



NATIONAL HIGHWAY AUTHORITY

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

No. 6(422)/GM (P&CA)/NHA/17/852

01st June, 2017


Director General

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

Subject: **ANNOUNCEMENT OF EVALUATION REPORT (PPRA Rule-35):
CONSULTANCY SERVICES FOR "HIRING OF CONSULTANT -
SENIOR STRUCTURAL EXPERT - FOR DESIGN AND DESIGN
REVIEW OF STRUCTURES OF NHA PROJECTS"**

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 One Envelop Procedure |
| 3. | Title of Procurement: | Hiring of Consultant – Senior Structural Expert – For Design and Design Review of Structures of NHA Projects |
| 4. | Tender Inquiry No.: | 6(422) |
| 5. | PPRA Ref. No. (TSE): | TS295937E |
| 6. | Date & Time of Bid Closing: | 2 nd December, 2016 at 1130 hours local time |
| 7. | Date & Time of Bid Opening: | 2 nd December, 2016 at 1200 hours local time |
| 8. | No of Bids Received: | Three (03) 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 Candidates | Marks | | Evaluated Cost (PKR) | Rule/Regulation/SBD*/ Policy/ Basis for Rejection / Acceptance as per Rule 35 of PP Rules, 2004. |
|--------------------------|--|---------------------------|----------------------|--|
| | Technical Score (Technical Proposal + Interview) | Financial (if applicable) | | |
| 1) Muhammad Iqbal Haq | 768 | 200 | 35,121,000 | Top scoring Consultant in CV evaluation and Interview (PPRA Rule 36(a)) |
| 2) Shaukat Ali Alvi | - Ineligible - | | | PPRA Rule 36(b) (v) |
| 3) Muhammad Juned Mumtaz | - Ineligible - | | | -do- |

Top Ranked Candidate: Mr. Muhammad Iqbal Haq

11. **Any other additional / supporting information, the procuring agency may like to share:** The assignment is being financed by NHA funds; the procurement was carried out in line with PPRA Rules & Regulations. The bidding was done on QBS method with fixed budget. The score weightage was 60:40 Technical Proposal to Interview 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 “Hiring of Consultant – Senior Structural Expert – for Design and Design Review of Structures of NHA Projects”

June, 2017



NATIONAL HIGHWAY AUTHORITY

Procurement & Contract Administration Section

28-Mauve Area, G-9/1, Islamabad Tel: 9032727, Fax: 9260419

Ref: 6(422)/GM (P&CA)/NHA/16/1762

25th November, 2016

All Prospective Individual Consultants

Subject: **Minutes of Pre-Proposal Conference:
Hiring of Consultant – Senior Structural Expert for Design and
Design Review of Structures of NHA Projects**

Reference: *Request for Proposal Notice for subject Services appeared in daily newspapers on 11th November, 2016*

The Minutes of Pre-Proposal Conference held in NHA Auditorium (HQ) on 18th November, 2016 for subject Services being integral part of the Request for Proposal, is enclosed herewith, for necessary action, please.


(Muhammad Azam)
Director (P&CA)

Enclosure:

Minutes of Pre-Proposal Conference (02 Pages)

Copy for kind information to:

- 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 18th November 2016

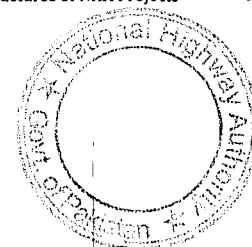
Hiring of Consultant – Senior Structural Expert - for Design and Design Review of Structures of NHA Projects

A Pre-Proposal Meeting was held in NHA Auditorium at 1100 hours on 18th November, 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. Asim Amin ... General Manager (Design)
 - Mr. Muhammad Azam ... Director (P&CA) - III
 - Mr. Dawood Khan ... Deputy Director (P&CA) - II
- **Consultants**
 - Mr. Muhammad Iqbal Haq ... M/s M. Iqbal Haq & Associates
 - Muhammad Qasim

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

| Sr. No. | Queries | Reply |
|---------|---|---|
| 1. | <p>1. For your convenience article 5. sub clause (2) and (4) of the Pakistan Engineering Council (Conduct and Practice) of Consulting Engineers Bye laws 1986 are reproduced below.</p> <p>Sub Clause (2)</p> <p>If the employer suffers any losses or damages a result of proven faults, errors or omissions in the design of a project, the consulting engineer shall make good such losses or damage, subject to the condition that the maximum liability as aforsaid shall not exceed twice the total remunerations of the consulting engineer for the design phase in accordance with the terms of agreement between the consulting engineer and employer.</p> <p>Sub Clause (4)</p> <p>“The consulting engineer may, to protect himself, insure himself against his liabilities but this is not obligatory. If the employer demands his indemnification and insists upon such securities or insurance to cover the consulting engineers his liability vis-à-vis employer up to the limit specified in clause (2), the consulting engineer shall procure the necessary cover before commencing the services and the cost of such cover shall be borne by the consulting engineer up to a limit of 1% of the total remuneration of the consulting engineer for the design phase for every year of keeping such cover effective.”</p> <p>The following are the salient points</p> | <p>Agreed; the basis is NHA's assumption that fifty percent (50%) of the assignments will include in-house design of structures; whereas, remaining fifty percent (50%) will be design review assignments. Accordingly, the requirement of professional liability insurance cover will be half of the design assignments.</p> |



| Sr. No. | Queries | Reply |
|---------|---|-------|
| | <p>a. The insurance cover is basically for the protection of the consulting engineer himself and is not compulsory.</p> <p>b. The indemnity clause is meant to cover design only. In this regard the following need to be considered:</p> <ol style="list-style-type: none"> 1). The Clause pertains to cover from a consultant against a specific design assignment for which a specified fee has been agreed upon and cannot be applied to a contract where payment is on a monthly retainer ship basis. 2). The clause pertains to design only. In this particular case however design is only a very small part of the scope of work and an individual project even smaller part. This contract mainly includes design review and giving recommendations and opinions on issues desired by the NHA. 3). Considering design alone, during the currency of the contract M/s MIH&A has and will continue to carry out designs of structures as and when required by the NHA but there is no possible methodology by which a specific design can be identified with a specified or calculated portion of the monthly or total fee received by the Consultant so as to establish the Consultant's exact liability of twice the total remunerations of the consulting engineer for that particular design. | |

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

Dated the _____
Ref No. _____

LETTER OF INVITATION (LOI)

To,
All suitable / competent candidates

Gentlemen!

We extend warm welcome to you and invite you for participating in this competition / Assignment. 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 Request for Proposal (RFP), where applicable, shall be deemed part of the contract Agreement, as and when required to be made. You are also advised to kindly read the RFP thoroughly especially to understand the requirements of terms of reference and the facilities to be offered by the Client and to accordingly propose remuneration rates and direct non-salary costs. In the end, we appreciate your participation and hope that you will feed a precise and complete proposal to merit consideration by NHA.

General Manager (P&CA)
National Highway Authority
Ministry of Communications
Government of Pakistan
28-Mauve Area, G-9/1, Islamabad
E-mail: gmpca.nha@gmail.com
Website: www.nha.gov.pk
Telephone: +92-51-9032727
Fax: +92-51-9260419

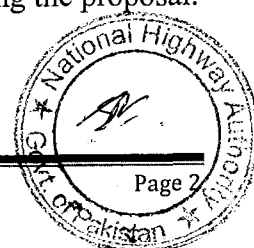


INSTRUCTIONS TO APPLICANTS (ITA)

1. INTRODUCTION

- 1.1 You are hereby invited to submit a proposal for consulting services as required for the Assignment named in the attached Data Sheet. Your proposal could form the basis for negotiations and a contract Agreement between you 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. Details are provided elsewhere in the RFP and will become part of contract Agreement.
- 1.3 The Assignment shall be implemented in accordance with the requirements of the Client.
- 1.4 The Client has been entrusted the duty to implement the Assignment as Executing Agency by Government of Pakistan and funds for it shall be arranged by the Client.
- 1.5 To obtain first-hand information on the Assignment and to seek any clarification in this regard, you are encouraged to attend pre-proposal conference; date, time and venue for which is specified in the Data Sheet.
- 1.6 Personnel, Equipment, Facilities and other Services to be provided by the Client are indicated in the Data Sheet.
- 1.7 Please note that:
- i. The costs of preparing and submitting the proposal including the visit to attend pre-proposal conference as well as to appear for interview and for negotiating the contract are not reimbursable; and
 - ii. The Client is not bound to accept any of the proposals submitted.
- 1.8 Minimum requirements for suitability of a Candidate are specified in the Data Sheet. Proposals of the Candidates which do not fulfill the minimum requirements **will be rejected and not evaluated.**
- 1.9 We wish to remind you that in order to avoid conflicts of interest:
- a. Any firm with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services resulting from or associated with this Assignment; and
 - b. Any previous or ongoing participation in relation with this Assignment by your firm, its professional staff, its affiliates or associates under any contract may result in rejection of your proposal.

You should clarify your situation in this respect with the Client before preparing the proposal.



2. RFP DOCUMENTS

- 2.1 To prepare a proposal, please use the Documents included in this RFP.
- 2.2 Candidates requiring a clarification of the Documents must attend pre-proposal conference as specified in the Data Sheet.
- 2.3 At any time before submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification required by a Candidate during the pre-proposal conference, modify the Documents by amendment. The amendment shall be uploaded on NHA website (www.nha.gov.pk); excepting any extension of time in submission of proposals which shall be published in all those media wherein the original advertisement was published.

3. PREPARATION OF PROPOSAL

Desiring Candidates 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 prepared using the format specified in the RFP Documents. The Technical Proposal shall further include, duly signed and stamped by NHA, Forms TECH-1, TECH-2 and TECH-3 as provided in the RFP. This is a mandatory requirement for evaluation of Technical Proposals and needs to be complied with.
- 3.1.2 The Technical Proposal prepared on the specified format shall be complete including your own documents as listed in the Data Sheet.
- 3.1.3 In preparing the Technical Proposal, you are expected to examine all terms and instructions included in the RFP Documents. **Failure to provide all requested information and your documents shall be at your own risk and may result adversely in scoring of your proposal.**
- 3.1.4 During preparation of the technical proposal, you must give particular attention to your suitability requirements listed in the Data Sheet (**revisit Clause 1.8 above**).
- 3.1.5 The Technical Proposal shall not include any financial information. 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-4 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 Consultant, his staff and provision of direct non-salary cost items. 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-4

3.2.3 The Remuneration cost stated in Form FIN-2 accounts for the professional liability as provided under the Pakistan Engineering Council (Conduct and Practice of Consulting Engineers) Bye-laws, 1986 (updated till 23-04-2013) and requirement of insurances specified in the Data Sheet in accordance with Procurement of Consultancy Services Regulations, 2010 as notified by the Public Procurement Regulatory Authority (PPRA).

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

4. SUBMISSION OF PROPOSALS

4.1 You 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 Candidate. All pages of the Technical and Financial Proposals shall be initialed by the Candidate.

4.3 The proposal shall contain no interlineations or overwriting except as necessary to correct errors made by the Candidate. Any such corrections shall be initialed by the Candidate.

4.4 The Technical and Financial Proposals complete in all respects shall be delivered on or before the time, on the date, at the location specified 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. The Client shall make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

5. PROPOSAL EVALUATION

5.1.1 A Quality Cost Based Selection (QCBS) procedure shall be adopted in ranking of the proposals. The evaluation of the technical proposals shall be carried out first, followed by the interviews of the Candidates who score at least seventy (70) percent marks in evaluation of technical proposals. The Candidates' technical score (S_t) shall be the combined scores achieved in technical proposal evaluation and interview. Candidates shall then 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 (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 Assignment, applying the evaluation criteria and point system (marks) specified in the Data Sheet. Each responsive/ suitable technical proposal shall be given a score. The Candidate scoring less than seventy (70) percent marks shall be treated as disqualified.

5.2.2 The Client shall notify the Candidates scoring minimum seventy (70) percent marks in the technical proposal evaluation, in writing, by registered letter, cable telex or facsimile and invite them for interview.

The date, time, and address of the place of interview shall be communicated after evaluation and approval of technical proposals.

5.2.3 Each Candidate on the basis of a responsive/ suitable technical proposal and successful interview shall be attributed a technical score (S_t). The Candidates scoring less than seventy (70) percent technical score/ marks shall be disqualified and their financial proposals returned un-opened.

5.3 Financial Proposal

5.3.1 The Financial Proposals of the technically qualifying Candidates on the basis of evaluation of technical proposals and interview shall be opened in the presence of Candidates, 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 Candidates.

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 Candidate with lowest Financial Proposal (F_m) among all shall be given a financial score (S_f) of 1000 points. The financial scores of the remaining Candidates shall be computed as follows:

$$S_f = (1000 \times F_m) / F$$

(F = amount of specific Financial Proposal)

- 5.3.3 Candidates, in the quality cum cost based selection shall finally be ranked according to their combined technical (S_t) and financial (S_f) 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:

$$S = S_t \times T \% + S_f \times P \%$$

- 5.4 The combined technical and financial scores mentioned in Para 5.3.3 will provide a Ranking List, and become the basis of negotiation.

6. NEGOTIATION


- 6.1 The Client shall notify the highest ranked Candidate in writing, by registered letter, cable telex or facsimile and invite him to negotiate the contract.
- 6.2 Negotiations shall commence with a discussion of your proposal and conclude on an agreement regarding conditions of contract. Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial a draft contract Agreement by the conclusion of negotiations.
- 6.3 If negotiations fail, the Client shall invite the second ranked Candidate to negotiate the contract. The procedure will continue with the third in case the negotiation process is not successful with the second ranked Candidate.

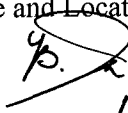
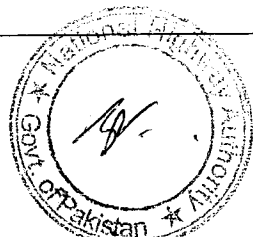
7. AWARD OF CONTRACT

- 7.1 The contract shall be awarded after successful negotiations with the selected Candidate and approval by the competent authority. Upon successful completion of negotiations / initialing of the draft contract Agreement, the Client shall promptly inform the other Candidates through notification of award on websites of the Client and PPRA in compliance of Rule 35 of the Public Procurement Rules, 2004.
- 7.2 The selected Candidate (**Consultant**) is expected to commence the Assignment on the date and at the location specified in the Data Sheet and / or as per conditions of the contract Agreement signed between the Client and the Consultant.



DATA SHEET

| ITA Clause No. | DESCRIPTION OF THE CLAUSE |
|----------------|---|
| 1.1 | <p>The name of the Assignment is:</p> <p>Hiring of Consultant – Senior Structural Expert for Design and Design Review of Structures of NHA Projects.</p> <p>The Client's name is: National Highway Authority</p> |
| 1.2 | <p>Brief description and the objectives of the Assignment are:</p> <p>The Assignment, as named above, is primarily selection and hiring of 'Senior Structural Expert' as Consultant, in accordance with Pakistan Engineering Council (Conduct and Practice of Consulting Engineers) Bye-laws, 1986 as amended till 23-04-2013 and Procurement of Consultancy Services Regulations, 2010.</p> <p>Objective of the Assignment which shall be tasked to the Senior Structural Expert is to enhance capacity of the Client in accordance with the TOR provided in the RFP.</p> |
| 1.5 | <p>Date, Time and Venue for Pre-proposal Conference:</p> <p>Date: 18th November, 2016 Time: 1100 hours Venue: NHA Auditorium (HQ) National Highway Authority 28, Mauve Area, G-9/1 Islamabad.</p>  |
| 1.6 | <p>The Client shall provide the following inputs: As per TOR.</p> |
| 1.8 | <p>Minimum requirements for suitability of a Candidate are:</p> <p>A Civil Engineer having minimum M.Sc. (Structural Engineering) degree recognized by HEC and PEC and having at least twenty (20) years relevant Experience in designing of Highway Structures, who:</p> <p>(a) Is registered with Pakistan Engineering Council (PEC) as Professional Engineer preferably having valid registration certificate as Consulting Engineer in the relevant field.</p> <p>(b) Provides affidavit in original bearing the subject with the name of Assignment on Judicial Stamp Paper duly attested by Oath Commissioner to the effect that the Candidate has never been blacklisted and none of the contracts in which the Candidate was party has been rescinded in the past for non-fulfillment of contractual obligations; and confirms therein his availability as per person-months allocated in TOR.</p> <p>(c) Provides Client's Satisfaction Certificates (Performance Reports) from the respective previous clients of at least three past assignments. [Note: any Candidate who provided services in past to NHA in any capacity shall be disqualified from the Assignment, named under Clause 1.1 above, if any adverse report regarding his previous performance on NHA assignment(s) is received from any quarter of NHA].</p> |
| 3.1.2 | <p>Required documents include:</p> <p>a. Forms TECH-1, TECH-2 and TECH-3 as well as Forms FIN-1, FIN-2, FIN-3 and FIN-4, duly completed and signed.</p> |

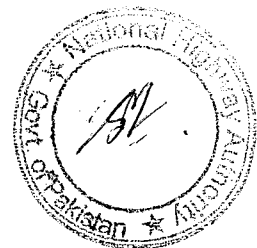
| | |
|-------|---|
| | <p>b. Copies of CNIC and valid registration of Pakistan Engineering Council.</p> <p>c. Copies of Matriculation Certificate, Degree(s) in Engineering and others, Experience Certificates and other Certificates / Credentials / Evidence / Reference / Contact Person etc. for seeking respective scores during evaluation.</p> <p>d. Other necessary documents including those mentioned in sub-paragraphs (b) and (c) under Clause 1.8 above.</p> <p>e. Forms TECH-1, TECH-2 and TECH-3, duly signed and stamped by NHA, as provided in the RFP (ITA 3.1.1) as well as Forms FIN-1, FIN-2, FIN-3 and FIN-4.</p> |
| 3.2.1 | <p>'Consultant' shall be named as:</p> <p>Senior Structural Expert</p> |
| 3.2.2 | <p>Professional liability and insurances:</p> <p>i. The Consultant shall be responsible for providing Professional Indemnity Bond of the required amount. This bond shall be in the joint name of The Consultant and the Client.</p> <p>ii. The Consultant shall be encouraged to insure itself for Hospitalization / Medical as well as Travel and Accident Cover for the duration of the Contract at his own cost.</p> <p>[The details will be provided under Clause 3.5 of Special Conditions of Contract.]</p> |
| 3.2.4 | <p>Consultant shall quote the rates of remuneration and direct non-salary cost items (if any) in Pak. Rupees only.</p> |
| 4.1 | <p>The number of copies of the Proposal required is:</p> <p>Technical Proposal: One Original and Three copies with CD (soft form of complete Technical Proposal in PDF Form) in sealed envelope.</p> <p>Financial Proposal: One Original with CD (soft form of complete Financial Proposal in PDF as well as MS Word/ Excel Forms) in sealed envelope.</p> <p>The address for writing on the proposal:</p> <p>General Manager (P&CA) National Highway Authority 28, Mauve Area G-9/1 Islamabad Telephone: +92-51-9032727 Facsimile: +92-51-9260419</p> |
| 4.4 | <p>The Date, Time and Location for submission of proposal:</p> <p>Date:  2nd December, 2016</p> <p>Time: 1100-1130 hours</p> <p>Location of Submission: NHA Main Auditorium National Highway Authority 27, Mauve Area G-9/1 Islamabad.</p> |
| 4.5 | <p>Validity period of the proposal is:</p> <p>180 days</p> <p>The bid shall remain valid upto:</p> <p>31st May, 2017</p>  |

| | | |
|------------|---|--|
| | Location for Negotiation is: NHA Main Auditorium National Highway Authority 27, Mauve Area G-9/1 Islamabad. | |
| 5.2 | Evaluation of proposals, and interview, shall be based on the following Criteria: | |
| | S. No. | Description of Criteria and Subdivision of Marks |
| | 1 | Academic Qualification: Civil Engineer having minimum M.Sc. degree in Structural Engineering. |
| | 2 | General Experience: Minimum twenty (20) years post-qualification experience in designing of Highway Structures (100 marks); Ten (10) marks per year experience in designing of Highway Structures exceeding the said twenty (20) years' experience (up to maximum of 50 marks). |
| | 3 | Specific Experience: Ten (10) marks per year for experience (after achieving post graduate degree) in design and design review of structures including Bridges, on major Highways. Note the above experience may be inclusive of the experience during the years also marked under General Experience. |
| | 4 | Interview: For evaluating Competence of the Candidate against desired level of Performance in NHA besides pre-assessment of his Integrity and Professionalism, also keeping in view past assignments completed anywhere particularly in design and design review of structures (including Bridges) of Highway Projects, by a Panel of officers headed by the Chairman NHA (subject to subsequent verifications, if required, prior to or after any contract award to the Selectee). |
| | | Total: |
| | | 1000 |
| | * Candidates scoring less than 100 Marks, against SN 3, shall be treated as unfit and disqualified. | |
| | Note: Candidates having total scores of at least 420 out of 600 Marks (i.e. 70%) in SN 1 to 3 above shall be shortlisted for interview. Threshold for clearing the interview is 280 out of 400 Marks (i.e. 70%) in SN 4. | |
| 5.3.1 | The date, time and address of the Financial Proposal opening are: The information will be communicated after evaluation, approval of Technical Proposals and interviews. | |
| 5.3.3 | The weights given to the Technical and Financial Proposals are: Technical: 80% Financial: 20% | |
| 7.2 | Expected Date and location to commence the Assignment: Date: 1st February, 2017 (tentative) Location: Design Section National Highway Authority 28, Mauve Area, G-9/1 Islamabad. | |



TECHNICAL PROPOSAL FORMS

Say No to Corruption



TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sir:

I, the undersigned, offer to provide the consulting services as **Senior Structural Expert** in accordance with your Request for Proposals dated [Insert Date]. I am hereby submitting my Proposal sealed in envelope.

I hereby declare that:

- (a) All the information and statements made in this Proposal are true and I accept that any misinterpretation or misrepresentation contained in this Proposal may lead to my disqualification and I may be sanctioned by the Client.
- (b) I have no conflict of interest in accordance with ITA Clause 1.9.
- (c) I meet the eligibility requirements as stated in Data Sheet Clause 1.8.
- (d) I have not prepared the TOR for this Consultancy Services.
- (e) My Proposal shall be valid up to expiration of the validity period i.e. 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)*.
- (f) My Proposal is binding upon me and subject to any modifications resulting from the Contract negotiations.

I undertake, if my Proposal is accepted and the contract Agreement is signed, to commence and complete the Consultancy Services in accordance with the conditions of contract.

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

I remain,

Yours sincerely,

Signature {In full and initials}: _____

Name of the Candidate: _____

Address: _____

Contact information (phone and e-mail): _____



FORMAT OF CURRICULUM VITAE (CV) FOR THE CANDIDATE

1. Name of Candidate: _____
2. Date of Birth: _____
3. Nationality: _____
4. CNIC Number (**Attach a copy**): _____
5. Email Address: _____
6. Cell Number: _____
7. Name of current employer, if any: _____
8. Procedure for Availability as **Senior Structural Expert**, if selected: _____
9. Membership in Professional Societies: _____
(Membership of PEC is Mandatory - **Attach valid certificate**)
10. Detailed Tasks to be Assigned (TOR): _____

11. Key Qualifications:

[Give an outline of your experience and training most pertinent to the Tasks. Describe degree of responsibility held by you on relevant previous assignments and give dates and locations. Use up to one page].

12. Academic Qualifications: (Education)

[Summarize college / university and other specialized education, giving names of institutions, dates attended and degrees / certificates obtained (**Attach documentary evidences**)].

13. General and Specific Experience: (Employment Record)

[Starting with present position, list in reverse order every employment held. List all positions held by you since graduation, giving dates, names of employing organizations, title of positions held and location of assignments (**Attach documentary evidences**). For experience in last twenty five (25) years, also give types of activities performed and **email of Contact Persons in the employing organizations**, where appropriate to indicate General Experience and Specific Experience in **design and design review of structures** related assignments respectively; specify number of months in any assignment / task performed for precise evaluation, failing which the evaluators shall not be held responsible for any lower scoring)].



14. Languages

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

15. Certification

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

- (i) This CV correctly describes my qualifications and experience etc.
- (ii) I am not a current employee of the Executing or the Implementing Agency.
- (iii) I was not part of the team who wrote the terms of reference for this Consultancy Services.
- (iv) I am not currently debarred by any department / organization / (semi-autonomous / autonomous) bodies or such like institutions in Pakistan.
- (v) I undertake, if my Proposal is accepted and the contract Agreement is signed, to commence and complete the Consultancy Services in accordance with the conditions of contract.

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

Signature of the Candidate

Date: _____
Day / Month / Year

Note: copy or scanned signatures are not allowed



CURRENT COMMITMENTS OF THE CANDIDATE
(List MUST be comprehensive including assignments from clients other than NHA as well)

| Name of assignment | Single or JV | Tasks assigned | Start date of the assignment | Expected date of completion |
|--------------------|--------------|----------------|------------------------------|-----------------------------|
| | | | | |
| | | | | |
| | | | | |

Say No to Corruption



FINANCIAL PROPOSAL FORMS

Say No to Corruption



FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

I, the undersigned, offer to provide the consulting services for **Senior Structural Expert** in accordance with your Request for Proposal dated [Insert Date] and my Technical Proposal.

My attached Financial Proposal is for the amount of {Insert amount in figures and words}, **including all Federal, Provincial and Local taxes (excluding GST) applicable as per law of the land.** {Please note that all amounts shall be the same as in Financial Proposal Form FIN-4}.

My Financial Proposal shall be binding upon me 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*).

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

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

I remain,

Yours sincerely,

Signature {In full and initials}: _____

Name of the Candidate: _____

Address: _____

Contact information (phone and e-mail): _____



ESTIMATED SALARY COSTS / REMUNERATION

| Sr. No. | Position | Name | Staff-Months | Monthly Billing Rate | Total Amount |
|------------------------------|--------------------------------------|------|--------------|----------------------|--------------|
| I. Professional Staff | | | | | |
| 1. | Senior Structural Expert/ Consultant | | 36 | | |
| Sub-Total: | | | | | |

Note:

1. Above remuneration includes, in addition to basic salary, House hiring, all type of leaves, Utilities allowance, Communication charges (including mobile and landline telephone at residence) and medical allowances.
2. Above remuneration accounts for the professional liability as provided under the Pakistan Engineering Council (Conduct and Practice of Consulting Engineers) Bye-laws, 1986 (updated till 23-04-2013) and requirement of insurances specified in the Data Sheet in accordance with Procurement of Consultancy Services Regulations, 2010 as notified by the Public Procurement Regulatory Authority.
3. Above remuneration rate is inclusive of all applicable Federal, Provincial and Local taxes (excluding General Sales Tax).
4. All amounts quoted must be in Pak. Rupees only.



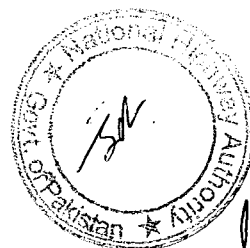
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ESTIMATED SALARY COSTS / REMUNERATION

| Sr. No. | Position | Nos. | Staff-Months | Monthly Billing Rate | Total Amount |
|--------------------------|--------------------------|------|--------------|----------------------|--------------|
| II. Support Staff | | | | | |
| 1. | Junior Engineers | 1 | 36 | | |
| 2. | Trainee Engineers | 2 | 2x36 = 72 | | |
| 3. | Auto CAD Operators | 1 | 36 | | |
| 4. | Office Manager | 1 | 36 | | |
| 5. | Computer Operator/ Clerk | 1 | 36 | | |
| 6. | Peon | 1 | 36 | | |
| 7. | Runner | 1 | 36 | | |
| 8. | Driver | 1 | 36 | | |
| Sub-Total: | | | | | |

Note:

1. Above remuneration includes, in addition to basic salary, House hiring, all type of leaves, Utilities allowance, Communication charges (including mobile and landline telephone at residence) and medical allowances.
2. Above remuneration rates are inclusive of all applicable Federal, Provincial and Local taxes (excluding General Sales Tax).
3. The Consultant shall deduct only the applicable taxes from the Monthly Billing Rates to pay the net amounts to the Support Staff.
4. All amounts quoted must be in Pak. Rupees only.



[Handwritten signature]

DIRECT (NON-SALARY) COSTS

| Sr. No. | Nomenclature | Unit | Qty | Unit Price | Total Amount |
|--------------|---|-----------|-----|------------|--|
| 1. | Transportation Charges (Vehicle Rental Charges including POL & Maintenance) | Veh-Month | 36 | 80,000 | 2,880,000/- |
| 2. | Stationery including toners (on actual but maximum) – Provisional sum | P.S | - | - | 195,000/- |
| 3. | TA/DA | P.S | - | - | 350,000/- per annum =1,050,000/- |
| Total | | | | | 4,125,000/- |

Note:

- As per Annexure-I the Client will provide a dedicated 1600 CC vehicle with POL and necessary maintenance and driver. In case of non-provision, Senior Structural Expert shall be paid a sum of amount given against S.No.1 in Form FIN-3 per month and salary of driver against S.No.8 in Form FIN-2 page-2 of 2 for the respective years.
- For expenditures incurred by the Senior Structural Expert on stationary items and travelling by air or own transport for out-of-station visits, the Consultant shall be entitled for reimbursement by NHA against the production of original bills/vouchers/receipts/tickets in the subsequent monthly invoice from the Provisional Sum.
- All amounts are in Pak. Rupees only.
- Miscellaneous Costs (for Out-Station Visits)**

For out-of-station visits throughout Pakistan as and when ordered by the Client, the Senior Structural Expert shall be entitled to the following fixed payments/reimbursements by the NHA from Provisional Sum, without production and submission of any bills to Accounts Section, except for the original air ticket and fare receipts:-

- Daily Allowance Rs.7500/- per day
- For Traveling Allowance by Air the Senior Structural Expert is entitled for air ticket fare and taxi fare from airport to destination.
- TA/DA for assignment abroad shall be as per the prevailing government rules payable separately to the Senior Structural Expert.
- For traveling by road (if NHA does not provide vehicle mentioned in Note at Sr. No.1 above), Rs.15/Km + toll tax on actual or @ one (01) liter petrol/diesel per 10 km (from Provisional Sum above).
- In case, if traveling is to be done by road, then suitable vehicle along with POL and driver for site visit shall be provided by the NHA Administration Wing, after obtaining approval of the General Manager (Design). If the vehicle detailed with the expert is used for site visits POL charges to be reimbursed (as per actual) on production of receipts.



SUMMARY OF COST OF THE CONSULTANT

| Sr. No. | Description | Amount (Pak Rs.) |
|---------|----------------------------|--------------------|
| 1. | Salary Cost / Remuneration | Professional Staff |
| | | Support Staff |
| 2. | Direct (Non-Salary) Cost | 4,125,000/- |
| 3. | Contingencies | 5,184,000/- |
| | Grand Total: | |

Note:

1. The dues and salaries of Support Staff for the month, for which the Consultant has been paid by NHA, shall be paid by the Consultant positively within three days of receiving the payment. In case of failure to do so the Client shall intervene and pay these dues and salaries of the concerned staff member(s) and recover from the next month's invoice of the Consultant at actual charges paid plus 1% of the amount. This will account for adversely in making assessment of the Consultant for future assignments of National Highway Authority.
2. The grand total is inclusive of all the applicable Federal, Provincial and Local taxes (excluding General Sales Tax).



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APPENDIX A
TERMS OF REFERENCE
(TOR)



SCOPE OF SERVICES/TERMS OF REFERENCE

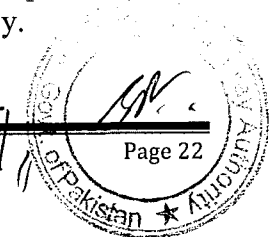
The Senior Structural Expert will work in the Planning Wing of NHA under the instructions of General Manager (Design) hereinafter referred to as the "Reporting Officer (RO)".

The Job description / duties of Senior Structural Expert / Consultant are as follows:

1. Design of highway structures of the small projects of National Highway Authority or as and when required by the department
2. Assessment of damaged/deteriorated highway structures and provide the design, drawings and technical specifications for their repair/rehabilitation/reconstruction when requested by the department.
3. Widening /increasing the load carrying capacity of the existing highway structures and provide the design, drawings and technical specifications for the same upon assignment.
4. Review of the reports i.e. Feasibility Study Reports, Geotechnical Reports and any other report(s) as provided by NHA Design Section regarding structures of NHA projects to provide with valuable recommendations/comments and expert opinion etc.
5. Review of the Designs submitted by the Consultants of the structures of highway Projects of NHA.
6. Advice/Guide the Design Team or NHA regarding any technical issues pertaining to the structures of highway projects.
7. In house capacity building of Design Section Officers by providing proper guidance and training. This shall be treated as the Key Performance Indicator.

METHODOLOGY:

1. Consultant(s) will work under the direct instructions of General Manager (Design)-NHA as nominated by the Member (Planning) - NHA.
2. All the Design and Design review responsibility shall lie with the Consultant and therefore the Consultant (s) shall be registered as a Consulting Firm with PEC and has sound experience of almost 20 years in design of Highway Structures including Reinforced Slab Bridges, Beam Slab Bridges, Arch Bridges, Box Girder Bridges, Balanced Cantilever, etc but not limited to.
3. Ensure compliance with the applicable rules for designing of highway structures in Pakistan and help Design Section in establishing the design guidelines.
4. To provide expert opinion on any matter as demanded by National Highway Authority relating to the structures of the projects.
5. To advice/guide the Design Section or NHA regarding the matters pertaining to the structures of the highway projects of NHA.
6. Assist/advice/guide, the Design Section (Planning Wing) NHA in resolving the issues of the Project Authorities by arranging site visits with the prior approval of General Manager (Design), and liaison with them for provision of information, advice and other matters.
7. The Consultant has to arrange the site visits to verify the site conditions prior to the submission of in-house designs and incorporate/update the design(s) accordingly.



8. The Consultant has to arrange the site visits of ongoing/completed projects to examine the structural works as and when requested by General Manager (Design).
9. Two (2) Officers from NHA Design Section under the instructions of GM (Design) shall be attached to the Consultant.

Note:

- (i) *For the purpose of this contract, highway structures include (but not limited to) tunnels, bridges, flyovers, culverts, underpasses, causeways, retaining walls, river training and protection work.*
- (ii) *The Consultant will work under the direct instructions of General Manager (Design)-NHA as nominated by the Member (Planning) - NHA. He / she shall establish his office in the premises provided by NHA, subject to availability.*

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Facilities and Equipment to be provided by the Client

The Client shall provide the following facilities to the Expert/Consultant:

1. Provision of office accommodation with furnishing and services.
2. Four (04) desktop computers (of value of min. Rs.120,000/ set), two (02) Laptops (of value of min. Rs.150,000/ set), one A-3 color printer, one A-4 printer, one fax machine, two (02) telephone sets, internet facility with required maintenance.
3. Provision/ purchase of relevant structures/ bridge design software's.
4. Provision of dedicated 1600 cc vehicle with POL, necessary maintenance and driver. In case of non-provision, Senior Structural Expert shall be paid a sum of Rs.80,000/- per month and salary of driver for the respective years.
5. Provision of pick & drop facility to the support staff of Senior Structural Expert by NHA bus conveyance as available to other NHA employees.
6. Full utilization of NHA library.

Counterpart Staff to be provided by the Client

The Client shall provide the following Counterpart Staff to the Senior Structural Expert/Consultant:

- As recommended by General Manager (Design).



Qualification and Experience of Support Staff

The Qualification and Experience detail of Support Staff associated with the Senior Structural Expert is given below:

1. **Junior Engineer:**
Min B.Sc./M.Sc. (Civil Engineering) with minimum three (03) years of experience.
2. **Trainee Engineer:**
Fresh graduate Civil Engineer.
3. **Auto CAD Operators:**
Min Diploma DAE Civil with min five (05) years' experience or Bachelors/ AutoCAD Certification with minimum two (02) years of experience.
4. **Office Assistant/Manager:**
Min. BA/Bachelors or equivalent.
5. **Computer Operator:**
Min. B.Sc. with diploma/ certification in Computer Software with three (03) years' experience.

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Handwritten initials or signature.