



PAKISTAN
INSTITUTE OF
FASHION AND
DESIGN
LAHORE - PAKISTAN

TENDER DOCUMENTS

HIRING OF CONSULTANCY SERVICES FOR RESIDENT
SUPERVISION OF CONSTRUCTION OF GIRLS HOSTEL PIFD

TENDER FEE: Rs. 2,000/-

TENDER No: PFID/TENDER/2024-25/042

Procurement Office, Pakistan Institute of Fashion and Design, 51-J/III, Johar Town, Lahore

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PAKISTAN
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Chartered by the Government of Pakistan

TENDER NOTICE

Pakistan Institute of Fashion & Design (PIFD) Lahore, invites sealed written proposals in accordance with the Public Procurement Rules-2004 36 (b) based upon single stage two envelope bidding procedure from the interested firms registered with Pakistan Engineering Council (PEC) for past 10 years and should have completed at least two projects of 50,000 sqft. Covered Area or above in the past five (05) years for the consultancy services for the resident supervision of construction of girls hostel. The Operative Rule / Regulations for the instant procurement shall be PPRA Rules 2004 amended up to date. Interested bidders must submit their proposals as per PPRA rules and regulations for the tender

HIRING OF CONSULTANCY SERVICES FOR RESIDENT SUPERVISION OF CONSTRUCTION OF GIRLS HOSTEL PIFD (PIFD/TENDER/2024-25/042)

- Bids must be submitted in two separate envelopes, clearly labeled as "Technical Proposal" and "Financial Proposal."
- Tender documents can be purchased by submitting a written request for Rs. 2,000 (non-refundable) from the Treasurer's Office at the address below, during office hours (9:00 AM to 4:00 PM), excluding Saturdays and Sundays.
- Bidders are required to submit their bids online through the EPADS (e-Pak Acquisition & Disposal System) at <https://eprocure.gov.pk>. Additionally, a hard copy prepared according to the instructions in the bidding documents must be submitted to the address below by **February 4th, 2025, at 11:00 AM**. Late submissions will be rejected.
- Bids will be opened on the same day at 11:30 AM. Initially, only the technical proposals will be opened; the financial proposals of technically qualified firms will be opened in a second stage.
- Late submissions will not be considered.
- In the event of a holiday, the tender proceedings will be conducted on the next working day.
- Companies that are blacklisted or involved in litigation with PIFD will not be considered.
- This advertisement is available on the PPRA website www.ppra.org.pk and the PIFD website www.pifd.edu.pk.
- PIFD reserves the right to reject any or all bids under PPRA rules.

**SECRETARY TO TENDER COMMITTEE
PAKISTAN INSTITUTE OF FASHION AND DESIGN (PIFD)
51 J/III BLOCK, JOHAR TOWN, LAHORE
Tel: +92 42 99232951 - 57**

INVITATION TO THE BID

Pakistan Institute of Fashion and Design (PIFD) is a federally chartered Public Sector degree awarding institute. The Ministry of Federal Education & Professional Training is the administrative Ministry of PIFD, Lahore. Pakistan Institute of Fashion and Design (PIFD), Lahore invites sealed Bids from interested firms registered with Pakistan Engineering Council (PEC) for past 10 years for the tender "**HIRING OF CONSULTANCY SERVICES FOR RESIDENT SUPERVISION OF CONSTRUCTION OF GIRLS HOSTEL PIFD**" Bidding Procedure in terms of rule no. 36 (b) of the Public Procurement Rules 2004 (PPRA Rules 2004):.

Interested firm should have a specific and proven competence and experience of at least 10 years in design and consultancy supervision of Multi Storey Buildings and should have completed at least two projects of 50,000 sqft. Covered Area or above in the past five (05) years.

Tender Documents will be available after the publishing of this Notice (Rule No. 23(1) of PPRA 2004). Interested bidders may obtain Tender/Bid Documents containing detailed terms & conditions, procedure for submission of Bid, and evaluation criteria PIFD during office hours (Monday to Friday from 9:00 A.M to 4:00 P.M) on the submission of written request & payment of Tender Documents Fee Rs. 1,000/- (non-refundable).

SECTION I - INSTRUCTION TO BIDDERS (ITB)

GENERAL CONDITION

1 INSTRUCTION FOR SUBMITTING THE BIDS:

- 1.1 In connection with the "Invitation to the Bid", the Procuring Agency, as defined in Section-III (Bid Data Sheet abbreviated as BDS), issues this set of Tender Documents (TD) to prospective Bidders (also hereinafter referred as Bidders), interested in submitting Bids to determine the capacity and capability of the Bidder(s) for Services incidental thereto as specified in Section IV (Scope of Work).
- 1.2 Procurement shall be made under Public Procurement Rules (PPRA) 2004.
- 1.3 It will be clearly understood that the Terms & Conditions mentioned in this document are intended to be strictly enforced.
- 1.4 Bidders must ensure that they submit all the required documents indicated in the Tender / Bid Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.
- 1.5 Bidder should quote price in Pak Rupees only and payments shall also be made in Pakistan Rupees only.
- 1.6 The validity period of the bids shall be 90 days.
- 1.7 As per Rule No. 36(b), the Single Stage Two Envelopes procedure shall be followed.

- 1.8 The Bidders are required to submit their bids in hard copy and also online on EPADS (e-Pak Acquisition & Disposal System) <https://eprocure.gov.pk> without failure otherwise the bid shall be rejected.
- 1.9 Last date for submission as mentioned in Bid Data Sheet. In case of a holiday on the date of opening the Bid, the Bid will be opened on the next working day.

CONTENTS OF THE TENDER DOCUMENTS

2 SECTIONS OF TENDER DOCUMENTS

2.1 This set of Tender Documents consists of sections indicated below, which should be read in conjunction with any Addendum issued in accordance with ITB 3.

- **SECTION I - INSTRUCTIONS TO BIDDER (ITB)**
- **SECTION II - QUALIFICATION CRITERIA AND REQUIREMENTS**
- **SECTION III - BID DATA SHEET (BDS)**
- **SECTION IV - SCOPE OF WORK AND TERMS & CONDITIONS**
- **SECTION V - APPLICATION FORMS**

2.2 The Bidders is expected to examine all instructions, forms, and terms in the Tender Documents and to furnish with its Bid all information or documentation as is required by the Tender Documents.

3 AMENDMENT OF TENDER DOCUMENTS

- 3.1 At any time prior to the deadline for submission of Bids, the Procuring Agency may amend the Tender Documents by issuing an Addendum.
- 3.2 Any Addendum issued shall be part of the Tender Document and shall be communicated in print media and PPRA website. The Procuring Agency shall promptly publish the Addendum on the PPRA's web page and in the newspaper as identified in the Bid Data Sheet:
- 3.3 Provided that a Bidder who had either already submitted their Bids or handed over the Bids to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed Bids and submit the revised Bids prior to the original or extended Bid submission deadline.
- 3.4 To give Bidders reasonable time to take an Addendum into account in preparing their Bids, the Procuring Agency may at its discretion, extend the deadline for the submission of Bids in accordance with ITB 7. Provided that the Procuring Agency shall extend the deadline for submission of Bids if such an addendum is issued within the last three (03) days of the Bids submission deadline.

PREPARATION OF BIDS

4 COST OF PREPARATION OF BID

- 4.1** The Bidder shall bear all costs associated with the preparation and submission of its Bids. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
- 4.2** The Bids as well as all correspondence and documents relating to the Bids exchanged by the Bidder and the Procuring Agency, shall be written in the language specified in the Bid Data Sheet.
- 4.3** Supporting documents and printed literature that are part of the Bid may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.

5 BID PREPARATION AND SUBMISSION

- 5.1** The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Documents, Brochures, Literature, etc. which shall be completely filled in, stamped, and signed by the Tenderer or his Authorized Representative. In the case of copies, photocopies may be attested.
- 5.2** The Bids/Tenders should be submitted in two parts (A) Technical Proposal and (B) Financial Proposal. The Technical Proposal and Financial Proposal shall be submitted in separate envelopes.

A. TECHNICAL PROPOSAL

- The Technical Proposal will enable the Tender Committee to evaluate whether the bidder is technically competent and capable of executing the order and whether the specifications offered by the bidder meet the ones given in the Tender/Bid Documents. Only those bids that qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical stage will not be opened.
- The Technical Bid Form (Annexure-F) as given in the Tender Document shall be filled, signed, and stamped on all pages. The Tender Committee will not be responsible for the errors committed in the bids by the bidders.
- **DETAIL OF DOCUMENTS TO BE FURNISHED WITH TECHNICAL PROPOSAL [ENVELOPE A]:**
 - i) **The Bidder must provide the following mandatory documents:-**
 - Bid Security of the amount mentioned under the heading "BID SECURITY" in the form of CDR.
 - Bid Submission Form (**Annex 'A'**) on Firm's Letterhead.

- Price Reasonability Certificate (**Annex "B"**) on Firm's Letterhead.
- Affidavit (**Annex 'C'**) on the Stamp Paper.
- Declaration Form (**Annex 'D'**) on Firm's Letterhead.
- Technical Bid Form (**Annex 'F'**) on Firm's Letterhead.
- Certificate of non-Litigation with PIFD or any other organization.
- Copy of PEC Registration Certificate
- Income Tax Registration Certificate.
- PRA Registration Certificate.
- Income Tax Return of Last three Years.
- Document showing the status as Active Tax Payer (Income Tax and PRA)
- Cash receipt (original or photocopy) for the purchase of the Tender Documents.
- Business Registration Category Certificate i-e Sole proprietor (Copy of CNIC), Partnership, Pvt. Limited, Public Limited, etc.
- Tender Document duly signed and stamped on each page by the Bidder.

B. FINANCIAL PROPOSAL

- The Financial Proposal of the bidder shall include the price break up of taxes/duties in the prescribed format (**Annexure-'E'**). All taxes/duties as applicable shall be the responsibility of the bidders.
- The cost quoted by the bidder shall be kept firm and unchanged for a period specified in the Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of the Contract including during the period of extension of time if any.
- The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.
- The Financial Bid is liable for rejection if the Financial Proposal contains a conditional offer.
- **Details To Be Furnished With Financial Proposal [Envelope B]**
 - Financial Proposal/Price Schedule form duly filled, signed, and stamped by the Bidder (**Annex 'E'**).

C. SEALING THE BID

The Proposal [**Envelop A and Envelop B**] shall be placed in an envelope and sealed appropriately. The cover shall be marked as "PROPOSAL FOR - TENDER REFERENCE, the "FROM" address and the "TO" address shall be written on the sealed envelope without fail otherwise the Proposal is liable for rejection

D. BID SUBMISSION ADDRESS

The Bid should be addressed and submitted to the Secretary, Tender Committee, Pakistan Institute of Fashion and Design,

51-J/III, Johar Town, Lahore, during office hours on working days. Bids submitted after the due date and time or unsealed or incomplete or submitted by fax or email will be summarily rejected

6 BID SECURITY/EARNEST MONEY

- 6.1 Bidder will submit Bid Security/Earnest Money **Rs.290,000/-** drawn in the name of "**Pakistan Institute of Fashion and Design, Lahore**". The Bid Security will be in the form of CDR.
- 6.2 Cheque or cross-cheque shall not be accepted at all.
- 6.3 The bid not accompanied by Bid Security/Earnest Money shall be rejected without any right of appeal.
- 6.4 The Bid Security may be forfeited if a Bidder:-
- 6.5 Refuses to accept the Letter of Acceptance of the Bid; or
- 6.6 Fails to furnish Performance Security.
- 6.7 In case the offer is withdrawn, amended, or revised by the bidder during the validity period of the offer, the earnest money is liable to be forfeited.

7 DEADLINE FOR SUBMISSION OF BIDS

- 7.1 Bidders may either submit their Bids by hand. Bids shall be received by the Procuring Agency at the address and no later than the deadline indicated in the Bid Data Sheet.
- 7.2 If required in accordance with the provisions of ITB 3.4, the Procuring Agency will extend the deadline for the submission of Bids, in which case all rights and obligations of the Procuring Agency and the Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended.
- 7.3 The deadline will be extended in the same manner as that of the original Invitation for Bids (or the advertisement).

8 LATE BIDS

- 8.1 The Procuring Agency reserves the right to accept Bids received after the time for submission of Bids, however subject to the condition that the same is received within the date specified as the last date for submission of Bids but before the time for opening of the Bids.

9 REJECTION OF THE BID

- 9.1 The Purchaser shall have the right, at his exclusive discretion, to increase/decrease the quantity of any or all item(s), under PPRA Rules 2004 without any change in unit prices or other terms and conditions, The Tender Committee may reject all tender(s), cancel/ annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final
- 9.2 **No offer shall be considered if:**
 - a) Received after the time and date fixed for its receipt.

- b) The tender is un-signed.
- c) The offer is ambiguous or the offer is conditional.
- d) The offer is from the firms that are blacklisted/suspended by any Government Department.
- e) The offer is received by email.
- f) Offer is received with shorter validity than required in the tender.
- g) The offer is for items that do not conform to the specifications.
- h) The firm is not registered with the Inland Revenue Department or Punjab Revenue Authority.
- i) A cash receipt (original or photocopy) for the purchase of the Tender is not attached to the offer.
- j) Bidder failed to submit the bid online on EPADS
- k) The bidder is not an active taxpayer (Income Tax, Sales Tax / PRA)

10 OPENING OF BIDS

- 10.1 The Procuring Agency shall open all Bids at the date, time, and place specified in the Bid Data Sheet. Late Bids shall be treated in accordance with ITB 8.1.
- 10.2 The Procuring Agency shall prepare a record of the opening of Bids to include, as a minimum, the name of the Bidders.

PROCEDURES FOR EVALUATION OF BIDS

11 CLARIFICATION OF BIDS

- 11.1 To assist in the evaluation of Bids, the Procuring Agency may ask any Bidder for a clarification (including missing documents) of its Bid, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Bidder shall be in writing.
- 11.2 If any Bid does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Bid shall be evaluated based on the information and documents available at the time of evaluation of the Bid.

12 RESPONSIVENESS OF BIDS

- 12.1 The Procuring Agency may reject any Bid that is not responsive to the requirements of the Tender Documents. In case the information furnished by the Bidder is incomplete or otherwise requires clarification as per ITB 11, and the Bidder fails to provide satisfactory clarification and/or missing information within the prescribed time, it may result in disqualification of the Bidder.

13 PROCURING AGENCY'S RIGHT TO ACCEPT OR REJECT BIDS

- 13.1 The Procuring Agency reserves the right to accept or reject all the Bids, and to annul the Bidding process at any time, without thereby incurring any liability to the Bidders.

SECTION-II - QUALIFICATION CRITERIA AND REQUIREMENTS

14 ELIGIBILITY/QUALIFICATION/EVALUATION CRITERIA

The method for selection of consultant as per Procurement of Consultancy Services Regulations, 2010 PPRA, Clause 3 (B) i & ii is:

Quality & Cost based Selection Method

- I. Technical Score weightage: 70%**
- II. Financial Score Weightage: 30%**

14.1 TECHNICAL EVALUATION

The Bidder(s) should meet the Eligibility/Qualification Criteria (Annex 'G') to participate in the Bid process and must enclose documentary proof, along with Technical Bid, for fulfilling the Criteria:-

14.2 FINANCIAL EVALUATION

- I.** Technically qualified / successful bidder(s)/Tenderer(s) shall be called for the opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the PIFD accordingly. The technically Eligible/Successful Bidder(s)/ Tenderer(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.
- II.** Financial Proposal evaluation will be conducted under the Public Procurement Rules, 2004. The Price evaluation will include all duties, taxes, expenses, etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.

15 ANNOUNCEMENT OF EVALUATION REPORT

- 15.1** The Procuring Agency shall publish the Final Evaluation Report at least 15 days before the award of the Contract.

16 LETTER OF INTENT

- 16.1** After acceptance of the Bids by the Tender Committee, a Letter of Acceptance (LOI) will be issued only to the successful Bidder.

17 PAYMENT OF PERFORMANCE GUARANTEE (PG)

- 17.1** The Successful Bidder(s) will be required to remit the Performance Guarantee equivalent to **10%** of the value of the contract price within the 15 working days after award of contract. The PG should be paid by way of a Call Deposit Receipt (CDR), Demand Draft, or Bank Guarantee drawn in favor of "Pakistan Institute of Fashion and Design Lahore" as an unconditional Guarantee.
- 17.2** The Bid Security will be forfeited if the successful Bidder withdraws the Bid during the period of Bid validity specified

in the Tender/Bid Documents or if the Bidder(s) fails to sign the contract.

18 AWARD OF CONTRACT

18.1 The Tender/Contract will be awarded to the Bidder who meets the Technical Qualification requirements and achieves the highest score according to the criteria specified in Annex 'G'.

19 SIGNING THE CONTRACT

19.1 The Concerned Authority will sign a Contract with the successful bidder who has submitted the Performance Guarantee.

19.2 The Procuring Agency may ask the successful bidder to provide the stamp paper for issuance of the work order or signing of the contract agreement.

20 DURATION OF THE CONTRACT

20.1 The duration of the Contract will be of 24 Months or till the completion of the project (whichever the case may be).

20.2 The Contract can be extended on Same Parameters and Terms & Conditions agreed at the time of signing of the contract.

21 PAYMENT

21.1 The contract shall include a maximum amount of total payments to be made to the consultants.

21.2 The payments should be processed on the basis of the Attendance Sheets maintained and submitted by the Project Management Unit (PMU) of the Girls Hostel Project on monthly basis.

21.3 No advance payments shall be made to the consultant by the client.

21.4 One (01) month payment will be deducted in case of non-availability of supervisory staff / inadequate staff.

21.5 All payments shall be made through crossed cheques in local currency

21.6 The rates for staff include salaries, social costs, visits, expenditures, overheads, fees and where appropriate, special allowances, all inclusive.

22 TAXES

22.1 Rates quoted should be inclusive of all applicable taxes.

22.2 PIFD will deduct taxes at source, as per prevailing rules/regulations of the Government.

22.3 In case supplies/services or part thereof are exempt from levy of tax, the bidder shall provide an exemption certificate (SRO) to this effect, otherwise taxes will be deducted.

23 BID VALIDITY

Offer will remain valid for **90 days** from the date of opening of tender. In case of acceptance of the offer within the validity period, the bidder is bound to supply/serve at the quoted rates and on the terms of the tender, failing which bid money will be forfeited.

24 RELEASE OF PERFORMANCE GUARANTEE (PG)

24.1 The Performance Guarantee (PG) will be released/refunded to the Successful Bidder(s) after completion of delivery Services. However, where the warranted items are provided the PG will be released/refunded on the completion of the warranty period.

25 DISPUTE RESOLUTION

25.1 In case of any dispute arising between the Bidder and PIDF, the same shall be referred to the sole arbitrator, the Vice Chancellor of PIFD, who shall give the award within 15 days of proceedings. Reference to arbitration shall be a condition precedent for any other action under the law. A specimen of the affidavit is enclosed as Annexure 'C'

26 CONSTITUTION OF GRIEVANCE REDRESSAL

26.1 Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of the Procurement Evaluation Committee. The committee will have one subject specialist depending on the nature of the procurement.

26.2 Any party or Bidder can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Tender / Bid Documents found contrary to the provision of the Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the Bid / proposal submission deadline.

26.3 Any party or Bidder can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Tender/Bid Documents found contrary to the provision of the Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the Bid/proposal submission deadline.

26.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.

26.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on the technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.

26.6 The GRC shall investigate and decide upon the complaint within ten days of its receipt.

26.7 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.

27 FRAUD AND CORRUPTION:

- 27.1** The Procuring Agency requires that the Applicants /Bidders/ Suppliers/ Contractors under Government financed contracts; observe the highest standard of ethics during the procurement and execution of such agreements and contracts.
- 27.2** The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records, and other documents relating to any, Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Contract performance (in the case of award of a Contract), and to have them audited by auditors appointed by the Procuring Agency.
- 27.3** Any communications between the Bidders and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide a record of the content of the communication.
- 27.4** Procuring Agency will reject a bid or proposal if it is established that the Bidders or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.
- 27.5** Procuring Agency will also declare the Bidders as blacklisted in accordance with Public Procurement Rule (PPRA) 19 and predefined standard mechanism.

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SECTION III- BID DATA SHEET (BDS)

1. GENERAL	
1.1	TENDER NUMBER: PIFD/TENDER/2023-2024/042 THE PROCURING AGENCY: Pakistan Institute of Fashion and Design (PIFD) 51-J-III, Johar Town Lahore THE LIST OF CONTRACT FOR SERVICES: Hiring of Consultancy Services for Resident Supervision of Construction of Girls Hostel PIFD
2. CONTENTS OF THE TENDER DOCUMENT	
2.1	FOR CLARIFICATION PURPOSES CONTACT THE PERSON Attention: Mr. Muhammad Saaim Tanvir, Electrical Engineer Pakistan Institute of Fashion and Design 51-J/III, Johar Town Lahore
2.2	WEB PAGES: Procuring Agency: www.pifd.edu.pk Authority: www.ppra.org.pk , EPADS: https://eprocure.gov.pk
2.3	PRE-BID MEETING: Not Required
2.4	LANGUAGE OF BID: English
3. SUBMISSION OF BIDS	
3.1	THE DEADLINE FOR BID SUBMISSION: Date: February 04 th , 2025 Time: 11:00 am, THE PROCURING AGENCY'S ADDRESS: Procurement Department, Pakistan Institute of Fashion and Design 51-J-III, Johar Town, Lahore ELECTRONIC SUBMISSION: <ul style="list-style-type: none">• Bidders shall not have the option of submitting their Bids electronically through E-mail /Fax• The Bidders are required to submit their bids online on EPADS (e-Pak Acquisition & Disposal System) https://eprocure.gov.pk without failure otherwise bid will be rejected.
3.2	THE OPENING OF THE TECHNICAL BIDS Date: Same day at 11:30 am
4.	BID SECURITY / EARNEST MONEY: Rs.290,000 in the form of CDR drawn in favour of Pakistan Institute of Fashion and Design
5.	PERFORMANCE SECURITY 10% of the Total Tender amount in the form of CDR/Bank Guarantee

SECTION IV – SCOPE OF SERVICES AND TERMS & CONDITIONS

In order to ensure an effective and best quality of Construction Works of "Girls Hostel Pakistan Institute of Fashion and Design", PIFD intends to hire services of Resident Supervisory Consultant for complete supervision of the aforesaid project.

1 OBJECTIVES :

- 1.1 The Pakistan Institute of Fashion and Design (PIFD) intends to hire the services of engineering consultant firm for resident supervision of the construction of above mentioned project. The Consultants will help the client to ensure the quality and quantity control as per agreed standard / specifications.
- 1.2 Resident Supervision shall be provided for all activities throughout the construction period without break through qualified and experienced supervisory staff that shall perform their duties with due diligence and efficiency.

2 SCOPE OF SERVICE , DUTIES AND RESPONSIBILITIES OF THE CONSULTANT :

- 2.1 The Consultant shall set up a Site Office and cover all associated operational and running expenses using their own resources. PIFD shall bear no responsibility or liability for these expenses.
- 2.2 The Consultant shall be responsible for finalizing the Bill of Quantities (BOQs) already developed and drafting the Tender Documents in coordination with Project Management Unit (PMU) of the Project as per PPRA rules and PEC by-laws.
- 2.3 The Consultant shall make changes / amend design and drawings by keeping in view the site, if necessary in consultation with the Client/PMU.
- 2.4 The Consultant shall be responsible for issuance of construction drawings, checking of the layout of structures.
- 2.5 Study and review the physical verification of the site for assessing the works pertaining to external development.
- 2.6 Conduct necessary tests to follow the design parameters.
- 2.7 Notice to commence works will be issued by the consultant in consultation with the Client/PMU.
- 2.8 Approval of construction work schedule and its monitoring using a construction management/monitoring software i.e. Primavera.
- 2.9 Approval of construction materials to be used for the project.
- 2.10 Measurements will be recorded jointly with the contractor and duly signed & stamped be submitted to PMU in Hard & Soft Copy.
- 2.11 Maintain daily progress reports and submitted to PMU on fortnightly basis.
- 2.12 Maintain a record of correspondence between the client, consultants, and contractors, etc.
- 2.13 Check requests will be submitted by the contractor before execution of any activity and will be approved/disapproved by the consultant on the basis of the quality of work performed by the contractor.
- 2.14 To guide the contractor in maintaining safety measures & care of works as per by-laws of Health & Safety approved by the Government.
- 2.15 To carry out all such works as may be necessary in the opinion of the Consultant to avoid or to reduce the risk in case of an emergency affecting the safety of life or of the works or of

adjoining property in consultation with client / PMU after client's approval.

- 2.16 Arrange progress review meetings with the client and contractors on monthly basis.
- 2.17 Examine and attend to the measurement of any work which is about to be covered or put out of view before permanent work is placed thereon and examine and attend to the measurement of the completed works in the prescribed form.
- 2.18 Issuance of necessary notices to the contractor during the construction period under intimation to PMU.
- 2.19 Inspection of completed works as and when required by the client / PMU during the defect liability period and issuing defects liability certificate.
- 2.20 Processing of contractor's possible claims of the construction contracts in accordance with the bidding documents.
- 2.21 To issue a variation order which has financial implications except in emergency situations as reasonably determined by the Consultant subject to prior approval in writing of the client.
- 2.22 To approve subletting any part of the works subject to prior approval in writing of the client in accordance with the Bidding Documents.
- 2.23 Recommendation of extension of time on the request of the contractor for approval of the client/PMU.
- 2.24 Advise the client/PMU in case of arbitration or litigation regarding construction contracts.
- 2.25 Checking, Verification & Recommendation of contractors' Interim Payment Certificates, escalation bills, claims, and other statements with respect to arithmetical error and compliance with the contract and if required make corrections thereto.
- 2.26 To advise the client on all matters relating to the execution of the contract including providing advice on the processing of the contractor's claims, if any.
- 2.27 Recommendation of liquidated damages against the contractor or other actions which should be taken against the contractor under the construction contract.
- 2.28 To check as-built drawings prepared by the contractor.
- 2.29 To hire/engage the services of Specialized Consultant/Technical Expert in case of Specialized Job / Complex Issue (if required).

3 POST COMPLETION STAGE:

- 3.1 Submission of As-built Drawings / inventories / Project Completion Report / other Project documents and all correspondence made with the contractor/client/other agencies after successful completion of the project.
- 3.2 The Consultant shall visit as and when required by the client/PMU of completed project during defect liability period and arrange its rectification through the contractor.
- 3.3 Processing and recommendation of contractor's security after successful completion of defect liability period.

4 IMPORTANT NOTES:

- 4.1 The Consultants will be accountable and shall indemnify the Client against defects, losses, damages and overpayment (if any) as result of proven faults, errors or omission on the part of the consultants during or after the completion of the work before releasing the security.
- 4.2 If actual cost is less than approved cost then the payment will be made as per actual and if the actual cost is more than approved cost then payment will be made as per approved cost.

SECTION V - APPLICATION FORMS AND ANNEXURES

Annexure 'A'

(On the letterhead of the firm)

Bid Submission Form

Date:-----/-----/2025

Secretary Tender Committee

Procurement Office,
Pakistan Institute of Fashion and Design,
51-J/III, Johar Town, Lahore

SUBJECT: HIRING OF CONSULTANCY SERVICES FOR RESIDENT SUPERVISION OF CONSTRUCTION OF GIRLS HOSTEL PIFD

We, the undersigned, submitting our Bid for the referenced Invitation to Bid and declare that:

- a. **No reservations:** We have examined and have no reservations about the Tender Document, including Addendum(s) No(s), issued in accordance with Instructions to Bidders.
- b. **No conflict of interest:** We have no conflict of interest
- c. **Eligibility:** We meet the eligibility requirements, and we have not been suspended by the PIFD based on the execution of a Bid/Proposal.
- d. **Not bound to accept:** We understand that you may cancel the Bidding process at any time without incurring any liability to the Bidders.
- e. **True and correct:** All information, statements, and descriptions contained in the Bid are in all respects true, correct, and complete to the best of our knowledge and belief.

Name of Authorised Person	
Designation	
Signature & Stamp	
Date	-----/-----/2025

PRICE REASONABILITY CERTIFICATE

1. We hereby confirm to have read carefully all the terms and conditions of your tender enquiry. We agree to abide by all these instructions/ conditions.
2. We also hereby categorically confirm that the services offered by us are exactly according to the particulars and specifications laid down in your tender inquiry in all respects.
3. We accept that if the required Earnest Money is not furnished or our offer is found lacking in any of the requirements of your tender inquiry, it shall not be entertained.
4. We hereby confirm to adhere to the delivery period required in the tender inquiry which would be the essence of the contract and which will be strictly adhered to by us. In case of failure, we agree unconditionally to accept the recovery of liquidated damages as spelled out above.
5. We certify that the prices quoted against this tender are reasonable and not more than the prices charged from any other Agencies in the country and in case of any discrepancy, we hereby undertake to refund the price charged in excess.

Name of Authorised Person	
Designation	
Signature & Stamp	
Date	-----/-----/2025

AFFIDAVIT

FROM:	
TO:	
	Pakistan Institute of Fashion and Design, Lahore (PIFD)
	51 J-III, Johar Town
	Lahore

1. We, M/S _____ having our office at _____ hereby undertake that if any conflict/dispute regarding execution of work arises with PAKISTAN INSTITUTE OF FASHION AND DESIGN, we shall not resort to any court of law. The dispute/difference, if any, shall be settled as per relevant clauses of the tender documents issued by PIFD.
2. We, M/S _____ have never been blacklisted by any organization in Pakistan.

Authorized Signature:-----

NAME OF FIRM	
STAMP:	
COMPLETE ADDRESS	

Dated: -----/-----/2025

Declaration Form

All terms & conditions have been carefully read & understood and are hereby unconditionally accepted. It is declared that:

- 1) I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.
- 2) All the information furnished by me/us herein is correct to the best of my knowledge and belief.
- 3) I/We have no objection if inquiries are made about the work listed by me/us in the accompanying annexure.
- 4) I/We agree that the decision of the Committee in selection will be final and binding to me/us.
- 5) I / We have read the instructions appended to the pro forma and I/We understand that if any false information is found at any stage, the Tender Committee is at liberty to act in a manner it feels deemed fit, which includes, but not limited to, confiscation of Security/Earnest Money AND/OR imposing a bar/restriction from future business with Pakistan Institute of Fashion and Design (PIFD), Lahore AND/OR blacklisting.

TENDER NAME	
NAME OF FIRM	
YEAR OF ESTABLISHMENT	
NAME OF THE OWNER / AUTHORIZED AGENT	
OFFICE ADDRESS	
GST NUMBER	
NTN	
VALID TELEPHONE #	
VALID EMAIL	
SIGNATURE & STAMP	

TENDER FORM / PRICE SCHEDULE**A. SUMMARY OF THE COST**

Name of Bidder / Tenderer	
Mailing Address	
Income Tax Registration #	
PRA Registration #	

Total Cost of the Financial Proposal	
---	--

Total Amount in Words:	
-------------------------------	--

This amount is inclusive of all the applicable taxes. Our Financial Bid/Proposal shall be binding upon us up to the expiration of the validity period of the Bid/Proposal.

Earnest Money /Bid Security Information

Amount of Earnest Money:	
CDR # & Date:	
Name of Issuing Bank:	

TENDER FORM / PRICE SCHEDULE

HIRING OF CONSULTANCY SERVICES FOR RESIDENT SUPERVISION OF CONSTRUCTION OF GIRLS HOSTEL PIFD

B. BREAK DOWN OF COST

Name of Bidder / Tenderer	
Mailing Address	
Income Tax Registration #	
PRA Registration #	

STAFF DESIGNATION	QTY.	DURATION	UNIT RATE	TOTAL AMOUNT
Resident Engineer (Civil)	01 Nos.	24 Months		
Quantity Surveyor	01 Nos.	24 Months		
Site Inspector (Civil)	01 Nos.	24 Months		
Site Inspector (Electrical) Intermittent	01 Nos.	24 Months		
Site Inspector (Mechanical) Intermittent	01 Nos.	24 Months		
Material/Quality Control Inspector	01 Nos.	24 Months		
TOTAL COST OF THE FINANCIAL PROPOSAL				

TOTAL AMOUNT IN WORDS:	
-------------------------------	--

This amount is inclusive of all the applicable taxes. Our Financial Bid/Proposal shall be binding upon us up to the expiration of the validity period of the Bid/Proposal.

Authorized Signatures & Stamp-----

TECHNICAL BID FORM

1	Name of the Company:	
2	Legal Status of the Company:	<input type="checkbox"/> SOLE PROPRIETOR <input type="checkbox"/> PARTNERSHIP/ASSOCIATION OF PERSON <input type="checkbox"/> PRIVATE / PUBLIC LIMITED COMPANY <input type="checkbox"/> PRIVATE PARTNERSHIP FIRM
3	Year of Registration:	
4	NTN Registration Number:	
5	PRA Registration Number:	
6	No. of Years of Experience:	
7	Postal Address of the Company :	
8	Office Telephone Number:	
9	Email of The Company:	
10	Name of Contact Person:	
11	Mobile No:	
12	Email of Contact Person:	

Authorized Sign & Stamp.....

EVALUATION OF PROPOSALS

Technical Score weightage: 70%

Financial Score Weightage: 30%

A. TECHNICAL EVALUATION OF PROPOSALS

100 Marks

S#	CRITERIA DESCRIPTION	MAX MARKS
1	PROJECTS (COMPLETED/IN-HAND) OF 50,000 SQFT. COVERED AREA OR ABOVE OF MULTI STOREY BUILDINGS.	40
	<p>PROJECTS (COMPLETED) OF 50,000 SQFT. COVERED AREA OR ABOVE OF MULTI STOREY BUILDINGS. 30 Marks</p> <p>Up to 2 Projects - 10 Marks</p> <p>From 3 Project - 5 Projects - 20 Marks</p> <p>06 or more than 6 Projects - 30 Marks</p> <p>PROJECTS (IN-HAND) OF 50,000 SQFT. COVERED AREA OR ABOVE OF MULTI STOREY BUILDINGS. 10 Marks</p> <p>Up to 2 Projects - 05 Marks</p> <p>From 3 Project - 5 Projects - 7.5 Marks</p> <p>06 or more Projects - 10 Marks</p>	
2.	EVALUATION OF QUALITY OF CORE TEAM OF THE FIRM & KEY STAFF OF SITE SUPERVISION;	40
	<p>CORE TEAM OF THE FIRM 15 Marks</p> <p>Civil Engineer - 1 Nos. - 03 Marks Bachelor's Degree in Civil Engineering with an overall 20 years of experience in the field of construction.</p> <p>Structural Engineer - 1 Nos. - 02 Marks Master's degree in Structural Engineering with 8 years of experience.</p> <p>Electrical Engineer - 1 Nos. - 02 Marks Bachelor's degree in Electrical Engineering with 8 years of experience.</p> <p>Architect - 1 Nos. - 02 Marks Bachelor's Degree in Architecture or equivalent with 10 years of experience</p> <p>Environmental Engineer - 1 Nos. - 02 Marks Bachelor's degree in environmental sciences with 8 years of experience</p> <p>Social Expert - 1 Nos. - 02 Marks Master's degree in social sciences with 8 years of experience</p> <p>CAD Operator - 1 Nos. - 02 Marks 3 years Diploma of Associate Engineering with 08 years of experience</p> <p>KEY EXPERTS FOR SITE SUPERVISION 25 MARKS</p> <p>Resident Engineer (Civil) - 10 Marks Bachelor's Degree in Civil Engineering with minimum 12 years of experience in the field of construction.</p> <p>Quantity Surveyor - 03 Marks 3 years Diploma of Associate Engineering (Civil) with 8 years of experience</p> <p>Site Inspector (Civil) - 03 Marks 3 years Diploma of Associate Engineering (Civil) with 8 years of experience</p> <p>Site Inspector (Electrical) - 03 Marks</p>	

S#	CRITERIA DESCRIPTION	MAX MARKS
	3 years Diploma of Associate Engineering (Electrical) with 8 years of experience Site Inspector (Mechanical) - 03 Marks 3 years Diploma of Associate Engineering (Mechanical) with 8 years of experience Material / Quality Control Inspector - 03 Marks Bachelor's degree in geological sciences with 5 years of experience / 3 years Diploma of Associate Engineering (Civil) with 8 years of experience	
3	FINANCIAL CAPABILITY OF THE FIRM	10
	If Average Consultancy Turnover of 20 Million or above for last three (05) years - 10 Marks If Average Consultancy Turnover of 15 Million or above for last three (05) years - 7.5 Marks If Average Consultancy Turnover of 10 Million or above for last three (05) years - 05 Marks If Average Consultancy Turnover of 05 Million or above for last three (05) years - 2.5 Marks	
4.	CONSULTANT'S UNDERSTANDING OF ASSIGNMENT & APPROACH / METHODOLOGY	10
	Quality of Approach and Methodology - 05 Marks Work Program and Site Staff Schedule - 05 Marks	

NOTE: It is mandatory for firms to secure 50% marks in each criteria / category mentioned above. The minimum Technical Score "Ts" required to pass is 65 Marks. The firms having technical score below 65 Marks in their technical proposal evaluation shall be disqualified and shall not be considered for financial evaluation.

B. FINANCIAL PROPOSAL EVALUATION CRITERIA 100 Marks

The Consultant Selection Committee shall determine whether the financial proposals are complete and without computational errors. The Lowest Financial Proposal (LFP) amount among the applicants shall be given a financial score (Fs) of 100 marks. The financial scores of the proposals shall be computed as follows:

$$Fs = (100 \times LFP) / SFP$$

(SFP = Financial Proposal's amount under consideration)

Proposals, in the quality cost based selection shall finally be ranked according to their combined technical (Ts) and financial (Fs) scores:

$$\text{Grand Total Score (GTS)} = Ts \times 70\% + Fs \times 30\%$$

Firm obtaining max total score after combining technical & financial scores will be selected for negotiation as per Procurement of Consultancy Services Regulations, 2010 PPRA, Rule 10 and award of work.

TECH FORMS

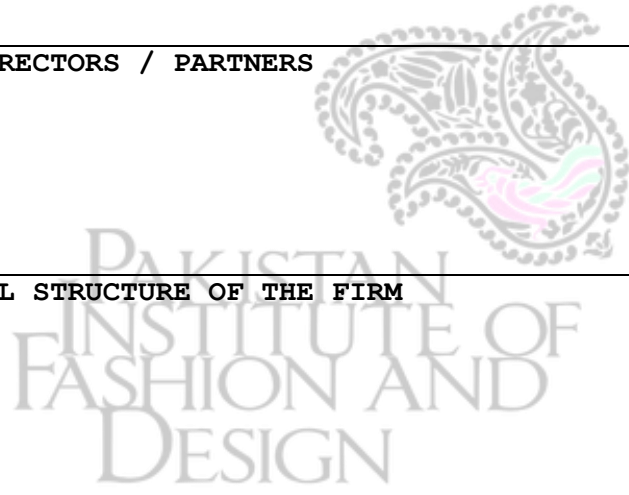
(To be attached with Technical Proposal)

FORM TECH-1 CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - CONSULTANT'S ORGANIZATION

[Provide here a brief (two pages) description of the background and organization of your firm/entity (including organogram) and each associate for this assignment.]

1. FIRM BACKGROUND:
2. CHIEF EXECUTIVE OFFICER:
3. BOARD OF DIRECTORS / PARTNERS
4. DEPARTMENTAL STRUCTURE OF THE FIRM
5. ORGANOGRAM
A-I Whether your Firm is ISO Certified? If so, provide a copy of ISO Certification.



B - CONSULTANT'S EXPERIENCE

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this Assignment. Use maximum 20 pages. Please provide Client's certification and/or evidence of the contract agreement.]

Assignment name:	Cost of the Project
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of staff-months (by your firm) on the assignment:
Start date (month/year): Completion date (month/year):	1. Total Value of the Consultancy Agreement. 2. Value of consultancy services provided by your firm under the agreement (in current PKR or US\$):
Name of associated Consultants, if any:	No. of professional staff-months provided by associated Consultants:
Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director /Coordinator, Team Leader):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment	
<p>1. Firms Name:</p> <p>2. Certificate by the Client / Employer that the work was successfully completed by the consultant.</p>	

**FORM TECH-2 DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN
FOR PERFORMING THE ASSIGNMENT**

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (50 pages, inclusive of charts and diagrams) divided into the following three chapters:

A. TECHNICAL APPROACH AND METHODOLOGY,

B. WORK PLAN, AND

C. ORGANIZATION AND STAFFING,

A. TECHNICAL APPROACH AND METHODOLOGY. In this chapter you should explain your 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 detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

B. WORK PLAN. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form **TECH-8**.

C) ORGANIZATION AND STAFFING. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

FORM TECH-3 TEAM COMPOSITION AND TASK ASSIGNMENTS

PERSONAL STAFF

NAME OF STAFF	CNIC NO	FIRM	AREA OF EXPERTISE	POSITION ASSIGNED	TASK ASSIGNED



FORM TECH-4 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position [only one candidate shall be nominated for each position]:			
2. Name of Firm [Insert name of firm proposing the staff]:			
3. Name of Staff [Insert full name]:			
4. Date of Birth:		Nationality:	
5. CNIC No		or Passport No	
6. Education			
DEGREE	MAJOR/ MINOR	INSTITUTION	DATE (MM/YYYY)
7. Membership of Professional Associations:			
8. Other Training [Indicate significant training since degrees under 6 - Education were obtained]:			
9. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:			
10. Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:			
EMPLOYER	POSITION	FROM (MM/YYYY)	TO (MM/YYYY)
11. Detailed Tasks Assigned			

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]	
Name of assignment/Project & Location:	Cost of Project
Date of Start	Completion Date
1. Actual Time Spent on the Project: _____ in months	
Client:	
Main project features	
Positions held:	
Activities performed	
2. Name of assignment or project	
Year:	-do-
Location:	
Client:	
Main project features:	
Positions held:	
Activities performed:	
3. Name of assignment or project	
Year:	-do-
Location:	
Client:	
Main project features:	
Positions held:	
Activities performed:	
[Unroll the project details group and continue numbering (4, 5, ...) as many times as is required]	
13. Certification: I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.	

[Signature of staff member or authorized representative of the staff]

Date: -----/-----/2025

Full name of authorized representative: _____

PPRA FEE DEPOSIT SLIP - FOR PPRA USE ONLY

IBL ISLAMIC BANKING اسلامی بینکاری		Deposit Slip Customer Copy	
Branch:		Date:	D D M M Y Y Y Y 7 3 0 1 2 0 2 5
Account Title	Public Procurement Regulatory Authority		
IBAN:	PK H A B B 0 0 0 4 5 4 0 0 1 3 1 0 0 7 0 1		
Currency:	<input checked="" type="checkbox"/> PKR <input type="checkbox"/> USD <input type="checkbox"/> EURO <input type="checkbox"/> GBP <input type="checkbox"/> JPY <input type="checkbox"/> Others	Account Type:	<input type="checkbox"/> Current <input type="checkbox"/> Savings
Credit Card No.			
<input type="checkbox"/> CASH			
BANK / BRANCH	CHEQUE/INSTRUMENT NO.	AMOUNT	
Cheque (IBBL)	00006092	= 15,000/-	
	TOTAL AMOUNT	= 15,000/-	
Total Amount in Words:	Fifteen Thousand Only.		
Depositor's Name	M. Jama Siddiqi	Fund Transfer Customer Account	
Contact No.	03214343723	Branch: 5039-IBB EXPO CENTER LAHO	
Depositor's CNIC No.	352028557019-3	From Account: PK36HABB005039XXXXXX851	
Depositor's Account No.		To Account: PK17HABB0004540013100701	
		Amount *****15,000.00 PKR	
		Charges *****.00 Date' 2025-01-13	
		Teller UG66 Time 15.00.59.658000	
Received By:	Depositor's Signature	(As per Terms & Conditions on reverse) (Not official unless validated)	
		25442785	