

**GOVERNMENT OF KHYBER PAKHTUNKHWA
COMMUNICATION & WORKS DEPARTMENT**



REQUEST FOR PROPOSAL (RFP)

***FEASIBILITY STUDY, SURVEY, TECHNICAL & ENVIRONMENTAL STUDY,
DETAIL DESIGNING, PREPARATION OF PC1 & CONTRACT DOCUMENTS***

for the Project

**FEASIBILITY STUDY & DESIGN OF BRIDGE AWI
MIRAGRAM TO BRAGWAL**

ADP NO. 1425/251465 (2025-26)

**C&W DIVISION UPPER CHITRAL,
GOVT. OF KHYBER PAKHTUNKHWA**

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Request for Proposal

Country:	Pakistan
Province:	Khyber Pakhtunkhwa
Executing Agency:	C&W Department, Govt. of Khyber Pakhtunkhwa
District:	Upper Chitral
Name of Scheme:	FEASIBILITY STUDY & DESIGN OF BRIDGE AWI MIRAGRAM TO BRAGWAL ADP NO. 1425/251465 (2025-26)
Services Required	Feasibility study, survey, technical & environmental study, detail designing, preparation of PC-1 & contract documents
Consultancy Cost:	
Sponsored Through:	ADP NO. 1425/251465 (2025-26)

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)

Description of services:

Feasibility study, survey, technical & environmental study, detail designing, preparation of PC-1 & contract documents for “***Feasibility Study & Design of Bridge Awi Miragram to Bragwal ADP No. 1425/251465 (2025-26)***”

Client : Executive Engineer, C&W Division, Upper Chitral.

Dated : _____

Name & Address of Consultant: _____

1. INTRODUCTION

- 1.1 You firm is 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 - C&W Department (Executive Engineer, C&W Division, Upper Chitral) has been entrusted the duty to implement the Project as Executing Agency by the (*Government of Khyber Pakhtunkhwa.*) and funds for the project have been approved and provided in the budget for utilization towards the cost of the Assignment, and the Client intends to apply part of the funds to eligible payments under the contract for which this LOI is issued.

- 1.5 To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference if specified in the Data Sheet. Your representative shall meet the officials named in the Data Sheet. Please ensure that these officials are obliged to visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and consider them 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.
- 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.
- 1.10 **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)/ Associations 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: -

- i. Consultant's agreement already executed.
- ii. The works for which RFP has been floated.
- iii. 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.

i. 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)."

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, e-mail, telex or telefax shall be sent to the Client's address indicated in the Data Sheet. The Client shall respond by cable, e-mail, 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 e-mail, fax 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 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. However, you may propose changes in the light of your experience through your comments on the TOR.
 - 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-Form-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 of firm's key staff deployed on the projects being presently under-taken by your firm. |
| 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. |
| 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 - using Primavera or MS Project. |
| I-Form-7 | A schedule for compilation and submission of various types of reports as envisaged in Appendix-II 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.

I-Form-10. 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. These costs should be broken into foreign (if applicable) and local costs. Your financial proposal should be prepared using the formats attached as Appendix 2 i.e. Form Nos. 1 to 6. Your financial proposal shall clearly state the amount stated is for Feasibility study, Detail Engineering Design only. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- 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 Peshawar and cost of insurances specified in the Data Sheet. Costs shall be expressed in currency as listed in the Data Sheet.

Taxes:

The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority.

4. SUBMISSION OF PROPOSALS

- 4.1 Proposals must be submitted online **through E-PADS**. One original technical proposal and one original financial proposal and the number of copies of each indicated in the Data Sheet must be submitted in Hard Form. The proposal shall be in book binding form, having proper

table of content and page numbered (**Loose, Ring & Spring binding are not acceptable**). Each proposal shall be in a separate envelope-indicating original or copy, as appropriate. All technical proposals shall be placed in an envelope clearly marked “Technical Proposal” and the financial proposals in the one marked “Financial Proposal”. These two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked, “DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.”

- 4.2 In the event of any discrepancy between the copies of the proposal, the original shall govern. The original and each copy of the technical and financial proposals shall be prepared in indelible ink and shall be signed by the authorized Consultant’s representative. The representative’s authorization shall be confirmed by a written power of attorney accompanying the proposals. All pages of the technical and financial proposals shall be initialed by the person or persons signing the proposal.
- 4.3 The proposal shall contain no interlineation or overwriting.
- 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 single stage two-envelope procedure shall be adopted in ranking of the proposals. The technical evaluation shall be carried out first, followed by the financial evaluation. From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the PE on any matter related to its Technical and/or Financial Proposal. Any effort by consultants to influence the PE in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants’ Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded. Firms shall be ranked using a combined technical/financial score.

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 (S_t). Firms scoring less than seventy (70) percent points shall be rejected and their financial proposals returned un-opened. 80% weightage will be given to S_t .

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 qualified consultants shall be given a financial score (S_f) of 100 points. The financial scores of the proposals shall be computed as follows:

$$S_f = 100 \times F_m / F$$

Where F is amount of specific financial proposal. 20% weightage will be for S_f .

- 5.5 Proposals, in the quality cum cost-based selection (QCBS) 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.
- 6.7 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the tax amount to be Paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services

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 and finalizing of the draft contract, the Client shall promptly inform the other Consultants that their proposals have not been selected.

- 7.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.
- 7.3 After publishing of award of contract consultant required to submit a Performance security at the rate indicated in 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 Assignment is: FEASIBILITY STUDY, SURVEY, TECHNICAL & ENVIRONMENTAL STUDY, DETAIL DESIGNING, PREPARATION OF PC1 & CONTRACT DOCUMENTS for the Project for “Feasibility Study & Design of Bridge Awi Miragram to Bragwal ADP No. 1425/251465 (2025-26)”

The name of the Client is:

Secretary to the Government of Khyber Pakhtunkhwa (Communication & Works Department) through XEN (C&WD) Upper Chitral

- 1.2 The details of procurement is:

Through this exercise the Govt. of KP through C&WD Intends to hire the services of reputed consultancy firm for Feasibility study, detail survey, environmental and technical study, detail designing, preparation of PC-1 & contract documents

- 1.3 Phasing of the Assignment (if any): NIL

- 1.4 Pre-Proposal Conference: (Yes, **October 30, 2025** and **10-11-2025**). The Pre-proposal conference can be attended physically / online through Zoom (on prior request).

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

- 1.6 The address for seeking clarification is: **Office of the Executive Engineer, C&W Division, Upper Chitral at Booni. Contact Number: 094-3470405, 0345-8550624.**

- 1.7 (i) A short-listed firm may associate with another short-listed firm.
Yes _(√)_ No _____

- (ii) The consultant shortlisted by client may participate in several proposals
Yes _____ No _(√)_

- (iii) Proposed key staff shall be permanent employees who are employed with the consultants at least six months prior to submission of Proposal (verified by PEC).
Yes _(√)_ No _____

(iv) The minimum required experience of proposed Key staff in Form Tech 5,8,9 is:

Design Staff of the Consultant with Professional Work Experience							
Sl. No.	Position	Minimum Academic Qualification	No. of Years of Professional Experience	No. of Years of Professional Experience in Similar Projects	Minimum No. of Similar Projects for Specific Expertise	No.	MM
1	Team Leader	BSc in Civil Engineering	25	15	5	1	06
2	Structure Engineer	M.Sc./BSc in Civil Engineering (Structure)	20	10	5	1	04
3	Geotechnical Engineer	M.Sc./BSc in Civil Engineering Civil / Geo Tech Engineering	15	8	5	1	03
4	Pavement Design Engineer	M.Sc./BSc in Civil Engineering (In the Relevant Field)	15	8	5	1	03
5	Environmental Expert	M.Sc./BSc in Environmental Engineering	10	5	5	1	02
6	Social Safe Guard Expert	M.Sc Social Science	10	5	5	1	02
7	Contract Specialist	M.Sc./BSc in Civil Engineering Civil Engineer	10	5	5	1	02
8	Hydrologist	M.Sc./BSc in Civil Engineering	20	10	5	1	03
9	Quantity Surveyor	B.Tech Civil Technology	10	5	5	1	06
10	Sr. Surveyor	DAE Civil	10	5	5	1	03
11	Assistant Surveyor	Diploma in Land Survey	08	03	03	2	03
12	CAD Operator	DAE / Diploma in CAD/Automation / Drafting	08	03	03	2	06
13	Survey Helper	Matric	05	02	02	02	03

NOTES:

- ✓ This configuration must remain intact in Fin. Proposal. In case of deviation, correction will be done as per procurement rules.
- 1.8 Training is an important feature of this Assignment: Yes, ___ No (✓)
- 2.1 The number of copies of the Proposal required is: One original + One Copy
- 2.2 The address for writing on the proposal is: **Executive Engineer, C&W Division, Chitral.**
Telephone: 0943-470014, 03335212874, 03458550624
- 2.3 The date and time of proposal submission are: **11/11/2025, 12:00 (Noon) revised 18/11/2025, 12.00 Noon**
- 2.4 Validity period of the proposal is (days, date): **90-days**
The location for submission of proposals is: Office of the Executive Engineer, C&W Division, Upper Chitral.

2.5 The points given to each category of **Evaluation / Marking criteria** are:

S.No	Description / Item	Points	Explanation / Detail for award of Marks																																																									
1	<u>Qualification and competence of the Key Staff for the Assignment</u> - CVs must be duly signed by proposed candidates or Authorized Representative. - Salary Slip for latest month issued by firm must be attached with CV - Affidavit on Judicial Stamper affirming that all proposed staff will be available when required in Project.	30	Relevant Technical Form is I-Form-5 <table><tr><th>No</th><th>Experts</th><th>Points</th></tr><tr><td>1.</td><td>Team Leader</td><td>5</td></tr><tr><td>2.</td><td>Highway / Transportation Engineer</td><td>3</td></tr><tr><td>3.</td><td>Structure Engineer</td><td>3</td></tr><tr><td>4.</td><td>Bridge Designer</td><td>3</td></tr><tr><td>5.</td><td>Traffic Engineer</td><td>2</td></tr><tr><td>6.</td><td>Geotechnical Engineer</td><td>2</td></tr><tr><td>7.</td><td>Hydraulic Engineer</td><td>2</td></tr><tr><td>8.</td><td>Pavement Design Engineer</td><td>2</td></tr><tr><td>9.</td><td>Environmental Expert</td><td>1</td></tr><tr><td>10.</td><td>Social Safe Guard Expert</td><td>1</td></tr><tr><td>11.</td><td>Community Liaison Officer</td><td>0.5</td></tr><tr><td>12.</td><td>Contract Specialist</td><td>1</td></tr><tr><td>13.</td><td>Electrical Engineer</td><td>1</td></tr><tr><td>14.</td><td>Material Engineer</td><td>1</td></tr><tr><td>15.</td><td>Hydrologist</td><td>1</td></tr><tr><td>16.</td><td>Economic Expert</td><td>1</td></tr><tr><td>17.</td><td>Quantity Surveyor</td><td>0.5</td></tr><tr><td colspan="2">Total</td><td>30</td></tr></table> The CVs shall be supported by CNIC, Highest Degree, 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: General qualifications (40%) PhD = 100% MSc = 95% BSc = 90% Adequacy for the Assignment (60%) Specific Experience = 50% General Experience = 50% Total weight: = 100%	No	Experts	Points	1.	Team Leader	5	2.	Highway / Transportation Engineer	3	3.	Structure Engineer	3	4.	Bridge Designer	3	5.	Traffic Engineer	2	6.	Geotechnical Engineer	2	7.	Hydraulic Engineer	2	8.	Pavement Design Engineer	2	9.	Environmental Expert	1	10.	Social Safe Guard Expert	1	11.	Community Liaison Officer	0.5	12.	Contract Specialist	1	13.	Electrical Engineer	1	14.	Material Engineer	1	15.	Hydrologist	1	16.	Economic Expert	1	17.	Quantity Surveyor	0.5	Total		30
	No		Experts	Points																																																								
1.	Team Leader	5																																																										
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Total		30																																																										
2	<u>Experience and standing</u>	50	Relevant Technical Form is I-Form-1, 2																																																									
	i) Specifically Similar Experience <i>In Case of JV for this assignment, only the Lead Firms' Experience will be considered under this sub-criterion.</i>	35	Successfully completed at least Eight (08) similar projects Two (02) projects in hand, must involving Feasibility Study and Detailed Design of Bridges of same magnitude executed as the Lead Firm . Each project must have been completed within the last ten (10) years. Documentary evidence in the form of Work order & Completion Certificates issued by the relevant department or client must be provided. Zero marks will be awarded if any of the above-mentioned condition lacks in the furnished experience.																																																									
	ii) General Experience <i>In case of JV, the consortium experience will</i>	15	Top Ten (10) General nature (Other Than Bridges) projects, five (5) completed and Five (5) ongoing, executed within the last ten (10) years. Each project must include services related to design or design review. Each qualifying project shall be																																																									

	<i>be considered under this sub-criterion</i>		awarded 1.5 marks, for a maximum of 15 marks under this sub-criterion. Documentary evidence in the form of Completion Certificates (for completed projects) and LOA (for ongoing projects) issued by the relevant client must be provided.
3	<u>Adequacy of the proposed Work Plan and Methodology in responding to the TOR</u>	<u>15</u>	<i>Relevant Technical Form is I-Form-3, 4, 5, 6 ,7, 8</i>
	i) Understanding of objective	2	
	ii) Quality of Methodology	3	
	iii) Work Plan & Manning Schedule	6	
	iv) Innovativeness / distinctions of the Firm	2	
	v) Proposals Presentation	2	
4	<u>Firm’s Performance</u>	<u>5</u>	<i>Misc. Data (Technical Proposal)</i>
	Annual Turn Over of the Firm & Capital	3	Turnover of 03 years along with Financial Statements in support audited by a Chartered Accountant Firm.
	Performance in C&W/ PKHA	2	At least Two (2) Performance Certificates in CWD
Total Points		100	
Qualifying Marks		70/100	
MANDATORY REQUIREMENTS			
1.		Registered with FBR & KPRA	
2.		Shortlisted in C&W Panel of Consultants for Roads & Bridges	
3.		Valid Registration with PEC	
4.		Affidavit of not Blacklisting / Bankruptcy	
6.		The financial proposal should be prepared using the formats attached as Appendix 2 i.e. Financial Form Nos. 1 to 4. Your financial proposal shall clearly state the amount for Detail Design (including all required services described in the TOR / RFP and Draft Contract Agreement). The rates of other services mentioned in the TOR / Draft Contract Agreement shall deemed to be included in the rates quoted against salary cost and direct cost. A firm/company will not bid less than 50% of the approved PC-II Cost, as per clear instructions of the Departmental Consulting Selection Committee.	
7.		Consultants must provide special service codes which are also available on the PEC website: (0505,0506,0515,0516,0532,0537,0543,0544,0502,0504,0511,0535,0507)	
8		If Team Leader do not meet the requirement describe above in BDS, the firm will not be evaluated further and will stand disqualifying for the bidding.	

NOTE:

1. Financial Proposal will be on Man-Months Basis.

2. Incomplete information provided in above-mentioned criteria will result zero marking that category.

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

Address of opening of financial proposal is as per section 2.2, while date and time will be decided as the technical evaluation is completed and will be intimated to the technically qualified firms only.

2.7 The weights given to the Technical and Financial Proposals are **0.80 and 0.20** respectively

2.8 The Assignment is expected to commence on: -

Date: As per LOA.

Location: Upper Chitral

Period of Assignment: 2-months Feasibility Studies and 6-months design

Sincerely,

Executive Engineer,
C&W Division, Upper Chitral

Enclosures

- Sample Forms for: -
 - Technical Proposal
 - Financial Proposal
- Terms of Reference
- Contract for Engineering Consultancy Services

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:		Project Cost:
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-Ordinator, Team Leader) involved and functions performed:		
Narrative Description of Project		
Description of Actual Services Provided by Your Staff		

Consultants' Name: _____

SHORT CV OF CONSULTANT'S KEY STAFF & PROJECTS

(As of _____)

Name	Designation	Qualification	Staff Deployment	Experience
------	-------------	---------------	------------------	------------

SUMMARY OF MAJOR BRIDGE PROJECTS COMPLETED BY FIRM IN LAST FIVE YEARS

(As of _____)

In Millions

Sr. No.	Start Date/ Comp. Date	Name of the Project	Client	Location	Project Cost (Rs.)	Fee (Rs)	Scope of Services
---------	---------------------------	------------------------	--------	----------	-----------------------	----------	----------------------

SUMMARY OF MAJOR BRIDGE IN-HAND PROJECTS BY FIRM IN LAST FIVE YEARS

(As of _____)

In Millions

Sr. No.	Start Date/ Comp. Date	Name of the Project	Client	Location	Project Cost (Rs.)	Fee (Rs.)	Scope of Services
---------	---------------------------	---------------------------	--------	----------	-----------------------	--------------	----------------------

***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
- Work Plan and Manning Schedule
- Innovations / distinctions of the Firm
- 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

Form 8

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

Project Title -----

SUMMARY OF COST OF CONSULTANT

S.No.	Description	Amount (Rs.)
1.	Salary & Direct Cost Remuneration	
2.	Direct and Non-Salary Cost	
3.	Contingencies	
Total Consultancy Cost (Rs.) =		

(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]

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: _____

BREAKDOWN OF SOCIAL CHARGES

S.No.	Detailed Description	As a %age of Basic Salary

Signature & Stamp of the consultant

BREAKDOWN OF OVERHEAD COSTS

S.No.	Detailed Description	As a %age of Basic Salary and Social Charges

Signature & Stamp of the consultant

ESTIMATED LOCAL CURRENCY SALARY COSTS/REMUNERATION

S.No.	Name	Position	Staff-Months	Monthly Billing Rate	Total Estimated Amount (Rs.)
Project Staff					
		Sub-Total:			

Signature & Stamp of the consultant

DIRECT (NON-SALARY) COSTS

No.	Nomenclature	Unit	Quantity	Unit Price (Rs)	Total Amount (Rs.)	Remarks
1	Rental of Vehicles (at least Single cabin Pick up not more than 05 years old)	No.	2x6			
2	Fuel Consumption including Maintenance of Rental Vehicles	L.S	-			
3	Salary of Drivers	MM	06			
4	Furnished Site Office /accommodation including all monthly utilities bills etc along with allied facilities.	MM	06			
5	Sweeper	MM	06			
6	Stationary Charges	MM	06			
7	Necessary laboratories Test & Detail Survey	L.S	-			
8	EPA report (Payment shall be made based on actual payment made to EPA)	L.S	05			

Note: Consultants shall not alter the above configuration in their Fin. Proposals.

Signature & Stamp of the consultant

CONTRACT AGREEMENT AS PER KPPRA FORMAT

TERMS OF REFERENCE FOR CONSULTING SERVICES (TOR)

I. Scope of Work

The main objectives of the consultant services described herein is to assist the Government of KP through C&W Department in carrying out the following works:

Feasibility study detail designing, Economic, Economic studies, preparation of PC-1 & contract documents:

“Feasibility Study & Design of Bridge Awi Miragram to Bragwal ADP No. 1425/251465 (2025-26)”

Description of the Services

A. TERMS OF REFERENCE

FEASIBILITY STUDY, DESIGN AND TENDER DOCUMENTS

1. General

The services of qualified consultancy firms having sufficient experience in the relevant field are required by C&W Department for ***“Feasibility Study & Design of Bridge Awi Miragram to Bragwal ADP No. 1425/251465 (2025-26)”***

2. Engineering Principles:

The consultancy work shall be carried out in accordance with the standard engineering principles followed in construction of roads/ highways & Bridges in the country.

3. Coordination with other Agencies

The consultants will co-ordinate the design of the Bridges/ Flyovers with other government agencies or other Consultants who are responsible for earlier studies/ design work.

4. Specific Tasks

The work of consultants will fall into four broad stages

- Stage 1: Detailed Planning.
- Stage 2: Surveys.
- Stage 3: Preliminary Engineering.
- Stage 4: Detailed Engineering.

At the end of each stage the consultants will submit his report, design,

recommendations and other pertinent documents to C&W for review.

C&W will undertake the review in accordance with the programme 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.

5. Stage 1: Detailed Planning

i. Route Alignment Studies

The consultants will undertake detailed route planning studies leading to the optimum alignment of the road and to ensure that the following criteria are met:

- To avoid any traffic congestion and reduction of speed.
- Acceptable horizontal and vertical geometric standards suitable for a design speed of 80 kph (50mph) can be achieved.
- Demolition of existing property is minimized.
- The requirements for earthwork are minimized and an approximate balance between cut and fill can be achieved.

Besides, prior to the Survey and Detailed Engineering Design, consultant will submit various options for Feasibility along with merit & demerit of each one in detail and then they will proceed further on the most feasible and economical option approved by the Client.

ii. Right of Way Acquisition Plans.

In case of proposed improvement, the consultants shall submit one set of Right-of-Way and acquisition plans on reproducible stable medium, and five copies thereof to C&W as soon as the horizontal alignment of the road is finalized. The plans shall be made available to the C&W as the work progresses to facilitate timely action for acquisition of the necessary Right-of-way.

6. Stage 2: Surveys.

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.
- c) Traffic Counts
- d) Environmental Impact Study.

a) Topographic survey

Topographic survey should be undertaken to update the maps and verify the location of major buildings, structures and other physical features that are likely to be affected by the road.

Detailed topographic surveys should be undertaken at the scale of 1:500 along the alignment of the proposed road. This survey should

extend to 100 meters on either side of the centre line of the proposed road. The survey done through Total Station (TS) should be verified through Level Machine, with X-Section taken at 25-meter interval for more authenticity and avoiding variation in Earth work quantities at the construction stage.

b) Soil Survey and Geotechnical Investigation

(i) Road and approaches.

Detailed soil survey should be undertaken along the alignment of the road to determine the general soil condition, bearing capacity, moisture content, water table level and type of soil etc. Particular emphasis should be given to those locations where structures such as piles, back walls etc. will be situated. The soil investigations for structure (sub-structures) would be got done by the Consultant and results would be provided to the Client.

The consultant is required to investigate the soil through pits at required interval. The consultant will have to study the following properties:

- i) Sieve Analysis
- ii) Passing No. 200
- iii) Atterburg Limits
- iv) P.I.
- v) Moisture Content
- vi) CBR
- vii) M_R Value if $CBR > 10\%$
- viii) Pile capacity

A bore log should also be submitted to C&W for approval. The consultant is also required to coordinate with the field staff of C&W during the soil investigation and also declare their pits location to the Field concern officer C&W as well.

(ii) Bridge / Flyover.

The consultant shall carry out detailed Sub-soil Investigation along the selected alignment of the Bridge and Approach Roads. The filed boring shall be supplemented by Field and Laboratory testing. Sufficient number of bores with appropriate depth should be undertaken to ascertain the sub-soil condition for safe design of piles and other sub-structure components. The bores should be equally spaced between the two abutments.

(iii) Hydrological Study.

The Consultant shall collect fresh hydrological data for the Feasibility report and detailed design of the bridge. The hydrological study shall include but not limited to:

- a. Location and extents of catchments area.
- b. High flood levels.
- c. Maximum Peak Flood Discharge.
- d. Maximum Velocity.
- e. Type of Bed Material (Manning's n).
- f. Waterway.
- g. Scour depth.
- h. Clearance.
- i. Structure Profile.
- j. Bed slope.
- k. Encroachment in the natural stream (if any).

c) **Traffic Count**

Consultants are required to conduct detailed traffic study.

The details of task to be furnished by the consultant are as follow:

- 0 – D surveys at each approach of the road.
- 7 - days classified traffic counts at the locations approved by C&W.
- Estimation of ESAL based on latest Axle load surveys conducted by NHA / NTRC.
- Based upon traffic survey, peak hour and ADT traffic volume shall be established.
- Make forecast for next 10 and 20 years.

- Where required, capacity analysis, weaving analysis, signal and intersection capacity and delay shall be conducted using computer models.
- Level of service, volumes to capacity ratio, queue length on each approach, time space diagram to plan the road. (wherever required)

During the course of traffic count the consultant will have to coordinate with field officer (C&W) and will also declare the count section to that office.

d) **Environmental Impact Study**

The Consultants will carry out studies to assess the negative effects on environment that may be caused by construction of the road. To mitigate the negative impacts on the environment the Consultants will propose suitable mitigation measures and reflect the cost thereof in the PC-1/BOQ.

7. Stage 3: Preliminary Engineering Design

i. General

Based on traffic forecast, topographic surveys, soil investigations and conceptual framework for the road, the Consultants shall submit a preliminary design of the facility to the C&W for approval. The preliminary design will include route alignment studies, right of way plans Pavement Design, Structural Design, Intersection Design (where required) and Cost Estimates.

ii. Geometric Design

The Consultants will prepare geometric design of the road as per standard with the design speed of 80 KPH (50 MPH). Based on these standards in the route alignment study, the Consultants will produce preliminary horizontal, vertical and typical road cross sections. The topographic survey done through Total Station should also be verified through Level Machine with X-Sections taken at 25-meter interval, so as to avoid quantitative variation at the construction stage.

The Consultant will also clearly mention the grade and in case grades are more than (5-6)%, they will have to quote the specification reference and length i.e. upto how much length we can maintain that excessive grade.

The consultant will also submit details for super elevation run off, transition curve etc. A presentation will be given on geometric design and FRL to the competent authority.

iii. Pavement

Pavement designs based on different design methods and different materials are to be prepared for selection of a suitable and economical option. An economical pavement design for ten years so selected is to be adopted for estimation of quantities of various pavement layers involved in the project. A presentation on the pavement design to be adopted for the scheme is to be made to the employer for approval. The consultants will also recommend a stage construction technique for pavement design life of 20 years based on axle-load data and soil investigation.

iv. Drainage

The consultants will investigate the existing drainage system of the project area including canals, rivers, streams and seasonal water courses and prepare out-line proposals for protecting the same in those areas where it is affected by the improvement/widening etc of the road. The consultants will also prepare complete drainage plan comprising of culverts, drains and other drainage structures with out-line design for the road-drainage system based on rainfall statistics.

v. Structure

The consultants will provide structural design of all the cross-drainage structure including bridges / flyovers or any other, their location, type and level etc. with 50 years design life. The consultants will also identify the existing structures that will need protection, strengthening modification or replacement.

vi. Benefit Analysis

The consultant will undertake an evaluation of the benefits, expected from the road. These could include but not necessarily be limited to time saving, reduce accidents, enhance land values, reduce vehicles operating cost etc. the cost and benefits should be quantified as far as possible.

vii. Economic and Financial Analysis

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

viii. Feasibility Report

Feasibility report summarizing all the technical investigations and studies, engineering analysis and design, costs and benefits and the economic evaluation of the project and recommendations etc. should be prepared.

ix. Implementation Programme

An outline of implementation programme should be prepared on Microsoft Project / Primavera.

8. Stage 4: Detailed Engineering

The Consultants shall furnish copies of all engineering drawings, specifications and bid documents including geo-technical and material reports and bill of quantities to C&W as mentioned below. The Consultants will also submit originals of all engineering drawings, detailed cost estimates and design calculations to C&W. All final documents shall be submitted by the Consultants within 30 days of receipt of consolidated comments from C&W. Additional copies shall be provided at mutually agreed rates.

DOCUMENTS:

1.	Tender Drawings	10	Sets
2.	Construction Drawings	4	Sets
3.	Bill of Quantities	10	Sets
4.	Technical Specifications for each payable item	10	Sets
	comprising of		
-	Description		
-	Material Requirement		
-	Construction Requirement/Method of Working (Techniques)		

-	Equipments to be used		
-	Testing and quality control		
-	Method of measurement & payment		
5.	Tender/ Contract Documents Comprising of	10	Sets
-	Invitation to Bid		
-	Instruction to Bidder		
-	Form of Contract		
-	General Conditions of Contract (GCC)		
-	Particular Conditions of Contract (PCC)		
-	Rate Analysis of Non-Schedule Items		
-	Bill of Quantities/ Bid Schedules		
6.	PC – I Proforma including;	10	Sets
-	Engineer's Estimate		
-	EIA Report		
-	Geotechnical Investigation		
-	Hydrology and Hydraulic Study Report		
-	Economic Analysis		
-	Traffic Study Report		
-	Pavement Design Report		
7.	Detailed Cost Estimate for Technical Sanction	5	Sets
8.	Design Calculation for Road Pavement and Road Structure	2	Sets
9.	Land Acquisition Plan showing boundaries of land to be acquired for road construction (5 Prints with Sepia print). Identify separately the road with high development potential adjacent to the road.		
10.	Back-up calculation of BOQs:	2	Sets
11.	Soft copies of all documents mentioned above	2	Sets

9. **Stage 5: Tender Assistance and Award**

- i. Detailed Review of Tender Documents, Vol-I, II, III and required Rectification, if needful.
- ii. Providing assistance to the Client in pre-qualification of contractors.
- iii. Providing assistance to Client in evaluation of Bids of the Bidders.

The completion time of the Design and Tendering Stage is **06-Months** from the date of commencement and excluding time required for approvals by C&W. A penalty @Rs.1000/- shall be charged per day in case of delayed completion up to a maximum of 10% of the cost of the consultancy.

B. REPORTING REQUIREMENTS

The Consultants shall provide three (03) copies (hard and soft) of following reports/ documents as per mutually agreed Work Plan of each assignment of the Contract.

- a. Feasibility Study Report
- b. Topographic Survey Drawings
- c. Geotechnical Investigation Report
- d. Master Plan/ Schematic Design
- e. Detailed Design
- f. Cost Estimates
- g. Bidding Documents
- h. Evaluation Report for the Pre-qualification of Contractors
- i. Bid Evaluation Report(s)
- j. Monthly Progress Report during Construction Stage.
- k. Project Completion Report, PC-IV

Monthly reports and other reports as applicable are to include schedules of contract payments and variation orders, graphical representations of progress against programme, based on the approved contract schedules, charts of physical progress on major items, relevant photographs and details of impediments to the works and proposals for overcoming these. Response to M & E, audit and other forum seeking information.