustment of design may be a continuous process during the execution of the project as and when the physical and hydrological phenomena becomes obviously apparent during various seasons of the year such as relocation of avalanche gallery retaining walls, adjustment in location of culverts & other structures and etc. The consultant will review the design under the guidance of Resident Engineer, and point out any deficiencies / improvements required in the design prepared by the Design consultant. The design review will ensure that the construction drawings carry all details necessary for executing the jobs.

(ii) Field Contract Administration & Construction Supervision.

Civil works will be carried out based on the Federation Internationale des Ingenieurs Conseils (FIDIC) contract. The consultant will administer the civil work's contracts, make engineering and contractual decisions, be responsible for quality assurance, provide general guidance and furnish timely responses to the contractors in all matters relating to the civil works, and ensure that all clauses of the contract agreement between the civil works contractors and NHA are respected.

The consultant will advise NHA on all matters relating to the efficient and successful execution of the civil works contracts, and will act at all times to protect the interests of the project and the Client and will take all reasonable steps to keep the construction costs to as optimum, consistent with sound economic and engineering practices.



The Supervision Consultant while supervising construction works will make all necessary arrangements for quality control and implementation of the works. The task of the Consultant will include but not be limited to:

- a. Give Notice to contractor to commence works.
- b. Assure submission and advise NHA on the adequacy of the Contractors' insurance policies, performance bonds, and advance payment guarantees.
- c. Review and approve the Contractor's work programs and progress schedules ensuring that the Contractors have incorporated/followed the most effective and expeditious methodology of carrying out the works; and advise the Contractors in setting up a computerized project control system for reporting physical and financial progress as well as the forecasts, if included in the bids and/or if demanded later on by the NHA. Subsequently, closely monitor the construction progress on regular basis to determine whether it is proceeding in accordance with the approved work program.
- d. Provide advance advice to NHA concerning the Schedule of handing over of sites, and possible delays due to lack of possession with a view to assure that the Contractors are given Possession of Site free from all encumbrances in accordance with the agreed work programs.
- e. Assess minimum construction equipment, plant and machinery requirements, by type and specification, and monitor, keep and regularly update a list of the Contractors' equipment, plant and machinery in order to keep a check on the Contractors' mobilization. Inspect and evaluate the Contractor's establishments including in particular the laboratory facilities to ensure compliance with the terms and conditions of the Contract Agreement.
- f. Appraisal of existing services along the Project and inform the Client in advance to avert likely adverse effect on the project. The responsibility of relocation of services lie with the Client/Employer.
- g. Assure the receipt of and maintain as permanent records of all warranties required under terms and conditions of the Contract Agreement for materials including their source and equipment accepted and incorporated in the project.
- h. Without relieving the Contractors of their obligations under the Contract, check and approve the contractors' Design Proposal, Working Drawings, Shop Drawings. Method Statements and Temporary Works proposals;
- i. Carry out any subsequent design changes, and expeditiously issue supplementary drawings, site instructions, variation orders and day work orders to avoid delay to the works and to ensure that the works are executed in accordance with Contract.
- j. Without relieving the Contractors of their obligations under the Contract, review and approve the traffic management and safety plan, and ensure compliance such that the Works are carried out at all times in a safe and secure manner and damage or injury to persons or property is avoided.

- k. Assure that the Contractors have all necessary data for setting out and check the Contractors setting out including staking the right-of-way limits, centerline, and grade and confirm permanent monuments in the construction area.
- l. Inspect quarries and borrow pits, and crushing plants, and order tests of materials and ensure adherence to specifications, and approve the sources of materials.
- m. Without relieving the Contractors of their obligations under the Contract, monitor the Contractors' laboratory testing, evaluate the Portland cement concrete and bituminous mixture designs prepared by the Contractors, and recommend improvements (if any) to ensure the desired performance, and accord approval thereof.
- n. Assure quality of the works during construction, continuously inspect the soils and materials; construction operations and the works with regard to workmanship and compliance with the specifications; and carry out independent testing in the field and/or in the nominated Laboratory by "The Engineer", and approve or disapprove and certify the works that conform with the specifications and maintain permanent records of results of all the tests made.
- o. Give notice to the Contractors of any defects and deficiencies, and issue instructions for the removal and substitution of the improper works, where provided under the contract. If required, order suspension of the work(s) and/or recommend to NHA other recourse available under the Contract.
- p. Attend and make measurement and computation of quantities of the completed works, or any work which is about to be covered or put out of view before permanent work is placed thereon, and maintain permanent records of all such measurements, and keep the measurement books and records in safe custody.
- q. Monitor and appraise progress of the works, and maintain a day by day project diary which shall record all events pertaining to the administration of the contract, requests from and orders given to the Contractors, and any other information which may be at a later date be of assistance in resolving queries which may arise concerning execution of the works.
- r. Issue monthly-consolidated progress reports on a format to be agreed with the NHA including payment estimates and comments on the Contractors' work programme, and advice NHA of any problems or potential problems which might arise and cause delay in implementation and recommend corrective action(s) to be taken.
- s. Check the Contractor's periodic statement of the estimated value of work completed and certify that these statements clearly and accurately describe the value of work executed on the value of the quantities of the items in the "Bill of Quantities".
- t. Issue the interim certificates to NHA for payment to the Contractors on the basis of "Measured Work Items", having regard to any contractual provisions



for advance payment, variation of price, and exchange rate fluctuation etc. Certify the completion of the Activities/Works or parts thereof and process final payments to the Contractors.

- u. Assist with interpretation of the Contract Documents, explain and or reconcile any ambiguities and or discrepancies in the Contract Documents, and apply various provisions of the contract documents; and provide NHA all relevant documentation needed for settling disputes (if any) with the Contractors, and make recommendations to NHA for resolving the Contractors' escalation claims, contract time extensions, variation orders, subletting, additional cost, rate and price fixing etc.
- v. Advise NHA on need for effective liaison with local authorities, police, landowners, utility owners, the public and other organizations affected by the Works in order to minimize or avoid unnecessary delays or disputes.
- w. Jointly inspect with NHA the completed civil works, and assist in formal taking over and review and approve or prepare "as built" drawings and plans (as the case may be), and provide report(s) testifying to the satisfactory completion of the contracts.
- x. Inspect the completed works periodically during the defect liability period within the term covering the Consultant's Agreement, prepare lists of deficiencies (if any), and carry out supervision of the remedial works, and issue the Defects Liability certificates after the rectification of notified defects by the Contractors.
- y. Assist NHA in settling any Audit Para's and Objections raised, and prepare replies related to the project, and provide the entire relevant documents/papers/letters etc. to support the replies—until 1 year after completion of works.
- z. Establish a comprehensive system of maintaining site records including site correspondence, inspection records, test data, site diaries, records of meetings, financial records, progress records etc.
- aa. Provide any other specialist services requested by NHA under conditions to be mutually agreed and ensure that the construction methods as proposed by the contractor for carrying out the works are satisfactory, inspection of contractor's construction equipment; and safety of the works, property, personnel, and general public; the schedule of mitigation measures for adverse environmental impacts;

✓ bb. The Consultant will ^{be} required to coordinate between main Lowari Tunnel Contactor and Contractors of the road construction (of this Contract). The Consultant will ensure that, all the activities are coordinated in such a manner that no conflict what so ever arises during the construction activities of all parties as well as the maintenance and operationalization of the supply chain remains unhindered for all the Contractors.

✓ cc. Shall carry out all necessary works, which may not be covered under the stated TORs but are to be carried out at no additional or extra cost to NHA - the consultant may build the rates proposed rates to include such costs. Works can be incidental, complementary or consequential to contracted works.

- u. Assist with interpretation of the Contract Documents, explain and or reconcile any ambiguities and or discrepancies in the Contract Documents, and apply various provisions of the contract documents; and provide NHA all relevant documentation needed for settling disputes (if any) with the Contractors, and make recommendations to NHA for resolving the Contractors' escalation claims, contract time extensions, variation orders, subletting, additional cost, rate and price fixing etc.
- v. Advise NHA on need for effective liaison with local authorities, police, landowners, utility owners, the public and other organizations affected by the Works in order to minimize or avoid unnecessary delays or disputes.
- w. Jointly inspect with NHA the completed civil works, and assist in formal taking over and review and approve or prepare "as built" drawings and plans (as the case may be), and provide report(s) testifying to the satisfactory completion of the contracts.
- x. Inspect the completed works periodically during the defect liability period within the term covering the Consultant's Agreement, prepare lists of deficiencies (if any), and carry out supervision of the remedial works, and issue the Defects Liability certificates after the rectification of notified defects by the Contractors.
- y. Assist NHA in settling any Audit Para's and Objections raised, and prepare replies related to the project, and provide the entire relevant documents/papers/letters etc. to support the replies—until 1 year after completion of works.
- z. Establish a comprehensive system of maintaining site records including site correspondence, inspection records, test data, site diaries, records of meetings, financial records, progress records etc.
- aa. Provide any other specialist services requested by NHA under conditions to be mutually agreed and ensure that the construction methods as proposed by the contractor for carrying out the works are satisfactory, inspection of contractor's construction equipment; and safety of the works, property, personnel, and general public; the schedule of mitigation measures for adverse environmental impacts;
- bb. The Consultant will be required to coordinate between main Lowari Tunnel Contactor and Contractors of the road construction (*of this Contract*). The Consultant will ensure that, all the activities are coordinated in such a manner that no conflict what so ever arises during the construction activities of all parties as well as the maintenance and operationalization of the supply chain remains unhindered for all the Contractors.
- cc. Shall carryout all necessary works which may not be covered under the stated ToR's but are to be carried out at no additional or extra cost to NHA. The Consultant may built the proposed rates to include such costs. The works can be incidental, complementary or consequential to contracted works.



D. STAFFING

8. The estimate implementation periods of the Works Contract is 24 months taking into consideration the snow bound two (2) winter seasons excluding the defects liability period, which will be 12 months. There will be two separate "site supervision teams", for South and North Access Road. The staff for South and North Access Road is expected to mobilize on the date of actual commencement of works by the contractors.

9. REQUIRED PROFESSIONAL & SUPPORT STAFF

Following are the professional & Supporting Staff envisaged at project during supervision:

a. SOUTH ACCESS ROAD (PACKAGE-II):

Sr. No.	Position	No. of Persons	Man-Months		
			Const.	DLP	Total
KEY PROFESSIONAL STAFF					
1	Resident Engineer (RE)	1	24	6	30
2	ARE (Highway)	1	24	2	26
3	ARE (Structure)	1	24	2	26
4	Material Engineer	1	24	0	24
5	Hydraulic Engineer (Supervision)	1	03	0	03
6	Quantity Surveyor (QS)	1	24	6	30
7	Assistant Quantity Surveyor (AQS)	1	24	6	30
8	Surveyor	2	24	0	48
DESIGN SUPPORT STAFF					
9	Structural Design Engineer*	1	02	0	02
10	Highway Design Engineer*	1	02	0	02
11	Hydraulic Engineer*	1	02	0	02
SUPPORT STAFF / NON-KEY PROFESSIONAL STAFF					
12	Site Inspectors	4	24	0	96
13	Laboratory Technicians	2	24	0	48
14	Laboratory Helpers	2	24	0	48
15	Survey Helpers	4	24	0	96
16	Computer Operator	1	24	6	30
17	Auto Cad Operator	1	24	0	24
Sub-Total		26	321	28	565

(* Will be mobilized as and when required. They will be responsible for design validation, assisting the supervisory staff in design related issues and validation of As-Built drawings at completion of project.

Note: Any design support (if any) from the Consultant Head Office will be required to inbuilt in the rates of supervision staff.



b. NORTH ACCESS ROAD (PACKAGE-II):

Sr. No.	Position	No. of Persons	Man-Months		
			Const.	DLP	Total
KEY PROFESSIONAL STAFF					
1	Resident Engineer (RE)	1	24	6	30
2	ARE (Highway)	1	24	2	26
3	ARE (Structure)	1	24	2	26
4	Material Engineer	1	24	0	24
5	Hydraulic Engineer (Supervision)	1	03	0	03
6	Quantity Surveyor (QS)	1	24	6	30
7	Assistant Quantity Surveyor (AQS)	1	24	6	30
8	Surveyor	2	24	0	48
DESIGN SUPPORT STAFF					
9	Structural Design Engineer*	1	02	0	02
10	Highway Design Engineer*	1	02	0	02
11	Hydraulic Engineer*	1	02	0	02
SUPPORT STAFF / NON-KEY PROFESSIONAL STAFF					
12	Site Inspectors	4	24	0	96
13	Laboratory Technicians	2	24	0	48
14	Laboratory Helpers	2	24	0	48
15	Survey Helpers	4	24	0	96
16	Computer Operator	1	24	6	30
17	Auto Cad Operator	1	24	0	24
Sub-Total		26	321	28	565

(* Will be mobilized as and when required. They will be responsible for design validation, assisting the supervisory staff in design related issues and validation of As-Built drawings at completion of project.

Note: Any design support (if any) from the Consultant Head Office will be required to inbuilt in the rates of supervision staff.

Man-Months Total (a+b):	52	642	56	1130
--------------------------------	-----------	------------	-----------	-------------

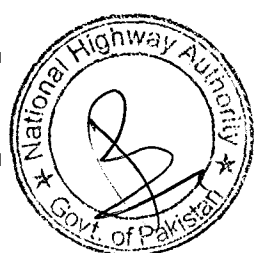


c. OUT OF POCKET EXPENSES

i. SOUTH ACCESS ROAD (PACKAGE-II):

Sr. No.	Nomenclature	Unit	Quantity	Unit Price (Pak. Rs.)	Total Amount (Pak. Rs.)	Remarks
1.	Communication Expenses	Months	30			Reimbursement of actual expenditures up to a maximum limit
2.	Printing of Reports and Drawings	Months	30			-do-
3.	Travel expenses of Key (Technical) Personnel between Head Office and Site (as per actual)	P.S	-	-	1,000,000/-	Reimbursement of actual expenditures upto a maximum limit subject to approval of Project Director for travel(s).
4.	Cost of preparing Construction Drawings	L.S	As per TOR	-		-
5.	Others not covered above to comply with TOR requirements*	-				-
Sub-Total for Direct Cost						

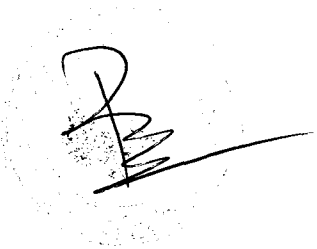
* Any additional item/ cost quoted against this line item must have provided solid/ tenable justification(s) detailed in Form TECH-4 "Comments on TOR" without indicating financial value therein. The Client's negotiation committee will deliberate on the requirement of additional item/ cost in case such Firm stands top ranked. It is also to be noted by the Consultants that the Client is not bound to agree to the reasons given in Form TECH-4.



ii. **NORTH ACCESS ROAD (PACKAGE-II):**

Sr. No.	Nomenclature	Unit	Quantity	Unit Price (Pak. Rs.)	Total Amount (Pak. Rs.)	Remarks
1.	Communication Expenses	Months	30			Reimbursement of actual expenditures up to a maximum limit
2.	Printing of Reports and Drawings	Months	30			-do-
3.	Travel expenses of Key (Technical) Personnel between Head Office and Site (as per actual)	P.S	-	-	1,000,000/-	Reimbursement of actual expenditures upto a maximum limit subject to approval of Project Director for travel(s).
4.	Cost of preparing Construction Drawings	L.S	As per TOR	-		-
5.	Others not covered above to comply with TOR requirements*	-				-
Sub-Total for Direct Cost						

* Any additional item/ cost quoted against this line item must have provided solid/ tenable justification(s) detailed in Form TECH-4 "Comments on TOR" without indicating financial value therein. The Client's negotiation committee will deliberate on the requirement of additional item/ cost in case such Firm stands top ranked. It is also to be noted by the Consultants that the Client is not bound to agree to the reasons given in Form TECH-4.



DETAIL OF KEY EXPERTS

The **minimum qualification and experience requirements** of Professional Key Staff on North & South Access Roads (Package-II) are given below:

(i) Resident Engineers (02 Nos.)	
Total Experience:	15 Years
Qualification:	Bachelor's degree in Civil Engineering. Proven seven (07) years experience as 'Resident Engineer' on Highway & Bridge Project, preferably on at least one (1) NHA Project in hilly areas.
Responsibility:	He will be responsible for construction supervision & Contract Administration and ensuring that the works are executed in accordance with the required specifications and approved drawings.

(ii) Assistant Resident Engineers (Highways) (02 Nos.)	
Total Experience:	10 Years
Qualification:	Bachelor's degree in Civil Engineering. Proven seven (07) years experience as 'Site Engineer' on highways, preferably on one or more NHA Projects. Relevant experience highway projects in mountainous/hilly areas will be preferred.
Responsibility:	He will be responsible for construction supervision and ensuring that the subprojects are implemented in accordance with the required specifications and approved drawings.

(iii) Assistant Resident Engineers (Structures) (02 Nos.)	
Total Experience:	10 Years
Qualification:	Bachelor's degree in Civil Engineering. Proven seven (07) years experience as 'Site Engineer' on Bridges, Culverts, Retaining Wall, Slope Projection Measures etc, preferably on one or more NHA Projects. Relevant experience highway projects in mountainous/hilly areas will be preferred.
Responsibility:	He will be responsible for construction supervision and ensuring that the subprojects are implemented in accordance with the required specifications and approved drawings.



(iv) Highway Design Engineer [02 No.]	
Total Experience:	12 Years
Qualification:	M.Sc. in Civil Engineering. Proven ten (10) years experience as " <u>Highway Design Engineer</u> " on two or more road projects. Proven credentials in concrete pavement structure and geometric design of highways in hilly/mountainous areas.
Responsibility:	He will be responsible for design and design review of the highway pavement design and specifications on cost effective, multi-hazard resistant design.

(v) Structural Design Engineer (02 No.)	
Total Experience:	12 Years
Qualification:	M.Sc. in Civil Engineering. Proven ten (10) years of experience as " <u>Structural Design Engineer</u> " on two or more road/bridge projects. Proven credentials in design of heavy structures i.e. Avalanche Galleries, Bridges, Culverts, Retaining Walls, Slope Stability and etc.
Responsibility:	He will be responsible for design and design review of structural elements of road components and bridges, including detailed structural drawings and specifications on cost effective, multi-hazard resistant design.

(vi) Hydraulic Engineer (02 No.)	
Total Experience:	10 Years
Qualification:	B.Sc. (Civil Engineering) - preferably M.Sc. (Hydrology) with proven ten (10) years of experience of conducting hydrological/drainage studies and design of hydraulic & drainage structures, preferably for two or more highway projects in mountainous/hilly areas.
Responsibility:	He will be responsible to review & ensure the scouring depth in nallahs/rivers along with the cost effective solution has been adopted throughout the alignment of the projects, based on the required capacity of soil, depth of water table and drainage pattern of the surrounding mountainous area and also ensure that the design of road side drainage and cross drainage structure has been carried out as per the site requirement and flow patterns/calculations of runoff.

(vii) Material Engineers (02 Nos.)	
Total Experience:	12 Years
Qualification:	Bachelor's degree in Civil Engineering or M.Sc. in Geology. Proven five (05) years experience as " <u>Materials Engineer</u> " exclusively on concrete works preferably on at least one (1) highway preferably NHA projects. Must have proven knowledge on the NHA Specifications for Concrete Works.
Responsibility:	He will be responsible to stipulate material testing procedures and specifications, make suitable recommendations regarding the borrow and quarry areas for materials of construction, prepare JMF and preparation

	and testing of concrete mixes of different design mix grades using suitable materials (binders, aggregates, sand filler etc.) as identified during Material Investigation to conform to specifications. He/she will assist the RE and will also be responsible for quality of materials used in construction by performing field and laboratory tests and certifying their acceptance based on recommended specifications for the materials and will identify sources of materials and quarry sites.
--	--

(viii) Site Engineers (08 Nos.)

Total Experience:	5 Years
Qualification:	Bachelor's degree in Civil Engineering. Proven three (03) years experience on heavy concrete works for structure preferably on at least one (1) NHA Project. Experience on mountainous roads/bridges will be preferred.
Responsibility:	He/she will be responsible for assisting Resident Engineer in construction supervision of Road / Structural components of the subprojects and ensuring that the subprojects are implemented in accordance with the required specifications.

(ix) Quantity Surveyor (02 Nos.)

Total Experience:	12 Years
Qualification:	Bachelor's degree in Civil Engineering or DAE (Civil) with eight (08) years of proven experience as "Quantity Surveyor" preferably on at least one (1) major highway/road projects and structures.
Responsibility:	He/she will be responsible for measurement of all types of quantities and preparation of measurement sheets in accordance with approved drawings for the purpose of preparing interim and final payment certificates.

(x) Assistant Quantity Surveyor (02 Nos.)

Total Experience:	6 Years
Qualification:	DAE (Civil) with eight (04) years of proven experience as "Quantity Surveyor" preferably on at least one (1) highway/road projects and structures.
Responsibility:	He will assist Quantity Surveyor regarding quantities measurement/compilation matters.



(xi) Surveyor (02 Nos.)	
Total Experience:	10 Years
Qualification:	DAE in Civil Engineering with seven (07) years of proven experience as "Surveyor" on highways preferably NHA projects in hilly/mountainous areas.
Responsibility:	He will carry out joint surveys with contractor's staff before commencement, assist the Resident Engineer in checking the correctness of layout drawn at site by the contractor's staff during executing for the road construction and maintain all documentation on survey works, record of control points and bench marks and ensure that works commences according to the working drawings approved by the Resident Engineer

E. REPORTING & DOCUMENTS REQUIREMENTS

10. Reporting Requirements:

The Consultant will prepare and submit to NHA five copies of each of the under mentioned reports. The format of these reports shall be mutually agreed with the NHA.

- a . **Inception Report:** The Consultant will submit an Inception Report at with in one Month after mobilization. This will contain full detail of the consultant's supervision, & contract administration methodology and staff plan.
- b . **Monthly Contract Administration Reports:** The Consultant will, no later than the 10th of each month, prepare a narrative progress report summarizing:
 - (i) Construction progress during the month and cumulative to date for each individual contract drawing specific attention to any major causes of delay (administrative, technical or financial) with details of remedial action taken or recommended to the Employer.
 - (ii) A comparison of actual and forecast expenditure both during the month and cumulative to date for each individual contract, and a record of the status of payment of the Contractors' monthly invoices, of all claims for cost or time extensions, and of actions required of NHA to permit unconstrained works implementation. The Consultant will also advise on the final estimated cost for each individual contract and draw attention to any major changes in the project budget including details of remedial action taken or recommended to the Employer.
 - (iii) Brief on all correspondence exchanged with the contractors particularly relating to contractual clauses, with financial and time implications.
 - (iv) Technical appreciation of any design or quality control problems for each individual contract including details of remedial action taken or recommended to the Employer.
 - (v) Status of compliance with the Environmental & resettlement Plans.



- c. **Technical Reports:** The Consultant will produce as necessary technical/ due diligence reports and position papers dealing with project matters during implementation.

F. MISCELLANEOUS

11. Facilities:

The Construction Contractor shall provide, operate and maintain the following facilities for the exclusive use of the Consultants:

- a. Laboratory and Testing Equipment
 - b. Site Office and Residential Accommodation (adequately furnished)
 - c. Site Transport
 - d. Survey Equipment
12. The Consultants are encouraged to familiarize with Construction Work before submitting their proposals.

G. TIME FOR COMPLETION

The total time period of the Project (construction supervision) shall be twenty four (24) months + twelve (12) months of Defect Liability Period.

