

GOVERNMENT OF KHYBER PAKHTUNKHWA PAKISTAN



REQUEST FOR PROPOSAL (RFP)

FOR

**“F/S & CONSTRUCTION OF ADDITIONAL OFFICE
BLOCK AT PROVINCIAL ASSEMBLY PESHAWAR”
(ADP# 369/251156) 2025-2026**

EXECUTIVE ENGINEER, MAINTENANCE-I C&W
DEPARTMENT PESHAWAR

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Request for Proposal

Country:	Pakistan
Province:	Khyber Pakhtunkhwa
District:	Peshawar
ADP No.	ADP No.369/251156 (2025-2026)
Project Place:	Peshawar
Project Name:	F/S & Construction of Additional office Block at Provincial Assembly Peshawar.
Title of consulting	Feasibility Study, Master Planning, Architectural Planning & Designing, Structural Design, Preparation of DCE/PC-1 bidding documents and bid evaluation etc.(Mentioned in TOR).
Approved Cost	PKR.10.00 Million

DEFINITIONS:

- a) "Client" means the agency with which the selected Consultant signs the Contract for the Services.
- b) "Consultant" means any entity including a Joint Venture that will provide the Services to the Client under the Contract.
- c) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the Special Conditions (SC) by which the GC may be amended or supplemented, and the Appendices.
- d) "Data Sheet" means such part of the Instructions to Consultants used to reflect specific assignment conditions.
- e) "Day" means calendar day.
- f) "Government" means the government of Khyber Pakhtunkhwa.
- g) "Instructions to Consultants" means the document which provides short listed Consultants with all information needed to prepare their Proposals.
- j) "Joint Venture" means a Consultant which comprises two or more Partners each of whom will be jointly and severally liable to the Client for all the Consultant's obligations under the Contract.
- k) "Personnel" means qualified persons provided by the Consultant and assigned to perform the Services or any part thereof.
- l) "Proposal" means a technical proposal or a financial proposal, or both.
- m) "QBS" means Quality-Based Selection.
- n) "QCBS" means Quality- and Cost-Based Selection.
- o) "RFP" means this Request for Proposal.
- p) "Services" means the work to be performed pursuant to the Contract.
- q) "SSS" means the Single Source Selection.
- r) "Standard Electronic Means" includes facsimile and email transmissions.
- s) "Sub-Consultant" means any person or entity with whom the Consultant associates for performance of any part of the Services and for whom the Consultant is fully responsible.
- t) "Terms of Reference" (TOR) means the document included in the RFP, which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

LETTER OF INVITATION (LOI)

ADP No. 369/251156
Location & Date: Office of Executive Engineer, Maintenance-I
C&W Peshawar.
RFP dated February- 2026
Name & Address of Consultant:

All approved / registered consultancy firms with C&W Department

1. INTRODUCTION

- 1.1 You are hereby invited to submit a technical and a financial proposal for consulting services required for the Assignment named in the attached LOI Data Sheet (referred to as “Data Sheet” hereafter) annexed with this letter. Your proposal could form the basis for future negotiations and ultimately a contract between your firm 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 in the attached TOR.
- 1.3 The Assignment shall be implemented in accordance with the phasing indicated in the Data Sheet. (When the Assignment includes several phases, continuation of services for the next phase shall be subject to satisfactory performance of the previous phase, as determined and directed by the Client).
- 1.4 The Client (Communication & Works Department) has been entrusted the duty to implement the Project as Executing Agency by the (*Administration Department*) and funds for the project phase have been approved and provided in the budget under *PROVINCIAL ADP code 369/251156* for utilization towards the cost of the Assignment, for which Client intends to apply part of the funds to eligible payments under the contract for which this LOI is issued.
- 1.5 To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference if specified in the Data Sheet. Your representative shall meet the officials named in the Data Sheet. Please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.
- 1.6 The Client shall provide the inputs specified in the Data Sheet, assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.7 **Please note that:**
 - i) **The cost of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and**
 - ii) **The Client is not bound to accept any of the proposals submitted.**
 - iii) **In case clause of any para sentence which is mentioned in RFP contradict to government notifications or amendments from time to time, will be considered null and void in the best of government interest.**

- i. **The cost of preparing the proposal and of negotiating the contract, including visit to the client, is not reimbursable is a direct cost of the assignment.**
- ii. **The client is not bound to accept any of the proposals submitted within the deadline.**

1.8 An invitation to submit proposals has been sent to the firms as listed/stated in the Data Sheet.

1.9 We wish to remind you that in order to avoid conflicts of interest:

i) Any firm providing goods, works, or services with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services (other than the Services and any continuation thereof) resulting from or associated with the project of which this Assignment forms a part; and

ii) Any previous or ongoing participation in relation with the project by your firm, its professional staff, its affiliates or associates under a contract may result in rejection of your proposal. You should clarify your situation in that respect with the Client before preparing the proposal.

2. DOCUMENTS

2.1 To prepare a proposal, please use the attached Forms/Documents listed in the Data Sheet.

2.2 Consultants requiring a clarification of the Documents must notify the Client, in writing, **not later than Ten (10) days before the proposal submission date**. Any request for clarification in writing, or by cable, telex or telefax shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond by cable, telex or telefax to such requests and copies of the response shall be sent to all invited Consultants.

2.3 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the Documents by amendment. The amendment shall be sent in writing or by cable, telex or telefax to all invited consulting firms and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3. PREPARATION OF PROPOSAL

3.1 You are requested to submit a technical and a financial proposal. Your proposal shall be written in English language.

Technical Proposal

3.2 In preparing the technical proposal, you are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information shall be at your own risk and result in rejection of your proposal.

3.3 During preparation of the technical proposal, you must give particular attention to the following:

i) If you consider that your firm does not have all the expertise for the

Assignment you may obtain a full range of expertise by associating with other firms or entities. You may also utilize the services of expatriate experts but only to the extent for which the requisite expertise is not available in any Pakistani Firm. You may not associate with the other firms invited for this Assignment unless specified in the Data Sheet.

ii) Subcontracting part of the Assignment to other consultants if considered desirable; the same sub-consultant may be included in several proposals, subject to limitations in the Data Sheet.

iii) The estimated number of key professional staff-months required for the Assignment is stated in the Data Sheet. Your proposal should be based on a number of key professional staff-months substantially in accordance with the above number.

iv) The key professional staff proposed shall be permanent employees of the firm unless otherwise indicated in the Data Sheet.

v) Proposed staff should have experience preferably under conditions similar to those prevailing in the area of the Assignment. The minimum required experience of proposed key staff shall be as listed in the Data Sheet.

vi) No alternative to key professional staff may be proposed, and only one curriculum vitae (CV) may be submitted for each position.

vii) Study reports must be in the English Language. Working knowledge of the national language by the firm's personnel is recommended. The knowledge of the regional language where the Assignment is located will be considered additional qualification.

3.4 Your technical proposal shall provide the following and any additional information, using the formats attached in Appendix 1:

I-From-1 A brief description of the Consultant's organization and an outline of recent Five Years experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff provided, duration, contract amount and firm's involvement.

I-Form-2 A list of projects presently being under taken by the Firm and expertise-wise total number and number of staff deployed on the projects being presently under-taken.

I-Form-3 Consultants' understanding of the objectives of the project, their approach towards the assignment and a description of methodology that the consultants propose to perform on the activities and completion of the assignment.

I-Form-4 Any comments or suggestions on the TOR;
The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR.

- I-Form-5 CVs recently signed by the proposed key professional staff. Key information should include number of years with the firm, and degree of responsibility held in various assignments especially during the last ten (10) years.
 - I-Form-6 A monthly work plan, illustrated with a bar chart of activities and graphics of the critical path method (CPM) or Project Evaluation Review Techniques (PERT) type.
 - I-Form-7 A schedule for compilation and submission of various types of reports as envisaged in Appendix-B of TOR .
 - I-Form-8 A work plan and time schedule for the key personnel also showing the total number of person-months by each key person.
 - I-Form-9 The composition of the proposed staff team, the tasks which would be assigned to each staff members and their positions.
 - 10. If the Data Sheet specifies training as a major component of the Assignment, a detailed description of the proposed methodology, staffing, budget and monitoring.
 - 11. Any additional information as requested in the Data Sheet.
- 3.5 The technical proposal shall not include any financial information. The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR shall be included in the technical proposal.

Financial Proposal

- 3.6 The financial proposal should list the costs associated with the Assignment. These normally cover remuneration for staff in the field and at headquarters, per diem, housing, transportation for mobilization and demobilization, services and equipment (vehicles, office equipment furniture and supplies), printing of documents, surveys and investigations. Your financial proposal should be prepared using the formats attached as Appendix 2 i.e. Form Nos. 1 through 6. Your financial proposal shall clearly state the amount for design phase and supervision phase separately.
- 3.7 The financial proposal shall also take into account the professional liability as provided under the relevant Contract for Engineering Consultancy Services Govt.of Khyber Pakhtunkhwa C&W Deptt: and cost of insurances specified in the Data Sheet.
- 3.8 Costs may be expressed in currency(ies) 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 uploaded on **EPADS** and shall submit in hard form in a separate envelope indicating original or copy, as appropriate. All technical proposals shall be placed in an envelope clearly marked "**Technical Proposal**" and the financial proposals in the one marked

“Financial Proposal”. These two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked, “DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.”

- 4.2 In the event of any discrepancy between the copies of the proposal, the original shall govern. The original and each copy of the technical and financial proposals shall be prepared in indelible ink and shall be signed by the authorized Consultant’s representative. The representative’s authorization shall be confirmed by a written power of attorney duly signed to be accompanying the proposals. All pages of the technical and financial proposals shall be initialed by the person or persons signing the proposal.
- 4.3 The proposal shall contain no interlineation or overwriting except as necessary to correct errors made by the Consultants themselves. Any such corrections shall be initialed by the person or persons signing the proposal.
- 4.4 The completed technical and financial proposals shall be delivered on or before the time and date stated in the Data Sheet.
- 4.5 The proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. During this period, you shall keep available the professional staff proposed for the assignment. The Client shall make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

5. PROPOSAL EVALUATION

- 5.1 A two-envelope procedure shall be adopted in ranking of the proposals. The technical evaluation shall be carried out first, followed by the financial evaluation. Firms shall be ranked using a combined technical/financial score. The departmental consultant selection committee (DCSC) and the procuring entity is to evaluate as per rules.

Technical Proposal

- 5.2 The evaluation committee appointed by the Client shall carry out its evaluation, applying the evaluation criteria and point system specified in the Data Sheet. Each responsive proposal shall be attributed a technical score. Firms scoring less than seventy (70) percent points shall be rejected and their financial proposals returned unopened.

Financial Proposal

For Quality cum Cost Based Selection

- 5.3 The financial proposals of the consulting firms scoring more than 70%, on the basis of evaluation of technical proposals shall be opened in the presence of the representatives of these firms, who shall be invited for the occasion and who care to attend. The Client shall inform the date, time and address for opening of financial

proposals as indicated in the data Sheet. The total cost and major components of each proposal shall be publicly announced to the attending representatives of the firms.

- 5.4 The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal (F_m) among the three shall be given a financial score (S_f) of 100 points. The financial scores of the proposals shall be computed as follows:

$$S_f = \frac{100 \times F_m}{F}$$

(F = amount of specific financial proposal)

- 5.5 Proposals, 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:

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

6. NEGOTIATION

- 6.1 Prior to the expiration of proposal validity, the Client shall notify the successful Consultant that submitted the highest-ranking proposal in writing, by registered letter, cable telex or facsimile and invite it to negotiate the Contract.
- 6.2 Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial a draft contract by the conclusion of negotiations.
- 6.3 Negotiations shall commence with a discussion of your technical proposal. The proposed methodology, work plan, staffing and any suggestions you may have made to improve the TOR. Agreement shall then be reached on the final TOR, the staffing, and the bar charts, which shall indicate activities, staff, periods in the field and in the home office, staff months, logistics and reporting.
- 6.4 Changes agreed upon shall then be reflected in the financial proposal, using proposed unit rates.
- 6.5 Having selected Consultants on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the staff named in the proposal. Prior to contract negotiations, the Client shall require assurances that the staff members will be actually available. The Client shall not consider substitutions of key staff except in cases of un-expected delays in the starting date or incapacity of key professional staff for reasons of health.
- 6.6 The negotiations shall be concluded with a review of the draft form of the contract. The Client and the Consultants shall finalize the contract to conclude negotiations. If negotiations fail, the Client shall invite the Consultants that received the second highest score in ranking to Contract negotiations. The procedure will continue with

the third in case the negotiation process is not successful with the second ranked consultants.

7. AWARD OF CONTRACT

7.1 The contract shall be awarded after successful negotiations with the selected Consultants and approved by the competent authority. Upon successful completion of negotiations/initializing of the draft contract, the Client shall promptly inform the other Consultants through EPAD.

7.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

8. CONFIRMATION OF RECEIPT

8.1 Please inform the Client by telex/facsimile courier or any other means:

- i) that you received the letter of invitation;
- ii) whether you will submit a proposal; and
- iii) if you plan to submit a proposal, when and how you will transmit it.

LETTER OF INVITATION (LOI)

DATA SHEET

LOI Clause

1.1 The name of the Assignment is: Design Vetting and Detailed Construction Supervision of **“F/S Construction of Additional Office Block at Provincial Assembly Peshawar. ADP No.369/251156”**

The name of the Client is: Executive Engineer, Maintenance-I, C&W Department Govt. of Khyber Pakhtunkhwa.

1.2 The description and the objectives of the assignment are; **Details are provided as per attached TOR's.**

1.3 Phasing of the Assignment (if any): **N/A**

1.5 Pre-Proposal Conference: Yes No

Only if written queries communicated to the undersigned at least three days before deadline of submission.

Phone No.: 091-9211373

1.6 The Client shall provide the following inputs: As per Appendix-E of Contract for Engineering Consultancy Services.

2.1 The Documents are: LOI, Data Sheet, Technical & Financial Proposal forms TOR/Background information, Draft Form of Contract, Sample formats / Appendices etc.

2.2 The address for seeking clarification is: ***Office of the Executive Engineer, C&W (Maintenance-I) Division Peshawar.***

2.3 Your Firm / Joint venture/Associations should conform to the requirement circulated vide Secretary C&W Department notification No.SO(B)/II 52/Consultancy/PBC/2020-21/C&WD dated 09-09-2021 as given below:-

“The competent authority has been pleased to de-notify all joint venture (JVs)/Association of consulting firms already enlisted with Communication & Works Department with immediate effect as per decision of minutes of the meeting circulated vide this office letter of even No. dated 01-09-2020, however it will not affect the following: -

- ✓ Consultant's agreement already executed.
- ✓ The works for which RFP has been floated.
- ✓ Technical / Financial evaluation or award of work which is in progress.

Further, consulting firms shall be pre-enlisted with Communication & Works Department as an individual entity and Joint Venture could be made by the enlisted consultant for a specific

project by providing the following details.

- ✓ Joint Venture or association agreement of the parties duly approved by the registrar/ sub registrar of companies. ii. Specifying shares of each party. iii. Name of the lead firm. iv. Brief of description and scope of work for which the association or Joint Venture intends to participate in bidding.
 - ✓ Similarly, the Joint Venture (JV) Consultants may enlist themselves individually (if not registered / enlisted already).”
- (iii) The estimated number of key professional staff months is: Attached as Annexure-A.
- iv) Proposed key staff shall be permanent employees who are employed with the consultants at least six months prior to submission of Proposal.

Yes No

- (v) The minimum required experience of proposed Key staff is as per TOR.

3.4 (10) Training is an important feature of this Assignment:

Yes No

(vi) Additional information in the technical proposal includes: N/A

3.7 Professional liability, insurances (description or reference to appropriate documentation): Covered under clause 3.4 of KPK Contract for Engineering Consultancy Services.

4.1 The number of copies of the Proposal required is: One original and One copies.

4.2 The address for writing on the proposal is :

Office of the Executive Engineer, Maintenance-I C&W Peshawar

Telephone: 091-9211373

4.3 The date and time of proposal _____/_____/2026

4.4 Validity period of the proposal is (days, date): 90 days

The location for submission of proposals is:

Office of Executive Engineer, Maintenance-I C&W Peshawar

5 The location for submission of proposals is: **Executive Engineer, Maintenance-I C&W Department, Peshawar.**

6 Points given to each category of evaluation criteria are:

Description/Items	Points*
i) Specific / General experience of the consultants related to the Assignment	[40]
ii) Professional Experience related to Assignment (Specific/General) of the Staff/Personnel for Supervision	[30]
iii) Approach & Methodology	[20]
iv) Financial Capability	[10]

Total Points: 100

-The minimum qualifying score in individual category is [50%].

Qualification Criteria:

- i) In order to qualify to be shortlisted for the assignment, the Applicant shall secure: a. Minimum 50% or more marks in each of the main categories.
- ii) Those applicants who EITHER fail to secure 70% or more overall marks OR fail to secure 50% or more marks in any of the main categories shall not be considered qualified and their financial proposal shall be returned un-opened as per PPRA rules.
- iii) Any false information provided by the applicant firms may result in disqualification of the applicant firm

6.1.1 FIRM EXPERIENCE (35 MARKS)

Specific / Similar Experience

Similar Buildings Projects Completed: - 20-Marks

05-Similar Completed Buildings projects in Government Sector during last 10-Years related to execution / construction of buildings etc. The project cost must be of minimum Rs.200 Million or above to get the maximum Points. The Projects which are not similar in nature or less than Rs.200 Million will not be considered for points in this category.

Completed Building Projects	
Number of Projects	Weightage
Minimum 2	20%
3-4	30-50%
5-8	60-100%

Only those completed Projects will be considered for which performance certificate from client department is attached.

General Experience

Ongoing General Building Projects: - 20-Marks

05-Ongoing Buildings projects in Government Sector. The project cost must be of minimum Rs.200 Million or above, to get the maximum Points. The Projects which are not similar in nature or less than Rs.200 Million will not be considered for points in this category.

Ongoing Building Projects	
Number of Projects	Weightage
Minimum 2	20%
3-4	30-50%
5-8	60-100%

Only those Ongoing Projects will be considered where cost of the project along with LOA be provided.

6.1.2 QUALIFICATIONS AND EXPERIENCE OF THE PROPOSED STAFF (TOTAL 30 POINTS):

The CV's shall be supported by CNIC, Highest Educational Degree/ Diploma, Reg. Certificate etc. The number of points to be assigned to each of the above positions shall be determined considering the following three sub-criteria and relevant percentage weights:

- i) 30% marks shall be awarded to the adequacy of desired Qualification. In case of less than required qualification, zero marks shall be assigned.
- ii) 70% marks would be awarded for the number of projects and with similar tasks under taken by the expert. In case of less than required experience, marks shall be assigned on pro-rata basis by the committee.

Position	No. as RFP	Marks per Position	Points	Max. Academic Qualification
Project Manager	1	7	7	B.Sc Civil Engineering He should have at least 20-Years of experience, including 08-Years as a Team Leader on similar projects, with the ability to lead the consultant's team and ensure timely, high-quality service delivery.
Geo Technical Expert	1	5	5	M.Sc Civil Engg. (Geo Tech: Engg.) with at least B.Sc Civil Engineering
Principal Chief Architect	1	5	5	Master in Architecture (M. Arch) with at least B.Arch.
Design Engineer Structure	1	7	7	M.Sc Structure Engineering with at least B.Sc Civil Engineering
Design Engineer Electrical	1	3	3	M.Sc Electrical Engineering with at least B.Sc Electrical Engineering
Surveyor	1	1	1	B. Tech Civil / DAE Civil
Cad Operator	1	1	1	B. Tech Civil / DAE Civil
Quantity Surveyor	1	1	1	B. Tech Civil / DAE Civil
Total Points:			30	

**6.1.3 METHODOLOGY AND WORK PLAN IN RESPONSE TO TORs
(TOTAL 20 POINTS):**

Client will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skill mix; and the work plan has right input of Experts.

Broken down into:

- a) Technical Approach and Methodology (5 Points)
- b) Work Plan & Submission of Report Schedule (5 Points)
- c) Manning Schedule (6 Points)
- d) Team Composition and assignment of each Member (4 Point)

6.1.4 FINANCIAL CAPABILITIES (10-MARKS)

a-Historical Financial Performance: - (5 Marks)

Average annual consultancy turnover for last three (03-Year) of Rs.200 (M) or above will fetch full hundred percent points. Other applicant will be assessed as tabulated below. Attached documentary proof of bank statement duly signed / attested from bank and audited financial statements / reports from chartered accountant of last three years i.e. **2022-23, 2023-24,24-25.**

Average annual Turnover for last three (03 Years)	
Turnover in PKR	Points / 5
Rs.200 (M) over above	Full point /5Points
From Rs.100 to Rs.200 (M)	4 Points
From Rs.50 to Rs.100 (M)	3 Points
From Rs.25 to Rs.50 (M)	2 Points
From Rs.10 (M) to Rs.25 (M)	1 Points

b-History of Audit Reports:- (5 Marks)

Annual Audit Reports of last 3 years will be considered for this category. Consultant shall submit valid audit reports for last three years i.e.2022-23, 2023-24,24-25.

6.1.4 Total points for evaluation of Technical Proposal is 100.

6.1.5 The minimum technical score (St) required to pass is 70.

24.2 Successful consultant is required to submit Performance security in form of Pay order, demand draft or bank guarantee (PE shall insert amount but not more than 10% of the contract amount).

5.1 Consultant undertake to sign Integrity Pact for the procurement estimated to exceed Pak Rs.2.5 million

6.1- Performance security shall not exceed 10% of contract amount

The date, time and address of the financial proposal opening are:-

Expected date and address for Financial Proposal opening will be notified after Technical Evaluation of proposal. The Financial proposal shall be opened in presence of authorized representative of Firms.

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

Technical: 0.7
Financial: 0.3

7.2 The Assignment is expected to commence on:-

Date: By the end of

Location /Project Place: **District Peshawar**

7.3 RFP title: - **“F/S & Construction of Additional Office Alock at Provincial Assembly Peshawar. ADP No.369/251156 (25-26)”**

Sincerely,

Executive Engineer
Maintenance-I C&W Peshawar

STANDARD FORMS

APPENDIX-I

TECHNICAL PROPOSAL FORMS

Form 1

FIRM'S REFERENCE

Relevant Services Carried Out in the Last Five Years Which Best Illustrate Qualifications

Using in the format below, provide information on each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was largely contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm:
Name of Client:		No of Staff:
Address:		No of Staff Months:
Start Date (Month/Year):	Completion (Month/Year):	Date
		Approx. Value of Services (in Current USD/Rs.)
Name of Associated Firm (s), if any:		No. of Months of Professional Staff Provided by Associated Firm(s)
Name of Senior Staff (Project Director/Co-coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project		
Description of Actual Services Provided by Your Staff		

Consultants' Name: _____

PRESENT STAFF DEPLOYMENT

(As of _____)

Project Name	Client Name	Cost (s)	Services	Location	Associates(s)

A) Staff Deployment

Staff Name	Position in Firm,	Current Duty/ Location

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

Approach and Methodology proposed by the firm to carry out the assignment is sub divided in to several areas which include the following heads.

- Understanding of objectives
- Quality of Methodology
- Innovativeness
- Work Programme

- Activity Schedule
- Team Organization
- Bar Chart
- CPM
- Staff Duty Matrix
- Staffing Schedule
- Estimate of Staff Months
- Feasibility Proposed for the Assignment
- Support Staff
- Office Accommodation/Furnishing
- Living Accommodation
- Equipment
- Transport
- Conciseness, Clarity & Completeness in Proposal Presentation

COMMENTS/SUGGESTIONS OF CONSULTANT

On the Terms of Reference (TOR)

1.

2.

3.

4.

5.

6.

Etc.

On the data, services and facilities to be provided by the Client indicated in the TOR:-

1.

2.

3.

4.

5.

Etc.

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY STAFF

1. Proposed Position: _____
2. Name of Firm: _____
3. Name of Staff: _____
4. Profession: _____
5. Date of Birth: _____
6. Years with Firm: _____
7. Nationality: _____
8. Membership in Professional Societies: _____
(Membership of PEC is Mandatory)
9. Detailed Tasks Assigned on the Project: _____

10. Key Qualifications:

[Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to one page].

11. Education:

[Summarize college/university and other specialized education of staff member, giving names of institutions, dates attended and degrees obtained.]

12. Employment Record:

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

13. Languages: -

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

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these bio-data correctly describe myself, my qualifications and my experience.

Signature of Staff Member

Date: _____
Day/Month/Year

WORK PLAN/ACTIVITY SCHEDULE

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

Completion and Submission of Reports

Reports	Date

WORK PLAN AND TIME SCHEDULE FOR KEY PERSONNEL

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

Full Time: _____
 Part Time: _____

Activities Duration _____

Yours faithfully,

Signature _____
 (Authorized Representative)

Full Name _____
 Designation _____
 Address _____

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

1. Technical/Managerial Staff

Name	Position	Task Assignment

2. Support Staff

Name	Position	Task Assignment

APPENDIX-II

FINANCIAL PROPOSAL FORMS

Form 1

BREAKDOWN OF RATES FOR CONSULTANCY CONTRACT

Project: _____ Firm: _____

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

Notes:

- Item No. 1 Basic salary shall include actual gross salary before deduction of taxes. Payroll sheet for each proposed personnel should be submitted at the time of negotiations.

- Item No. 2 Social charges shall include Client’s contribution to social security, paid vacation, average sick leave and other standard benefits paid by the company to the employee. Breakdown of proposed percentage charges should be submitted and supported (see Form 2).

- Item No. 3 Overhead shall include general administration cost, rent, clerical and junior professional staff and business getting expenses, etc. Breakdown of proposed percentage charges for overhead should be submitted and supported (see Form 3).

- Item No. 5 Fee shall include company profit and share of salary of partners and directors (if not billed individually for the project) or indicated in overhead costs of the Company.

- Item No. 7 Normally payable only in case of field work under hard and arduous conditions.

Full Name: _____

Signature: _____

Title: _____

ESTIMATED LOCAL CURRENCY SALARY COSTS/REMUNERATION

S.No.	Name	Position	Staff-Months	Monthly Billing Rate	Total Estimated Amount (Rs.)
I.	Professional Staff				

ESTIMATED LOCAL CURRENCY SALARY COSTS/REMUNERATION

S.No.	Name	Position	Staff-Months	Monthly Billing Rate	Total Estimated Amount (Rs.)
II	Non-Technical Staff				
		Sub-Total (A):			

Form 5

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DIRECT (NON-SALARY) COSTS

S.No.	Nomenclature	Unit	Quantity	Unit Price (Rs)	Total Amount (Rs.)	Remarks
1						
2						
3						
4						
Sub-Total (B):						

Project Title:**“F/S & CONSTRUCTION OF ADDITIONAL OFFICE BLOCK AT
PROVINCIAL ASSEMBLY PESHAWAR”. ADP No.369/251156 (2025-
26)”**

S.No.	Description	Amount (Rs.)
1.	Salary Cost/ (Form-4) Sub-total (A)	
2.	Direct (Non-salary) Cost (Form-4) Sub-total (B)	
3.	Contingencies	N/A
4.	Grand Total (Rs.)	

Final cost (in words)

Dated ___ / ___ / _____

Chief Executive/Authorized Signature & Seal _____

Address of the company _____

[Form 6 shall be submitted on Company letter head and signed by chief Executive or Authorized Agent]

TERMS OF REFERENCE

Term of Reference for “369/251156 - F/S & CONSTRUCTION OF ADDITIONAL OFFICE BLOCK AT PROVINCIAL ASSEMBLY PESHAWAR”

Design Phase

REPORTING REQUIREMENTS

The Consultant shall submit the reports (in both Hard & Soft copies) described in the RFP / TOR.

GENERAL

The services of qualified consultancy firms having sufficient experience in the relevant field are required by communication & works department through **Executive Engineer, Maintenance-I** for the work “**F/S & CONSTRUCTION OF ADDITIONAL OFFICE BLOCK AT PROVINCIAL ASSEMBLY PESHAWAR**”. The Consultant Shall undertake all the activities defined herein these TOR,s so in addition to other administrative & management requirements. The technical & financial proposal shall be prepared accordingly, & these TORs so shall become part of the contract agreement of consultants. The deliverables shall become part of the contract agreement of consultants. The deliverables shall be as per the TORs. The consultant shall provide all the deliverables / documents of the scheme. The consultancy work includes but not limited to: Identifying various probable all options, identification of most feasible option, planning, detailed surveys, hydrology & hydraulic study, soil survey & Geotechnical investigation, Preparation of preliminary design of most feasible option as approved by the client, preparation of preliminary cost estimates, detailed engineering design, preparation of detail estimates, PC-1/DCE, tender documents & implementation Programmed.

Important notes.

The consultants shall undertake all the activities defined herein these TORs in addition to other administrative & management requirements. The technical & financial proposal shall be prepared accordingly, & these TORs shall become part of the contract agreement of consultants. The deliverables shall be as per the TORs. The consultant shall provide all the deliverables / documents of the scheme. in compact form. The consultancy work includes but not limited to; (i) Identifying various probable all options, identification of most feasible of planning, detailed surveys, Soil Survey & Geotechnical Investigation, preparation of preliminary design of most feasible option as approved by the client, preparation of preliminary cost estimates, detailed engineering design, preparation of detail estimates, PC-I, tender documents & implementation programmed.

Objectives

- i. The objectives of consulting services are to assist client to implement the Project through the following activities .
- ii. Detailed Survey of the Projects.
- iii. Test & Investigations .
- iv. Detailed Designing & Drawings.
- v. Submission of Complete Bidding Documents.
- vi. Tender Assistance.
- vii. Contractor’s Bid Evaluation.
- viii. Assisted in respect of Design, Drawings etc:
- ix. Overall project monitoring & evaluation for design

x. Reporting & responding

2. Engineering Principles:

The consultancy work shall be carried out in accordance with the standard engineering principles followed in construction.

3. Coordination with other Agencies

The consultant will coordinate, after prior approval of client, the design of the project with any government agencies or other consultants who are responsible for the planning, design implementation, or operation facilities being executed in the project area.

4. Correctness of Design & Co-ordination Engineer

Consultant is entrusted with the Scope of Work outlined above. It is required that the consultant should under-take the job in a professional manner to the best of his ability & resources. C&W as Client may offer comments through in house review. Any comments offered by the Client do not absolve the consultant from its obligation to develop correct & cost-effective engineering solutions for the Projects. C&W reserves the right to take punitive actions as required at appropriate forum even during construction stage.

5. Specific Task, Scope of Work:

The Employer will be the Government of KP through Secretary Communication & Works Department the Employer's Representative will be Executive Engineer, Maintenance-I C&W Department Peshawar; & the Engineer is Team Leader /Project Manager of the Consultants . The Engineer's role is to administer the contract & to ensure that its clauses are respected. The consultant will be fully responsible for the Feasibility Study, Master Planning, Architectural Planning & Designing, Structural Design, Preparation of DCE/PC-1 bidding documents and bid evaluation etc.(Mentioned in TOR). The Engineer will make engineering decisions whenever required during the implementation of the contracts. When these decisions require variations in work quantities or sanction of additional items, the Engineer will seek the prior approval of client before issuing the order. The Engineer's Representative & his staff are under the overall control of the Engineer, & shall carry out such duties & exercise such authority as may be delegated to them by the Engineer. The Engineer may from time to time delegate to the Engineer's Representative any of the duties & authorities vested in the Engineer & he may at any time revoke such delegation. Any such delegation or revocation shall be in writing & shall not take effect until a copy thereof has been delivered to client & the contractor.

Specific scope of consulting services) : wherever applicable (is described in this section. Services other than these & other than minor extras, which do not materially affect the scope of the Consultant's Agreement, will be authorized by client at rates & under conditions to be mutually agreed. The work of consultants will fall into following broad stages

Stage 1: Reconnaissance Visit

Stage 2: Detailed Planning of most feasible option

Stage 3: Surveys

Stage 4: Preliminary Engineering Design

Stage 5: Master Planning Phase

Stage 6: Design developing stage

Stage7: Preparation of complete tender documents/cost estimate/variation order/BOQs

Stage 8: Landscaping

Stage 9: Documents:

At the end of each stage the consultants will submit his report, design, recommendations & other pertinent documents to Executive Engineer Maintenance-I for review. C&W will undertake the review in accordance with the program of the work of terms of reference; the consultants shall not proceed with the next stage of work until C&W gives them approval for the previous stage.

It is stated that in case the Project is found non-feasible due to any reason, in any stage whatsoever, the Client may ask the consultant to stop the work, however the payment to work done shall be made as per previous stages only.

Stage 1 (A)

Data Collection, Survey & Investigation Stage:

- i. Feasibility study
- ii. Topographic survey (Digital) & preparation of contour plans.
- iii. Geotechnical investigation of sites including field or laboratory tests.
- iv. Desk study on map & Prepare & submit high resolution colored aerial satellite images of the sites & adjoining areas with GPS coordinates.
- v. Determination of sufficiency of utilities needs in the area such as electricity, Sui Gas, telephone & water supply.
- vi. Data collection / Liaison with relevant departments such as WAPDA /SNGPL/ Public Health/NHA or any other agency.
- vii. Environmental Impact Assessment (EIA) of sites.
- viii. Implementation of by laws of local authorities, building & fire, etc.
- ix. Detail study of the proposed site/building in light of any security concern due to site location.
- x. Feasibility study with approximate cost estimates on best effort basis.
- xi. Presentation for approval of suitable option.

Stage 1(B)

Reconnaissance Visit:

The consultant shall carry out the desk study of possible options, using maps & imageries. Same shall then be investigated in the field reconnaissance. The site visits shall be carried out by a Relevant Experience Engineer of not less than 10 years of experience. Coordinated meetings with local departments shall be done & minutes recorded during the reconnaissance visit, particular requirements of project shall be identified that will be addressed in the detailed design. Other requirement of Task is the submission of Inception Report. Inception Report should elaborate the methodologies for detail design for requirements spelled out in the TOR & observations made in the site visit. After submission of reconnaissance visit report & Inception report, ***the Consultant will give his presentation to the C&W for approval.***

At the Reconnaissance stage, Social, Economic & Environmental aspects shall be considered. The resulting information will form part of the recommendations for adoption of this project

Stage 2:

Detail planning of most appropriate option.

The consultants will undertake detailed planning studies of the approved option for subject project to ensure & to avoid the demolition of existing property is minimized. The requirements for earthwork are minimized etc.

Stage 3:

Survey stage.

The consultants shall limit all survey work to the optimum that is necessary to enable them to adequately perform the services. It is expected that four broad types of surveys may be required.

a. Topographic surveys.

b. Soil Survey & Geo Technical Investigation.

c. Environmental Impact Study.

a) Topographic survey

Topographic survey forms the basis for the detailed design. Poor quality of survey work produces not only incorrect designs but also results in post construction problems with variations in cost & claims. It is desired that the Survey work is of top most order. The survey will be carried out in UTM Coordinate system & starting point will be observed from a known SOP control point. If no such point is available, average position of GPS Base will be taken.

Detailed topographic surveys should be undertaken at appropriate scale so that their representation may be easy to show on A3 size page.

b) Soil Survey & Geotechnical Investigation

Detailed soil survey should be undertaken & to determine the general soil condition, bearing capacity, CBR & MR, moisture content, water table level & type of soil etc. Subsurface investigations consisting of boreholes / drill holes / test pits of required depth, supplemented by field & laboratory testing to accurately assess the engineering properties of the underlying soil strata for detailed design of foundations, substructures & roads etc.

Bore logs shall be included in the Soil Investigation Report along with the laboratory results. Testing of samples collected from site shall be carried out in a reputed laboratory, under strict quality control & adherence to relevant ASTM procedures / standards. Depth of boring shall be decided by the geological formation at site & the type of foundations proposed for the structures. Standard penetration tests shall be started from the ground surface & carried out in accordance with ASTM D1586 Penetration Test & Split Barrel sampling of soils. Where clayey soils are encountered, undisturbed samples shall be obtained in accordance with ASTM thin-walled sampling of soils.

A separate report will be prepared to this effect & will be submitted for approval. Original lab reports shall be attached in the soil report along with colored photographs.

Submission of proper site investigation report comprising all relevant notes & pertinent information required by this Specification together with laboratory test results. The above scope of work may be varied or deleted depending on the findings as the investigation's proceeds. All Sections in this Specification & the Bill of Quantities, which relate to work or materials not required shall be deemed not to apply.

The scope of work & specifications for handling of undisturbed samples shall be developed by the Consultant. The qualified /experienced geotechnical engineer of the consultant (or hired) shall supervise the work at site who will be responsible for the quality & accuracy at site. All the process & steps be carried out with proper liaison & under supervision of C&W.

c) Environmental Impact Study

As per EIA Rules, the Consultant is required to carry out an Environmental Impact Assessment (EIA) study for the project. This includes collecting the necessary data from the site, formulating the report, and submitting it for review by the C&W Department. The Consultant will then submit the EIA report to the Environmental Protection Agency (EPA), Khyber Pakhtunkhwa, address their requirements to their satisfaction (including the submission fee), conduct the field hearing, and obtain the No Objection Certificate (NOC) for the C&W Department. The finalized and approved report will be submitted to the EPA for final approval, and the NOC must be obtained before commencing the work.

Stage (4)

Preliminary Design stage

- Evaluating the client's requirement analytically & technically while designing & planning various components of the project.
- Preparation of site plan, describing & illustrating preliminary architectural design / outline proposal i/c 3D views of proposed buildings.
- Evaluating the feedback of the client for further improvement in the design.
- Making final presentation after incorporating the feedback from the client.

Stage (5)

Master Planning Phase

- Preparing describing & illustrating preliminary Master Plan of the project showing proposed structures, internal roads, pavement network, parking area, open space etc, as per Engineering & architectural standards.
- Preparation of phase wise development plan if required.
- Preparing & submitting preliminary master plan report of the project.
- Preparation & submission of final master plan of scheme with allied accommodation along with outline utilities plans etc.
- The consultant will design multiple stories (3 to 5 stories) building which can be changed as per client requirements .

Stage (6)

Design Development Phase

- Preparation of detailed Architectural & structural design of complete building & Allied structures with 3D modeling as per prevailing Architectural & Engineering codes & practices.
- Preparation of detailed working / construction drawings of each any every component of building.
- Evaluation of pre-qualification / post-qualification of contractors by adopting standard procedures if required.
- Preparation of modified drawings without additional charges if required by the client.
- Preparation of detail layout plan, Architectural & structural design incorporating all allied electrical, mechanical & other internal & external services i.e. Telephone, water supply, sewerage, drainage, firefighting & fire alarm system, Sui Gas, landscaping, roads, paths, street lights, cross drainage & sewerage disposal work, CCTV, storm water drainage system, security system etc.

- Preparation of design/drawings/specifications of electrical system with external electrification, such as substation, street lights etc.
- Preparation of standard Design/Drawings/Specification for Solar System complete in all respect if required.
- Preparation of design & drawings of ground water reservoirs, overhead tanks, tube wells & allied structures as per requirements.
- Preparation of PC-I & detailed cost estimate after approval of Master plan by the competent forum as per prevailing formats.
- Defending PC-I at appropriate forum.
- Preparation of revised PC-I / T.S estimates if required.

Stage (07)

- **Preparation of complete tender documents/cost estimate/variation order/BOQs.**

- Preparation of revised PC-I/TS estimates if required.
- Submission of detail estimates for accord of Technical Sanction by the competent forum.
- Preparation & submission of work plan based on MS project of Primavera.
- Submission of detailed structural design calculation (Soft & Hard copies).
- Submission of detailed working architectural/structural drawings for all buildings & allied structures (Soft & Hard copies)
- Preparation of complete tender documents, BOQ, and assistance in tender process
- Contractor Bid evaluation
- The consultants will be accountable for any defects or losses or damages as a result of proven faults, errors or omissions on the part of the consultants during or after the completion of the work being the Engineer-in-charge.
- The detail design shall confirm the feasibility of the proposed building in terms of multiple stories.

Stage 8:

- **Landscaping**

The consultant shall take in consideration the landscaping of the proposed building.

Stage 9:

DOCUMENTS:

All the deliverables / documents shall be provided for the entire Project both in Soft & Hard form.

1.	Complete sets of drawing comprising Architectural drawing, structural, plumbing, Electrification, CCTV, Lifts, Air conditioning drawing etc complete in all respect	05 Original sets
2.	PC-I / Cost Estimates duly signed & stamped by the consultant	05 Original sets
3.	Design calculation of all structure, CCTV, Lifts Lighting / Electrification work, Drainage etc etc duly signed & stamped	05 Original sets
4.	Tenders Drawings / BOQs duly signed & stamped	05 Original sets
5.	Non-Schedule items rate analysis including technical specification / Quantities from reputed governed / judiciary.	05 Original sets
6.	Technical Specification	05 Original sets
8.	Technical Specifications of Non-Schedule items	05 Original sets

9.	Tender / Contract Documents Comprising of Invitation to Bid Instruction to Bidder Form of Contract	05 Original sets
10.	EIA Report Geo Technical Investigation Report (if required)	05 Original sets
11.	Design of Drainage / sewerage system, internal & external water supply system, etc:	05 Original sets
12.	Any other document if required on the direction of employer	05 Original sets

Work Schedule

The completion time of the studies is **90 days** from the date of Commencement & excluding time required for approvals.

Misc. Requirement / Provision: -

Environmental study

The consultant shall carry out the environment study as per relevant government act/rule and submit a detail report

Structural design

- i. Building shall be designed for the applicable loads (gravity, lateral, thermal etc.) as per the applicable Building Code of Pakistan.
- ii. The building shall also be designed so that it complies with wind design requirements provided in “Building Code of Pakistan 1986” or latest edition issues by PEC.
- iii. The building shall also be designed so that It complies with wind design requirements provided in “Building Code of Pakistan 1986” or latest edition issues by PEC.
- iv. Input files of the analysis & design software used will also be provided with the design report.

Energy Code Provisions

The building shall be so planned & designed that it fulfills the minimum requirements for energy efficient design & construction of building under the provisions of “Building Code of Pakistan –Energy Provisions 2011” or its latest provisions issued by PEC.

Rate analysis / Market evaluation for non-scheduled items

The consultant shall perform a market evaluation /analysis for all Non-schedule items required for the project. The rate proposed shall be supported with Quotation from approved sources, the NSI shall be descriptive, supporting with specification, mechanism for installation, payment method and drawing shall also be provided with the PC-1/ TS estimates .

Fire safety provisions

- i. The building shall be so planned & designed that it fulfills the minimum requirements for the prevention, life safety in relation to fire & fire protection of building under the provisions of “Building Code of Pakistan –Fire Safety Provisions 2016” or its latest provisions issued by PEC.
- ii. The design consultant shall ensure that all relevant provisions of this code are met with.

- iii. It is required that the consultants shall provide detailed design report of the fire safety system.

Design of water supply, drainage & sanitation system.

- i. The building shall be planned & designed so that it contains all the necessary components of water supply & sanitation.
- ii. A detail report on the design of water supply & sewerage system will be required.
- iii. The consultants will investigate the existing drainage system of the project area including canals, rivers, streams & seasonal water courses & prepare outline proposals for protecting the same in those areas where it is affected by construction of the proposed building. The consultants will also prepare complete drainage plan.

Design lift, Mechanical Structures Like Lift, Firefighting etc:-

- i. The proposed building must design for all mechanical structures like lift/elevators, firefighting, fire alarm system etc. as per relevant international/national code/standards.
- ii. The proposed building shall also be design for Pedestrian traffic to be allocated in different floor and accordingly the lift shall be proposed. the lift shall also be structurally design, fulfilling all international requirement as per relevant code / standards

Design of Electrical system & Lighting

- i. The electrical system in the building shall be so planned & designed that it fulfills the minimum requirement for the electrical load.
- ii. It is required that the consultants shall provide detailed design report of the electrical system.
- iii. Provisions shall be planned so that if in future the building is to use renewable energy sources such as solar energy system; than it can accommodate the easy installation of such system.
- iv. The building shall also be design for lighting, emergency efficient as per relevant code.
- v. The consultant will also be provided single line diagram of HT & LT side for electrical system.
- vi. The consultant will be required a complete feasibility report, design & supervision for CCTV camera installations, fire alarm system, intercom systems etc.

Compliance to Use Act & KPK Building Regulations

- i. The building shall be so planned & designed that it fulfills the requirements for elderly, women & physically challenged people.
- ii. A detailed report in this regard be submitted that what measure are taken in the planning & design of the building.

Provisions for elderly, women, children & physically challenged

- i. The building shall be so planned & designed that it fulfills the requirements for elderly, women & physically challenged people.

- ii. A detailed report in this regard be submitted that what measure are taken in the planning & design of the building to address this aspect.

Emergency Evacuation

- i. The building shall be so planned & designed that it allows see evacuation of people from the building in case of emergency.
- ii. A detailed report in this regard be submitted that what measure are taken in the planning & design of the building to address this aspect.

Bill of quantities, specifications drawing & tender documents

- i. The consultant shall prepare the PC-I as per template provided by the Planning Commission of Pakistan.
- ii. All necessary information required for the project appraisal & approved for the PC-I shall be provided by the consultant.
- iii. Rate analysis for non-scheduled items duly supported with market quotations.
- iv. Bar bending schedule must be provided with all estimates.

Benefit Analysis

The consultant will undertake an evaluation of the benefits, expected from the project. These could include but not necessarily be limited to time saving, reduce cost, reduce operating cost etc. the cost & benefits should be quantified as far as possible.

Economic & Financial Analysis

A detailed economic & financial analysis based on the cost estimates, EIRR & benefits analysis should be prepared.

Miscellaneous task:

Any other task to be assigned by the Executive Engineer / Superintending Engineer / Chief Engineer related to the project.
