

**REQUEST FOR PROPOSALS (RFP)**

**FOR HIRING OF CONSULTING FIRM**

***FOR THE PROJECT***

**“SOLARIZATION OF COMMISSIONERS COMPLEXES”**

**(August), 2021**

**Directorate of Power Projects, Energy Department,  
Govt. of the Punjab**

## Section 1

### SUBJECT: LETTER OF INVITATION

1. The Directorate of Power Projects (DOPP), Energy Department, Government of the Punjab (the “Employer”) intends to hire a consultant for a short consultancy for quality assurance, installation supervision of Contractor and O & M supervision for a period of one year for the project “Solarization of Commissioners Complexes”.
2. The details of the project activities, scope of consultancy services and submission of proposals are given in RFP Documents which can be taken from the office of undersigned on written request at the cost of Rs. 1500/- (Non-Refundable) during office working hours through authorized representatives of the firms. The proposals of those firms shall only be acceptable who shall purchase signed hard copy of RFP Document from the procuring agency. The unsigned copy of RFP can also be downloaded from website “[www.energy.punjab.gov.pk](http://www.energy.punjab.gov.pk)” and “[www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)”.
3. The consulting firm will be selected on Quality & Cost basis as mentioned in PPRA Rules, 2014.
4. All the interested consulting firms having experience & qualification as mentioned in the RFP are invited to submit their technical & Financial proposals by post or by hand on single stage two envelope basis (1 original & 2 copies) by **15-09-2021 at 11:00 AM** on the address given below. Technical proposals will be opened by the notified Committee at **11:30 AM** on the closing date in the presence of firm’s representatives who may choose to attend the meeting. The financial proposals of only technically qualified firms will be opened while the proposals of technically non-qualified firms will be returned unopened. The proposals shall be evaluated as per Punjab Procurement Rules, 2014.
5. Procuring agency reserves the right to reject all proposals under the provisions of PPRA Rules, 2014.
6. The written queries related to RFP, received from the firms minimum 03 days before the closing date, would be responded.

Yours sincerely,

(Muhammad Sabir)  
Director Projects, DOPP,  
Energy Department, 206 Shadman-1, Lahore

## **Section 2: Instructions to Consultants**

### **Definitions**

- (a) “Client” means the Director Projects, Directorate of Power Projects (DOPP), Energy Department with which the selected Consultant signs the Agreement for the Services.
- (b) “Consultant” means any entity or person that may provide or provides the Services to the Client under the Contract.
- (c) “Contract” means the Contract signed by the Parties and all the attached documents.
- (d) “Data Sheet” means such part of the Instructions to Consultants used to reflect specific conditions.
- (e) “Day” means calendar day.
- (f) “Instructions” to Consultants” means the document, which provides Consultants with all information needed to prepare their Proposals.
- (g) “LOI” means Letter of Invitation included in the RFP as Section 1.
- (h) “Personnel” means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside Pakistan; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside Pakistan.
- (i) “Proposal” means the Technical Proposal and the Financial Proposal.
- (j) “RFP” means this Request for Proposal prepared by the Client for the selection of Consultant.
- (k) “Services” means the work to be performed by the Consultant pursuant to the Contract.
- (l) “Sub-Consultant” means any person or entity with whom the Consultant sub-contracts any part of the Services.
- (m) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 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.

## **1. Introduction**

- 1.1 The Client named in the Data Sheet will select a Consulting Firm/Organization (the Consultant) in accordance with the method of selection specified in the Data Sheet.
- 1.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for the assignment named in the Data Sheet. The proposals should be in separate marked and sealed envelopes. The Proposal will be the basis for Contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 1.3 Consultant should familiarize themselves with assignment conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment, Consultants are encouraged to visit the Client before submitting a proposal. Consultants should contact the Client's representative named in the Data Sheet to obtain any additional information if required. Consultants should ensure these officials are informed well-ahead of time in case they wish to visit the Client.
- 1.4 The Client will timely provide at no cost to the Consultant the inputs and facilities specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.5 Consultants shall bear all costs associated with the preparation and submission of their proposals and agreement negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

## **Conflict of Interest**

- 1.6 Client policy requires that Consultants provide professionals, objects, and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.
  - 1.6.1 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

**Conflicting activities**

- (i) A firm that has been engaged by the Client to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide Consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than Consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation. For the purpose of this paragraph, services other than Consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling aerial

**Conflicting assignments**

- (ii) A consultant (including its personal and sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Client. For example, a consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare and independent environmental assessment for the same project and a Consultant assisting a Client in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.

**Conflicting relationships**

- (iii) A Consultant (including its Personal and sub-Consultants) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded an Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.

	1.6.2	Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.
	1.6.3	No agency or current employees of the Client shall work as Consultants under their own ministries, departments or agencies. Recruiting former government employees of the Client to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists. When the Consultant nominates any government employee as Personnel in their technical proposal, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his technical proposal.
<b>Unfair Advantage</b>	1.6.4	If a Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to Consultants together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.
<b>Fraud and Corruption</b>	1.7	<p>The Client requires Consultants participating in its projects to adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract. In pursuance of this policy, the Client: defines, for the purpose of this paragraph, the terms set forth below as follows:</p> <ul style="list-style-type: none"> <li>(i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;</li> <li>(ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;</li> <li>(iii) “collusive practices” means a scheme or arrangement between two or more consultants with or without the knowledge of the Client, designed to establish prices at artificial, noncompetitive levels;</li> </ul>

		(iv)	“coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.
		(v)	will reject a proposal for award if it determines that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question;
		(vi)	will sanction a Consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a Client contract if at any time it determines that the Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Client contract; and
		(vii)	will have the right to require that a provision be included requiring Consultants to permit the Client to inspect their accounts and records and other documents relating to the submission of proposals and contract performance, and have them audited by auditors appointed by the Client.
	1.8		Consultants, their Sub-Consultants, and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Client in accordance with the above para. 1.7. Furthermore, the Consultants shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract.
	1.9		Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Consultant is awarded the Contract, as requested in the Financial Proposal submission form (Section 4).
<b>Only one Proposal</b>	1.10		The Consultant may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.
<b>Proposal Validity</b>	1.11		The Data Sheet indicates how long Consultants’ Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. Should the need arise, however, the Client may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension

		shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.
<b>Eligibility of sub-Consultants</b>	1.12	In case a Consultant intends to associate with Consultants who have not been selected and/or individual expert(s), such other Consultants and/or individual expert(s) shall be subject to the approval of the Client.
<b>2. Clarification and Amendment of RFP Documents</b>	2.1	Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. If the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2.
	2.2	At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants who shall purchase the RFP and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.
<b>3. Preparation of Proposals</b>	3.1	The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the Data Sheet.
	3.2	In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
	3.3	While preparing the Technical Proposal, Consultants must give particular attention to the following: <ul style="list-style-type: none"> <li>(a) If a Consultant considers that it may enhance its expertise for the assignment by associating with other Consultants in a joint venture or sub-consultancy, it may associate with either (a) non-selected Consultant(s), or (b) selected Consultants if so indicated in the Data Sheet. A Consultant must first obtain the approval of the Client if it wishes to enter into a joint venture with any other Consultant(s). In case</li> </ul>



**Technical  
Proposal  
Format and  
Content**

- of association with non-selected Consultant(s), the selected Consultant shall act as association leader. Any associations must be clearly indicated in the technical proposal. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.
- (b) For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
  - (c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- 3.4 The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Paragraph (c) (ii) indicates the recommended number of pages for the description of the approach, methodology and work plan of the Technical Proposal. A page is considered to be one printed side of A4 or letter size paper.
- (a) A brief description of the Consultants' organization and an outline of recent experience of the Consultants (each partner in case of joint venture) on assignments of a similar nature is required in Form TECH-2 of Section 3. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally engaged by the Client as a firm or as one of the major firms within a joint venture. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.
  - (b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client (Form TECH-3 of Section 3).
  - (c) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under

		Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3), which will show in the form of a bar chart the timing proposed for each activity.
	(d)	The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 3).
	(e)	Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form TECH-7 of Section 3). The staff-months input should be indicated separately for home office and field activities, and for foreign and local Professional staff.
	(f)	CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3) along with their Computerized National Identity Card numbers (if local) or Passport numbers (if foreign).
	(g)	A detailed description of the proposed methodology and staffing for training, if the Data Sheet specifies training as a specific component of the assignment.
	3.5	The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.
<b>Financial Proposals</b>	3.6	The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at the Consultants' home office), and (b) reimbursable expenses indicated in the Data Sheet. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign and local expenditures. 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.
<b>Taxes</b>	3.7	The Consultant may be subject to all applicable taxes. The Client will state in the Data Sheet if the Consultant is subject to payment of any taxes.
	3.8	Consultants should express the price of their services in Pakistan Rupees.
	3.9	Commissions and gratuities, if any, paid or to be paid by Consultants and related to the assignment will be listed in the Financial Proposal Form FIN-1 of Section 4.
<b>4. Submission, receipt, and Opening of Proposals</b>	4.1	The original proposal (Technical Proposal and, Financial Proposal ) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.

- 4.2 An authorized representative of the Consultant shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL".
- 4.3 The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical Proposals shall be sent to the addresses referred to in para. 4.5 and in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the Assignment, clearly marked "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE SUBMISSION DEADLINE**". The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be cause for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 4.5 The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client not later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with para. 2.2. Any proposal received by the Client after the deadline for submission shall not be entertained and returned unopened.
- 4.6 The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

## 5. Proposal Evaluation

- 5.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client 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

access to the financial proposal until technical evaluation is concluded.

**Evaluation of Technical Proposals**

- 5.2 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

**Public Opening and Evaluation of Financial Proposals**

- 5.4 After the technical evaluation is completed, the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned unopened. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional. The opening date shall be set so as to allow interested Consultants sufficient time to make arrangements for attending the opening.
- 5.5 Financial Proposals shall be opened publically in the presence of the Consultants' representatives who choose to attend. The name of the Consultants, and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.

- 5.6 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the formers will prevail. In addition to the above corrections, as indicated under para. 3.6, 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. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of contract has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of contract has been included in the RFP, no corrections are applied to the Financial Proposal in this respect.
- 5.7 In case of QCBS, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; F = the weight given to the Financial Proposal; T + F = 1) indicated in the Data Sheet:  $S = St \times T\% + Sf \times F\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations.

## **6. Negotiations**

- 6.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the Contract signing, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to the next-ranked Consultant. Representatives attending on behalf of the Consultant must have written authority to conclude a Contract.

### **Technical Negotiations**

- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to finalize the Terms of Reference. The Client and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment.

<b>Financial Negotiations</b>	6.3	If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to determine the tax amount to be paid by the Consultant under the Agreement. The financial negotiations will reflect the agreed technical modifications in the cost of the services. In the case of QCBS Selection methods, financial negotiations can involve the remuneration rates for staff or other proposed unit rates if there is a revision of scope or if the bid rate exceeds the available budget. For other methods, Consultants will provide the Client with the information on remuneration rates described in the Appendix attached to Section 4 -Financial Proposal - Standard Forms of this RFP.
<b>Availability of Professional staff/experts</b>	6.4	Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Client expects to finalize Contract on the basis of the Professional staff named in the Proposal. Before contract finalization, the Client will require assurances that the Professional staff will be actually available. The Client will not consider substitutions during contract finalization unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to finalize.
<b>Conclusion of the Negotiations</b>	6.5	Negotiations will conclude with a review of the draft Contract. The Client and the Consultant will initial the agreed Contract. If negotiations fail, the Client will invite the Consultant whose proposal received the second highest score to negotiate the contract.
<b>7. Award of Contract</b>	7.1	The Client shall award the Contract to the selected Consultant and publish details on the website and promptly notify all Consultants who have submitted proposals.
	7.2	The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.
<b>a) Confidentiality</b>	8.1	Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

# Instructions to Consultants

## DATA SHEET

Paragraph Reference	
1.1	<p>Name of the Client: <b>Director Projects, Directorate of Power Projects (DOPP), Energy Department, Govt. of the Punjab, Lahore.</b></p> <p>Method of selection: <b>Quality and Cost Based Selection Method as per PPRA Rules, 2014</b></p>
1.2	<p>Financial Proposal to be submitted together with Technical Proposal:</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>1. Name of the assignment is: <b>Consultancy Services for Quality Assurance, Installation supervision of Contractor and O &amp; M supervision for a period of one year for the project “Solarization of Commissioners Complexes”.</b></p>
1.3	<p>The Client’s representative is: <b>Mr. Muhammad Sabir</b></p> <p>Address: Office of the Director Projects, Directorate of Power Projects, Energy Department, 206 Shadman-I, Lahore, Pakistan</p> <p>Telephone: +92-42-9920-3520</p> <p>E-Mail: dopp.dp@energy.punjab.gov.pk</p> <p>Cell Phone: +92-300-6307765</p>
1.12	Proposals must remain valid <b>90</b> days after the submission date.
2.1	<p>Clarifications may be requested not later than <b>11:00 hours (Pakistan Standard Time) on 12-08-2021.</b></p> <p>Clarifications may be sought by sending an electronic request at the following e-mail address: <a href="mailto:dopp.dp@energy.punjab.gov.pk">dopp.dp@energy.punjab.gov.pk</a></p>
3.1	<p>Proposals shall be submitted in the following language: <b>English</b></p> <p>Information in any other language shall be accompanied by certified translation in English.</p>
3.4 (a)	Firms should submit details of at least three (03) similar nature assignments completed during last five (05) years and one(01) ongoing with proof for technical evaluation using the prescribed format.
3.4 (f)	CVs should contain details on 2 relevant assignments done by the individual in the past.
3.4 (g)	Training is a specific component of this assignment: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.7	<p>Amounts payable by the Client to the Consultant under the Contract to be subject to local taxation: <b>Yes</b> <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>The Client will withhold taxes on behalf of the Consultant: <b>[Yes]</b> No</p>

3.8	Consultant to state Financial proposal in the national currency: <i>Yes</i> <input checked="" type="checkbox"/> <i>No</i> <input type="checkbox"/> .																																																												
4.3	Consultant must submit <b>One Original and Two Copies</b> of the Technical Proposal, and Financial Proposal.																																																												
4.5	<p>The Proposal must be submitted to:</p> <p>Director Projects, Directorate of Power Projects, Energy Department, 206 Shadman-I, Lahore, Pakistan</p> <p>Proposals must be submitted no later than <b>11:00 AM (PST) on 15<sup>th</sup> September, 2021</b>. Technical proposals shall be opened on the closing day at <b>11:30 AM (PST)</b>.</p>																																																												
5.2 (a)	<p>Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are:</p> <table><tr><td>(i) Company Profile:</td><td>Points [100]</td></tr><tr><td>    a) Number of similar assignments (size &amp; complexity)</td><td>[60]</td></tr><tr><td>    b) Value of similar assignments</td><td>[30]</td></tr><tr><td>    c) Organizational structure</td><td>[10]</td></tr><tr><td>        1. Organogram / Quality Management System</td><td>[05]</td></tr><tr><td>        2. Financial Capability (Annual Turnover of Rs. 10 million &amp; above)</td><td>[05]</td></tr><tr><td></td><td>—</td></tr><tr><td></td><td>Total = (A1)</td></tr><tr><td>(ii) Project Team:</td><td>[100]</td></tr><tr><td>    a) Project Manager         /Team Leader</td><td>[40]</td></tr><tr><td>    b) Electrical Engineer</td><td>[20]</td></tr><tr><td>    c) Civil Engineer</td><td>[20]</td></tr><tr><td>    d) Procurement / Contract Management Specialist</td><td>[20]</td></tr><tr><td></td><td>Total = (A2)</td></tr></table> <p>The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant score:</p> <table><tr><td>1) Education and qualifications</td><td>[25]</td></tr><tr><td>2) Relevant background</td><td>[70]</td></tr><tr><td>3) Time with firm</td><td>[05]</td></tr><tr><td></td><td>Total score: 100</td></tr></table> <table><tr><th>Sr. #</th><th>Key Position</th><th>Description</th><th>Marks</th></tr><tr><td>01</td><td><b>Project Manager/ Team Leader</b></td><td>Bachelor in Electrical Engineering</td><td>07</td></tr><tr><td></td><td></td><td>Higher Qualification than Bachelor in Electrical Engineering</td><td>03</td></tr><tr><td></td><td></td><td>Time with Firm (01 year)</td><td>02</td></tr><tr><td></td><td></td><td>Relevant Experience (10years) with detail of at least 4 similar projects</td><td>28</td></tr><tr><td></td><td></td><td></td><td><b>40</b></td></tr></table>	(i) Company Profile:	Points [100]	a) Number of similar assignments (size & complexity)	[60]	b) Value of similar assignments	[30]	c) Organizational structure	[10]	1. Organogram / Quality Management System	[05]	2. Financial Capability (Annual Turnover of Rs. 10 million & above)	[05]		—		Total = (A1)	(ii) Project Team:	[100]	a) Project Manager /Team Leader	[40]	b) Electrical Engineer	[20]	c) Civil Engineer	[20]	d) Procurement / Contract Management Specialist	[20]		Total = (A2)	1) Education and qualifications	[25]	2) Relevant background	[70]	3) Time with firm	[05]		Total score: 100	Sr. #	Key Position	Description	Marks	01	<b>Project Manager/ Team Leader</b>	Bachelor in Electrical Engineering	07			Higher Qualification than Bachelor in Electrical Engineering	03			Time with Firm (01 year)	02			Relevant Experience (10years) with detail of at least 4 similar projects	28				<b>40</b>
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		Higher Qualification than Bachelor in Electrical Engineering	03																																																										
		Time with Firm (01 year)	02																																																										
		Relevant Experience (10years) with detail of at least 4 similar projects	28																																																										
			<b>40</b>																																																										



	02	<b>Electrical Engineer</b>	BSc. Electrical Engineering Higher Qualification than BSc. in Electrical Engineering Time with Firm (01 year) Relevant Experience(05years) with detail of at least 4 similar projects	04 01 01 14 <b>20</b>
	03	<b>Civil Engineer</b>	BSc. Civil Engineering Higher Qualification than BSc. in Civil Engineering Time with Firm (01 year) Relevant Experience(05years) with detail of at least 4 similar projects	04 01 01 14 <b>20</b>
	04	<b>Procurement/Contract Management Specialist</b>	Relevant Degree Higher Qualification Time with Firm (01 year) Relevant Experience(05 years) with detail of at least 4 similar projects	04 01 01 14 <b>20</b>
	iii) Approach & Methodology:			[100]
	a) Understanding & Innovativeness			[40]
	b) Methodology & Work Plan			[60]
	Total =			(A3)
	Technical Score* = $\frac{A1[20]}{100} + \frac{A2[60]}{100} + \frac{A3[20]}{100}$			
	The minimum Technical Score St required to pass is: 65 points			
	The firms having technical score below 65 points in their technical proposal evaluation shall be disqualified and shall not be considered for further evaluation.			
5.7	The financial proposal of only those firms having technical score 65 points and above in their technical proposal evaluation shall be opened. The formula for determining the financial scores is the following: Sf = 100 x Fm / F, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration. The weights given to the Technical (T) and Financial Proposals (F) are: <b>T = 0.80 , and F = 0.20</b>			
6.1	Expected date and address for contract negotiations: <b>1<sup>st</sup> week of October, 2021 at 206-Shadman 1, Lahore.</b>			
7.2	Expected date for commencement of Consulting services <b>2<sup>nd</sup> week of October, 2021.</b>			

### **Section 3: Technical Proposal - Standard Forms**

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

TECH-1	Technical Proposal Submission Form
TECH-2	Consultant's Organization and Experience
	A Consultant's Organization
	B Consultant's Experience
TECH-3	Comments or Suggestions on the Terms of Reference and on Counterpart
	Staff and Facilities to be provided by the Client
	A On the Terms of Reference
	B On the Counterpart Staff and Facilities
TECH-4	Description of the Approach, Methodology and Work Plan for Performing the Assignment
TECH-5	Team Composition and Task Assignments
TECH-6	Curriculum Vitae (CV) for Proposed Professional Staff
TECH-7	Staffing Schedule
TECH-8	Work Schedule

## FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

---

[Location, Date]

To: [Name and address of Client]

Dear Sir,

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope<sup>1</sup>.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]<sup>2</sup>

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.12 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.2 of the Data Sheet.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

---

<sup>1</sup> [In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: "We are hereby submittin<sup>g</sup> our Pro<sup>P</sup>osal, which includes this Technical Pro<sup>P</sup>osal

## **FORM TECH-2 CONSULTANT'S ORGANIZATION AND EXPERIENCE**

---

### **A - Consultant's Organization**

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

Firm Background:

Chief Executive Officer:

Chief Financial Officer:

Chief Technical Officer (or equivalent):

## B - Consultant's Experience

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

Assignment name:	Value of the contract (in current PKR or US\$)
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No of staff-months (by your firm) on the assignment:
Start date (month/year): Completion date (month/year):	Value of consultancy services provided by your firm under the contract (in current PKR or US\$):
Name of associated Consultants, if any:	No of professional staff-months provided by associated Consultants:
Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordination, Team Leader):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

**FORM TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF  
REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED  
BY THE CLIENT**

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**A - On the Terms of Reference**

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

## **B - On Counterpart Staff and Facilities**

*[Not applicable]*

## FORM TECH-4 DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

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*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (20 pages, inclusive of charts and diagrams) divided into the following three chapters:*

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

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

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]



**FORM TECH-5 TEAM COMPOSITION AND TASK ASSIGNMENTS**

Professional Staff					
Name of Staff	CNIC No./Passport No.	Firm	Area of Expertise	Position Assigned	Task Assigned

## FORM TECH-6 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. **Proposed Position** [only one candidate shall be nominated for each position]:

2. **Name of Firm** [Insert name of firm proposing the staff]: \_\_\_\_\_  
\_\_\_\_\_

3. **Name of Staff** [Insert full name]: \_\_\_\_\_

4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

5. **CNIC No** (if Pakistan): \_\_\_\_\_ **or Passport No:** \_\_\_\_\_

6. **Education :**

<i>Degree</i>	<i>Major/Minor</i>	<i>Institution</i>	<i>Date (MM/YYYY)</i>

7. **Membership of Professional Associations:**

8. **Other Training** [Indicate significant training since degrees under 6 - Education were obtained]:

9. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

10. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

<i>Employer</i>	<i>Position</i>	<i>From (MM/YYYY) To (MM/YYYY)</i>
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## **11. Detailed Tasks Assigned**

[List all tasks to be performed under this assignment]

## **12. Work Undertaken that best Illustrates Capability to Handle the Tasks Assigned**

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]

- 1) Name of assignment or Project: \_\_\_\_\_  
Year: \_\_\_\_\_  
Location: \_\_\_\_\_  
Client: \_\_\_\_\_  
Main Project features: \_\_\_\_\_  
Positions held: \_\_\_\_\_  
Activities performed: \_\_\_\_\_
  
- 2) Name of assignment or Project: \_\_\_\_\_  
Year: \_\_\_\_\_  
Location: \_\_\_\_\_  
Client: \_\_\_\_\_

Main Project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

3) Name of assignment or Project: \_\_\_\_\_

Year: \_\_\_\_\_

Location: \_\_\_\_\_

Client: \_\_\_\_\_

Main Project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

[Unroll the project details group and continue numbering (4,5,...) as many times as is required]

### 13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and myself. I understand that any willful misstatement described herein may lead to my disqualification of dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_

[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: \_\_\_\_\_

## FORM TECH-7 STAFFING SCHEDULE<sup>1</sup>

														<div style="background-color: black; width: 20px; height: 10px; margin-bottom: 2px;"></div> <div style="background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px); width: 20px; height: 10px; margin-bottom: 2px;"></div>	Full time input Part time in <sup>p</sup> ut		
<b>Year:</b> _____																	
N°	Name of Staff	Staff input (in the form of a bar chart) <sup>2</sup>												Total staff-month	input		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Home	Field <sup>3</sup>
<b>Foreign</b>																	
1		<i>[Home]</i>															
		<i>[Field]</i>															
2																	
3																	
n																	
<b>Subtotal</b>																	
<b>Local</b>																	
1		<i>[Home]</i>															
		<i>[Field]</i>															
2																	
n																	
<b>Subtotal</b>																	
<b>Total</b>																	

- 1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
- 2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and fieldwork.
- 3 Fieldwork means work carried out at a place other than the Consultant's home office.

## FORM TECH-8 WORK SCHEDULE

	<b>Year:</b>												
N°	Activity <sup>1</sup>	Months <sup>2</sup>											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1													
2													
3													
4													
5													

- 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chart.

## **Section 4: Financial Proposal - Standard Forms**

*[Comments in brackets [ ] provide guidance to the Consultants for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.]*

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

*[The Appendix “Financial Negotiations- Breakdown of Remuneration Rates” is to be only used for financial negotiations when Quality-Based Selection, Selection Based on Qualifications, or Single-Source Selection method is adopted, according to the indications provided under para. 6.3 of Section 2.]*

Fin-1	Financial Proposal Submission Form
Fin-2	Summary of Costs
Fin-3	Breakdown of Costs by Activity
Fin-4	Breakdown of Remuneration
Fin-5	Reimbursable expenses
Appendix:	Financial Negotiations- Breakdown of Remuneration Rates

## FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

---

*[Location, Date]*

To: *[Name and address of Client]*

Dear Sir,

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposal dated *[Insert Date]* and our Technical Proposal. Our attached Financial Proposal is for the sum of *[Insert amount(s) in words and figures<sup>1</sup>]*. This amount is inclusive of all applicable taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_



## FORM FIN-2 SUMMARY OF COSTS

---

	<b>Costs</b>
<b>Item</b>	<b>Pak Rupees</b>
Total Costs of Financial Proposal inclusive of all applicable taxes.	

### FORM FIN-3 BREAKDOWN OF COSTS BY ACTIVITY<sup>1</sup>

Group of Activities (Phase): <sup>2</sup>	Description: <sup>3</sup>
<i>Cost component</i>	<b>Costs</b>
	Pak Rupees
Remuneration <sup>5</sup>	
Reimbursable Expenses <sup>5</sup>	
Subtotals	

- 1 Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. The sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
- 2 Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.
- 3 Short description of the activities whose cost breakdown is provided in this Form.
- 4 Indicate between brackets the name of the local currency.
- 5 Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.

1 Form FIN-4 shall be filled in for the same Professional and Support Staff listed in Form TECH-7.  
2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.:  
draftsmen, clerical staff).  
3 Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.  
4 Indicate separately staff-month rate and currency for home and field work

## FORM FIN-5 BREAKDOWN OF REIMBURSABLE EXPENSES

---

N°	Description <sup>1</sup>	Unit	Unit Cost <sup>2</sup>
	Per diem allowances	Day	
	International flights <sup>3</sup>	Trip	
	Miscellaneous travel expenses	Trip	
	Communication costs between <i>[Insert place]</i> and <i>[Insert place]</i>		
	Drafting, reproduction of reports		
	Equipment, instruments, materials, supplies, etc.		
	Shipment of personal effects	Trip	
	Use of computers, software		
	Laboratory tests.		
	Subagreements		
	Local transportation costs		
	Office rent, clerical assistance		
	Training of the Client's personnel 4		

1. Delete items that are not applicable or add other items according to paragraph reference 3.6 of the Date Sheet.
2. Indicate unit cost and currency.
3. Indicate route of each flight, and if the trip is one-or two-ways.
4. Only if the training is a major component of the assignment, defined as such in the TOR.

## Sample Form

Consulting Firm:

Assignment:

Date:

### Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

- (a) The basic salaries indicated in the attached table are taken from the firm's payroll records and reflect the current salaries of the staff members listed which have not been raised other than within the normal annual salary increase policy as applied to all the firm's staff;
- (b) Attached are true copies of the latest salary slips of the staff members listed;
- (c) the away from headquarters allowances indicated below are those that the consultants have agreed to pay for this assignment to the staff members listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

\_\_\_\_\_  
[Name of Consulting Firm]

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_

### Consultant's Representations Regarding Costs and Charges

(Expressed in [insert name of currency])

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Salary per Working Month/Day/Year	Social Charges 1	Overhead 1	Subtotal	Fee 2	Away from Headquarters Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hour
Home Office									
Field									

1. Expressed as percentage of 1

2. Expressed as percentage of 4

## **SECTION 5:**

### **Terms of References (TORs) of Consulting Firm for the Quality Assurance & Installation Supervision -of Contractor for the project “Solarization of Commissioners Complexes”**

#### **1. Background**

Government of the Punjab has vision to energize its offices, universities, schools & basic health units to solar power. Through this program, Government of Punjab intends to create awareness amongst the general public for use of Alternate Energy Resources to reduce dependency on the national grid and to improve environment conditions of the province. As per this vision Government of Punjab intends to install solar PV Plant each at Rooftop of all Commissioner Complexes in Punjab. For this purpose, the services of a reputed Consulting Firm having relevant experience are required to support the Punjab DOE Punjab in installation of the project as per following TORs.

#### **2. Objectives of Consultancy**

The services of a reputed Consulting Firm are required to support the Directorate of Power Projects (DoPP), Energy Department in quality assurance, installation supervision, Testing & Commissioning phase of the project and supervision of O & M of the project for a period of one year.

#### **3. Role of Client Agency**

- Supervision of activities of the consultant in line with scope of services in order to achieve anticipated outcomes
- Communication with the consultant for sharing of relevant information

#### **4. Scope Duties and Responsibilities of Consultant**

The selected firm will be required to conduct the following activities but not limited to during this assignment in support of the DoPP, Energy Department.

#### **STEP-I Review of Design / Drawings, Quality Assurance/Post-shipment Inspection (30 Days)**

The Consulting Firm will exercise due diligence in performing their services aimed at achieving economical, quality assurance and sound implementation of the Project. After the award of Contract, a team shall be organized, to ensure the availability of the highest level of expertise for project management, supervision of design and site supervision during

installation of the Project. For day-to-day contact and effective liaison with the Client and proper project handling, the Consulting firm will designate their Senior Engineer, as Project Manager. The Project Manager will be having extensive related experience; he will be the contact point for any senior level interface with the Client and will also coordinate with the team of the Consulting Firm and Contractor for proper and timely completion of the Project.

**a) Review of Design / Drawings**

The Consulting Firm will examine and approve Contractor's drawings, documents and other information prepared for the execution of the Project to ensure:

- Compliance with the Contract and Specifications
- Adherence to the applicable Codes and Standards

And will review all documents defining and describing the major equipment and works for the entire Project with regard to:

- Technical acceptability and completeness
- Functional, operational and safety requirements
- Reliability and ease of maintenance

**b) Post-Shipment Inspection**

- Visual Inspection of components
- Supervision of Lab tests of components
- Submission of consolidated report

**STEP-II Installation Supervision (360 Days)**

Site supervision services will cover:

- Supervision during installation of E&M Equipment and civil structure
- Supervision of commissioning and performance of test

**STEP-III Post Installation Supervision**

After the System Installation, performance and operation of the system will be inspected by the consultant firm in an organized manner.

Detailed steps are discussed below:

- **Field Inspection**

After the preliminary inspection a detailed inspection of all the system components will be carried out including PV panels, inverter, batteries, combiner boxes and cabling. Also system data logging will be properly checked.

The field inspection will include the following steps:



## **Field Inspection of System**

- a) The consulting firm will check that PV modules are physically installed as per plans (number and layout) and also get support of modern computer tools and simulations for azimuth and panel structure design/directions.
- b) Trees and plants will not grow tall enough to shade array and affect its energy yield
- c) The consultants will check that the Roof penetrations are secure and weather proof.
- d) String fuses or circuit breakers are DC-rated and not larger than module fuse rating
- e) The consultants will check that the modules are in good condition i-e not broken glass or cells, no discoloration, frames are not damaged.
- f) Module connectors should be tight and secure
- g) Wire and conduit sizes installed per order
- h) Wiring is installed with shortest distance from PV panels to inverter
- i) Wiring is neat and secure
- j) Wiring is not readily accessible
- k) Conductors/channels are not in contact with roof surface
- l) Conduit/channels supported properly
- m) No potential damage to wire through equipment or other is permissible
- n) PV module frame are properly grounded with dedicated grounding conductor
- o) Proper grounding of all other metallic surfaces that might possibly become energized (conduit, combiner boxes, disconnect enclosures, etc.)
- p) Dissimilar metals are electrically isolated to avoid galvanic corrosion
- q) Aluminum is not placed in direct contact with iron or other metal.
- r) All mounting structures/frames and metallic components, nuts and bolts may be galvanized
- s) In addition wiring, piping, conduit, fixtures, junction boxes, distribution boxes and related accessories should be IEC standards compliant
- t) Effective washing system should be installed
- u) Proper installation for Net metering equipment should be made and approved by concerned DISCO
  - **Field Inspection for System Labeling**
- a) All equipment and parts are labeled as required as per engineering diagram provided by the vendor
- b) Breakers are properly labeled
- c) Wires are properly labeled
- d) Outdoor labels are designed to withstand as per external environment
- e) Wiring diagram may be furnished on the distribution board

- **Data Logging and Monitoring**

a) System Data is being properly logged or not

**5. Time Duration for Proposed Consultancy:**

The consulting services are required over a period of 14 months during execution of the project and 12 months during O&M period.

**6. Deliverables / Reporting with Timelines:**

The Consultant Firm will be required to fulfil the following reporting requirements:

Description	Timelines
Submit Review and submission of Contractor's design/drawings reports to the Client after signing of agreement with the Contractor by the Client	30 days
Submit post installation testing and commissioning report after installation by the Contractor	360 days
Activity Plan	Weekly Basis
Progress Reports	Monthly Basis
Submission of final close out report on completion of the entire project & handing over it to O & M Operator of the project	30 days
Submission of O&M reports	365 days
Attend Meetings	On call of the client

**7. Reporting Arrangements**

The Consulting Firm shall report to Director Projects, Directorate of Power Projects, Energy Department Lahore.

**8. Professional liability of Consultant.–**

1. The consultant selected and awarded a contract shall be liable for consequence of errors or omissions on the part of the consultant.
2. The extent of liability of the consultant shall form part of the contract and such liability shall not be less than remunerations nor it shall be more than twice the remunerations.
3. The procuring agency may demand insurance on part of the consultant to cover the liability of the consultant and necessary costs shall be borne by the consultant.

4. The consultant shall be held liable for all losses or damages suffered by the procuring agency on account of any misconduct by the consultant in performing the consulting services.

#### 9. Core Team of Experts

- All engineers hired locally must be registered with the Pakistan Engineering Council (PEC).

Sr. #	Key Position	Minimum Qualification	Relevant Professional Experience	Man Months
01	<b>Project Manager/ Team Leader</b>	Must have Bachelor Degree in Electrical Engineering. Masters will be preferred.	<ul style="list-style-type: none"> <li>○ More than 10 years experience of supervising execution of solar projects</li> <li>○ Experienced in development / preparation of BOQ documents for execution of solar projects and evaluation of BOQ estimates</li> <li>○ Must have the ability to review the design/drawings and conduct post installation testing &amp; commissioning of the solar systems</li> <li>○ Experience in parameters of photovoltaic systems and components</li> <li>○ Having expertise in optimizing execution and operational costs and implementation phasing of the project</li> <li>○ Having expertise in conducting post-shipment inspection of the solar equipment</li> <li>○ Familiar with application of quality assurance/ control protocols and regimes</li> </ul>	Intermittent 26

02	<b>Electrical Engineer</b>	Must have a Bachelor degree in Electrical Engineering	<ul style="list-style-type: none"> <li>○ More than 5 years experience in preparation of Feasibility studies and design documents for solar energy development</li> <li>○ Experience in parameters of photovoltaic systems and components</li> <li>○ Having expertise in optimizing execution and operational costs and implementation phasing of the project</li> <li>○ Having expertise in preparation of bidding documents &amp; evaluation of bids</li> <li>○ Having expertise in conducting post-shipment inspection of the solar equipment</li> </ul>	Intermittent 26
03	<b>Civil Engineer</b>	Must have a Bachelor degree in Civil Engineering	More than 5 years in Structure Design assignments	3
04	<b>Procurement / contract management specialist</b>	Must have degree in relevant field	More than 5 years in contract management, contract evaluation, conflict resolution and assessments for contract specifications and variations etc.	1

## **Section-6**

# **Standard Form of Agreement– Lump-Sum Payments**

# **CONTRACT FOR ENGINEERING CONSULTANCY SERVICES**

**between**

---

**(NAME OF THE CLIENT)**

**and**

---

**(NAME OF THE CONSULTANT)**

**for**

\_\_\_\_\_**(BRIEF SCOPE OF SERVICES) OF (NAME OF PROJECT)**

---

**Month and Year**

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### **V ALTRNATE TITLE PAGE IN CASE OF JV ALTERNATE FORM OF CONTRACT IN CASE OF JV**

### **LIST OF PEC CONTRACT DOCUMENTS**



## FORM OF CONTRACT

- [Notes: 1. Use this Form of Contract when the Consultants perform Services as Sole Consultants.*
- 2. In case the Consultants perform Services as a Member of the joint venture, use the Form included at the end.*
- 3. All notes should be deleted in the final text.]*

This CONTRACT (hereinafter called the "Contract") is made on the \_\_\_ day of \_\_\_ month) of \_\_\_ (year), between, on the one hand \_\_\_\_\_ (hereinafter called the "Client" which expression shall include the successors, legal representatives and permitted assigns) and, on the other hand, \_\_\_\_\_ (herein after called the "Consultants" which expression shall include the successors, legal representatives and permitted assigns).

### WHEREAS

- (a) the Client has requested the Consultants to provide certain consulting services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the "Services"); and
- (b) the Consultants, having represented to the Client that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the Parties hereby agree as follows:

- 1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
  - (a) the General Conditions of Contract;
  - (b) the Special Conditions of Contract;
  - (c) the following Appendices:

*[Note: If any of these Appendices are not used, the words "Not Used" should be inserted below/next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]*

Appendix A : Description of the Services / TORs  
Appendix B : Reporting Requirements  
Appendix C : Key Personnel and Sub-consultants  
Appendix D : Breakdown of Contract Price in Foreign Currency  
Appendix E : Breakdown of Contract Price in Local Currency  
Appendix F : Services & Facilities to be Provided by the Client  
Appendix G: Integrity Pact (for Services above Rs. 10 million)

2. The mutual rights and obligations of the Client and the Consultants shall be as set forth in the Contract, in particular:

- (a) the Consultants shall carry out the Services in accordance with the provisions of the Contract; and
- (b) the Client shall make payments to the Consultants in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names in two identical counterparts, each of which shall be deemed as the original, as of the day, month and year first above written.

For and on behalf of

\_\_\_\_\_

Witness (CLIENT) Signatures \_\_\_\_\_

Signatures \_\_\_\_\_

Name

Name \_\_\_\_\_

Title

\_\_\_\_\_

Title \_\_\_\_\_

(Seal)

For and on behalf of

\_\_\_\_\_

Witness (CONSULTANTS) Signatures

Signatures \_\_\_\_\_

Name

Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

(Seal)

## **II. GENERAL CONDITIONS OF CONTRACT**

### **1. GENERAL PROVISIONS**

#### **1.1 Definitions**

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) "Applicable Law" means the laws and any other instruments having the force of law in the Islamic Republic of Pakistan, as those may be issued and in force from time to time;
- (b) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- (c) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
- (d) "Effective Date" means the date on which this Contract comes into force and effect pursuant to Sub-Clause 2.1;
- (e) "GC" means these General Conditions of Contract;
- (f) "Government" means the Government of the Islamic Republic of Pakistan and/or Provincial Government(s);
- (g) "Foreign Currency" means currency other than the currency of Islamic Republic of Pakistan.;
- (h) "Local Currency" means the currency of the Islamic Republic of Pakistan;
- (i) "Member" in case the Consultants consist of a joint venture of more than one entity, means any of the entities, and "Members" means all of these entities;
- (j) "Party" means the Client or the Consultants, as the case may be, and "Parties" means both of them;
- (k) "Personnel" means persons hired by the Consultants or by any Subconsultant as employees and assigned to the performance of the Services or any part thereof;
- (l) "SC" means the Special Conditions of Contract by which the GC are amended or supplemented;

- (m) "Services" means the work to be performed by the Consultants pursuant to this Contract, as described in Appendix A;
- (n) "Subconsultant" means any entity to which the Consultants subcontract any part of the Services in accordance with the provisions of Sub-Clause 3.6;
- (o) "Third Party" means any person or entity other than the Client, the Consultants or a Subconsultant; and
- (p) "Project" means the work specified in SC for which engineering consultancy services are desired.

## **1.2 Law Governing the Contract**

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

## **1.3 Language**

This Contract has been executed in the English language which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All the reports and communications shall be in the English language.

## **1.4 Notices**

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an Authorized Representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, or facsimile to such Party at the address of the Authorized Representatives specified under Sub-Clause SC 1.6. A Party may change its address for notice hereunder by giving the other Party notice of such change.

## **1.5 Location**

The Services shall be performed at such locations as are specified in Appendix A and, where the location of a particular task is not so specified, at such locations as mutually agreed by the Parties.

## **1.6 Authorized Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Client or the Consultants shall be taken or executed by the Authorized Representatives specified in the SC.

## **1.7 Taxes and Duties**

Unless specified in the SC, the Consultants, Subconsultants, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

## **1.8 Leader of Joint Venture**

In case the Consultants consist of a joint venture of more than one entity, the Consultants shall be jointly and severally bound to the Client for fulfillment of the terms of the Contract and designate the Member named in the SC to act as leader of the Joint Venture, for the purpose of receiving instructions from the Client.

# **2. COMMENCEMENT, COMPLETION, MODIFICATION, AND TERMINATION OF CONTRACT**

## **2.1 Effectiveness of Contract**

This Contract shall come into force and effect on the date (the "Effective Date") of the Client's notice to the Consultants instructing the Consultants to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the SC have been met.

## **2.2 Termination of Contract for Failure to Become Effective**

If this Contract has not become effective within such time period after the date of the Contract signed by the Parties as shall be specified in the SC, either Party may, by not less than twenty eight (28) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party except for the work (if any) already done or costs already incurred by a Party at the request of the other Party.

## **2.3 Commencement of Services**

The Consultants shall begin carrying out the Services at the end of such time period after the Effective Date as shall be specified in the SC.

## **2.4 Expiration of Contract**

Unless terminated earlier pursuant to Sub-Clause 2.9, this Contract shall expire when, pursuant to the provisions hereof, the Services have been completed and the payments of remunerations including the direct costs if any, have been made. The Services shall be completed within a period as is

specified in the SC, or such extended time as may be allowed under Sub-Clause 2.6.

The term "Completion of Services" is as specified in the SC.

## **2.5 Modification**

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services, may only be made in writing, which shall be signed by both the Parties.

## **2.6 Extension of Time for Completion**

If the scope or duration of the Services is increased:

- (a) the Consultants shall inform the Client of the circumstances and probable effects;
- (b) the increase shall be regarded as Additional Services; and
- (c) the Client shall extend the time for Completion of the Services accordingly.

## **2.7 Force Majeure**

### **2.7.1 Definition**

- (a) For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial actions (except where such strikes, lockouts or other industrial actions are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- (b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Subconsultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Contract and (B) avoid or overcome in the carrying out of its obligations hereunder.
- (c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

### **2.7.2 No Breach of Contract**

The failure of a Party to fulfill any of its obligations under the Contract shall not be considered to be a breach of, or default under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event; (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract; and (b) has informed the other Party in writing not later than fifteen (15) days following the occurrence of such an event.

### **2.7.3 Extension of Time**

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

### **2.7.4 Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultants shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purpose of the Services and in reactivating the Services after the end of such period.

## **2.8 Suspension of Payments by the Client**

The Client may, by written notice of suspension to the Consultants, suspend all payments to the Consultants hereunder if the Consultants fail to perform any of their obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultants to remedy such failure within a period not exceeding thirty (30) days after receipt by the Consultants of such notice of suspension.

## **2.9 Termination**

### **2.9.1 By the Client**

The Client may terminate this Contract, by not less than thirty (30) days written notice of termination to the Consultants, to be given after the occurrence of any of the events specified in paragraphs (a) through (e) of this Sub-Clause 2.9.1 and sixty (60) days' in the case of the event referred to in paragraph (f):

- (a) if the Consultants do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being

notified or within any further period as the Client may have subsequently approved in writing;

- (b) if the Consultants become (or, if the Consultants consist of more than one entity, if any of their Members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- (c) if the Consultants fail to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause 7 hereof;
- (d) if the Consultants submit to the Client a statement which has a material effect on the rights, obligations or interests of the Client and which the Consultants know to be false;
- (e) if, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days;
- (f) if the Client, in its sole discretion, decides to terminate this Contract.

#### **2.9.2 By the Consultants**

The Consultants may terminate this Contract, by not less than thirty (30) days written notice to the Client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Sub-Clause 2.9.2:

- (a) if the Client fails to pay any monies due to the Consultants pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Consultants that such payment is overdue;
- (b) if the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultants may have subsequently approved in writing) following the receipt by the Client of the Consultants' notice specifying such breach;
- (c) if, as a result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days;
- (d) if the Client fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause 7 hereof.



### **2.9.3 Cessation of Services**

Upon receipt of notice of termination under Sub-Clause 2.9.1, or giving of notice of termination under Sub-Clause 2.9.2, the Consultants shall take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultants, and equipment and materials furnished by the Client, the Consultants shall proceed as provided, respectively, by Sub-Clauses 3.8 or 3.9.

### **2.9.4 Payment upon Termination**

Upon termination of this Contract pursuant to Sub-Clauses 2.9.1 or 2.9.2, the Client shall make the following payments to the Consultants:

- (a) remuneration and reimbursable direct costs expenditure pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination. Effective date of termination for purposes of this Sub-Clause means the date when the prescribed notice period would expire;
- (b) except in the case of termination pursuant to paragraphs (a) through (d) of Sub-Clause 2.9.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel, according to Consultants Traveling Allowance Rules.

In order to compute the remuneration for the part of the Services satisfactorily performed prior to the effective date of termination, the respective remunerations shall be proportioned.

### **2.9.5 Disputes about Events of Termination**

If either Party disputes whether an event specified in paragraphs (a) through (e) of Sub-Clause 2.9.1 or in paragraph (a) through (d) of Sub-Clause 2.9.2 hereof has occurred, such Party may, within forty-five (45) days after receipt of notice of termination from the other Party, refer the matter to arbitration pursuant to Clause 7 hereof, and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

## **3. OBLIGATIONS OF THE CONSULTANTS**

### **3.1 General**

The Consultants shall perform the Services and carry out their obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe

methods. The Consultants shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Subconsultants or third parties.

### **3.2 Consultants Not to Benefit from Commissions, Discounts, etc.**

The remuneration of the Consultants pursuant to Clause 6 shall constitute the Consultants' sole remuneration in connection with this Contract or the Services, and the Consultants shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultants shall use their best efforts to ensure that the Personnel, any Subconsultants, and agents of either of them similarly shall not receive any such additional remuneration.

### **3.3 Confidentiality**

The Consultants, their Subconsultants, and the Personnel of either of them shall not, either during the term or after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Client's business or operations without the prior written consent of the Client.

### **3.4 Liability of the Consultants**

The Consultants are liable for the consequence of errors and omissions on their part or on the part of their employees in so far as the design of the Project is concerned to the extent and with the limitations as mentioned herein below.

If the Client suffers any losses or damages as a result of proven faults, errors or omissions in the design of a project, the Consultants shall make good such losses or damages, subject to the conditions that the maximum liability as aforesaid shall not exceed twice the total remuneration of the Consultants for design phase in accordance with the terms of the Contract.

The liability of the Consultants expires after one (1) year from the stipulated date of completion of construction or after three (3) years from the date of final completion of the design whichever is earlier.

The Consultants may, to protect themselves, insure themselves against their liabilities but this is not obligatory. The extent of the insurance shall be up to the limit specified in second para above. The Consultants shall procure the necessary cover before commencing the Services and the cost of procuring such cover shall be borne by the Consultants up to a limit of one percent of the total remuneration of the Consultants for the design phase for every year of keeping such cover effective.

The Consultants shall, at the request of the Client, indemnify the Client against any or all risks arising out of the furnishing of professional services by the Consultants to the Client, not covered by the provisions contained in the first para above and exceeding the limits set forth in second para above provided the actual cost of procuring such indemnity as well as costs exceeding the limits set forth in fourth para above shall be borne by the Client.

### **3.5 Other Insurance to be Taken out by the Consultants**

The Consultants (a) shall take out and maintain, and shall cause any Subconsultants to take out and maintain, at their (or the Subconsultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage, as are specified in the SC; and (b) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums have been paid.

### **3.6 Consultants' Actions Requiring Client's Prior Approval**

The Consultants shall obtain the Client's prior approval in writing before taking any of the following actions:

- (a) appointing such Personnel as are listed in Appendix-C merely by title but not by name;
- (b) entering into a subcontract for the performance of any part of the Services, it being understood (i) that the selection of Subconsultants and the terms and conditions of the subcontract shall have been approved in writing by the Client prior to the execution of the subcontract, and (ii) that the Consultants shall remain fully liable for the performance of the Services by the Subconsultants and its Personnel pursuant to this Contract;
- (c) any other action that may be specified in the SC.

### **3.7 Reporting Obligations**

The Consultants shall submit to the Client the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.

### **3.8 Documents Prepared by the Consultants to be the Property of the Client**

All plans, drawings, specifications, reports, and other documents prepared by the Consultants in accordance with Sub-Clause 3.7 shall become and remain the property of the Client, and the Consultants shall, not later than upon termination or expiration of this Contract, deliver (if not already delivered) all such documents and software to the Client, together with a

detailed inventory thereof. The Consultants may retain a copy of such documents and software.

Restriction(s) about the future use of these documents is specified in the SC.

### **3.9 Equipment and Materials Furnished by the Client**

Equipment and materials made available to the Consultants by the Client, or purchased by the Consultants with funds provided exclusively for this purpose by the Client, shall be the property of the Client and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultants shall make available to the Client an inventory of such equipment and materials and shall dispose of such equipment and materials in accordance with the Client's instructions or afford salvage value of the same. While in possession of such equipment and materials, the Consultants, unless otherwise instructed by the Client in writing, shall insure them at the expense of the Client in an amount equal to their full replacement value.

### **3.10 Accounting, Inspection and Auditing**

The Consultants (i) shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time charges, and cost, and the basis thereof, and (ii) shall permit the Client or its designated representatives periodically, and up to one year from the expiration or termination of this Contract, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by the Client.

## **4. CONSULTANTS' PERSONNEL AND SUBCONSULTANTS**

### **4.1 Description of Personnel**

The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Consultants' Key Personnel are described in Appendix C. The Key Personnel and Subconsultants listed by title and/or by name, as the case may be, in Appendix C are deemed to be approved by the Client.

### **4.2 Removal and/or Replacement of Personnel**

- (a) Except as the Client may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultants, it becomes necessary to replace any of the Key Personnel, the Consultants shall provide as a replacement a person of equivalent or better qualifications;
- (b) If the Client, (i) finds that any of the Personnel have committed serious misconduct or have been charged with having committed a criminal action; or (ii) has reasonable cause to be dissatisfied with the

performance of any of the Personnel, then the Consultants shall, at the Client's written request specifying the grounds therefor, provide as a replacement a person with qualifications and experience acceptable to the Client.

- (c) Except as the Client may otherwise agree, the Consultants shall; (i) bear all the additional travel and other costs arising out of or incidental to any removal and/or replacement; and (ii) bear any additional remuneration, to be paid for any of the Personnel provided as a replacement to that of the Personnel being replaced.

## **5. OBLIGATIONS OF THE CLIENT**

### **5.1 Assistance, Coordination and Approvals**

#### **5.1.1 Assistance**

The Client shall use its best efforts to ensure that the Client shall:

- (a) provide at no cost to the Consultants, Subconsultants and Personnel such documents prepared by the Client or other consulting engineers appointed by the Client as shall be necessary to enable the Consultants, Subconsultants or Personnel to perform the Services. The documents and the time within which such documents shall be made available, are as specified in the SC;
- (b) assist to obtain the existing data pertaining or relevant to the carrying out of the Services, with various Government and other organisations. Such items unless paid for by the Consultants without reimbursement by the Client, shall be returned by the Consultants upon completion of the Services under this Contract;
- (c) issue to officials, agents and representatives of the concerned organisations, all such instructions as may be necessary or appropriate for prompt and effective implementation of the Services;
- (d) assist to obtain permits which may be required for right-of-way, entry upon the lands and properties for the purposes of this Contract;
- (e) provide to the Consultants, Subconsultants, and Personnel any such other assistance and exemptions as may be specified in the SC.

#### **5.1.2 Co-ordination** The Client shall:

- (a) coordinate and get or expedite any necessary approval and clearances relating to the work from any Government or Semi-Government

Agency, Department or Authority, and other concerned organization named in the SC.

- (b) coordinate with any other consultants employed by him.

### **5.1.3 Approvals**

The Client shall accord approval of the documents within such time as specified in the SC, whenever these are applied for by the Consultants.

## **5.2 Access to Land**

The Client warrants that the Consultants shall have, free of charge, unimpeded access to all land of which access is required for the performance of the Services.

## **5.3 Change in the Applicable Law**

If, after the date of this Contract, there is any change in the Applicable Law which increases or decreases the cost of the Services rendered by the Consultants, then the remunerations and direct costs otherwise payable to the Consultants under this Contract shall be increased or decreased accordingly, and corresponding adjustment shall be made to the amounts referred to in Sub-Clause 6.2 (a) or (b), as the case may be.

## **5.4 Services and Facilities**

The Client shall make available to the Consultants, Sub-consultants and the Personnel, for the purpose of the Services and free of any charge, the services, facilities and property described in Appendix F at the times and in the manner specified in said Appendix F, provided that if such services, facilities and property shall not be made available to the Consultants as and when so specified, the Parties shall agree on; (i) any time extension that it may be appropriate to grant to the Consultants for the performance of the Services; (ii) the manner in which the Consultants shall procure any such services, facilities and property from other sources.

## **5.5 Payments**

In consideration of the Services performed by the Consultants under this Contract, the Client shall make to the Consultants such payments and in such manner as is provided by Clause 6 of this Contract.

## **6. PAYMENTS TO THE CONSULTANTS**

### **6.1 Lump Sum Remuneration**

The Consultants' total remuneration shall not exceed the Contract Price and shall be a fixed lump sum including all staff costs, incurred by the Consultants in carrying out the Services described in Appendix A. Other reimbursable direct costs expenditure, if any, are specified in the SC.

### **6.2 Contract Price**

- (a) local currency payment shall be made in Pakistani Rupees.

### **6.3 Terms and Conditions of Payment**

Payment will be made to the account of the Consultants and according to the payment schedule stated in the SC. Payments shall be made after the conditions listed in the SC for such payments have been met, and the Consultants have submitted an invoice to the Client specifying the amount due.

### **6.4 Period of Payment**

- (a) Advance payment to the Consultants shall be affected within the period specified in the SC, after signing of the Contract Agreement between the Parties.
- (b) Any other amount due to the Consultants shall be paid by the Client to the Consultants within thirty (30) days in case of local currency after the Consultants' invoice has been delivered to the Client.

## **6.5 Additional Services**

Additional Services means:

- (a) Services as approved by the Client outside the Scope of Services described in Appendix A;
- (b) Services to be performed during the period extended pursuant to Sub-Clause 2.6, beyond the original schedule time for completion of the Services; and
- (c) any re-doing of any part of the Services as a result of Client's instructions.

If, in the opinion of the Client, it is necessary to perform Additional Services during the currency of the Contract for the purpose of the Project, such Additional Services shall be performed with the prior concurrence of both the Parties. The Consultants shall inform the Client of the additional time (if any). If there is no disagreement by the Client within two weeks of this intimation, such additional time shall be deemed to become part of the Contract.

## **7. SETTLEMENT OF DISPUTES**

### **7.1 Amicable Settlement**

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.



## **7.2 Dispute Settlement**

Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions of the Arbitration Act, 1940 (Act No.X of 1940) and of the Rules made thereunder and any statutory modifications thereto.

Services under the Contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due to or by the Client shall be withheld on account of such proceedings.

## **8. INTEGRITY PACT**

- 8.1** If the Consultant or any of his Subconsultants, agents or servants is found to have violated or involved in violation of the Integrity Pact signed by the Consultant as Appendix-G to this Form of Contract, then the Client shall be entitled to:
- (a) recover from the Consultant an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Consultant or any of his Subconsultant, agents or servants;
  - (b) terminate the Contract; and
  - (c) recover from the Consultant any loss or damage to the Client as a result of such termination or of any other corrupt business practices of the Consultant or any of his Subconsultant, agents or servants.

On termination of the Contract under Sub-Para (b) of this Sub-Clause, the Consultant shall proceed in accordance with Sub-Clause 2.9.3. Payment upon such termination shall be made under Sub-Clause 2.9.4 (a) after having deducted the amounts due to the Client under Sub-Para (a) and (c) of this Sub-Clause.

### III. SPECIAL CONDITIONS OF CONTRACT

No. Amendments of, and Supplements to, Clauses in the General Conditions of  
GC of Contract  
Clause

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#### 1.1 Definitions

(p)"Project" means

1. **Consultancy Services for Quality Assurance, Installation Supervision of Contractor and O & M supervision for a period of one year for the project “Solarization of Commissioners Complexes”.**

#### 1.6 Authorized Representatives

The Authorized Representatives are the following:

For the Client:

**Director Projects,  
Directorate of Power Projects,  
Energy Department,  
206, Shadman- 1, Lahore  
Tel:+92-42 99203518-23  
Fax: +92-42 99203519**

Website: [www.energy.punjab.gov.pk](http://www.energy.punjab.gov.pk)

For queries: [dopp.dp@energy.punjab.gov.pk](mailto:dopp.dp@energy.punjab.gov.pk)

For the Consultants:

\_\_\_\_\_ (Name of Project Manager)

\_\_\_\_\_ (Address)

\_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile : \_\_\_\_\_

E.Mail: \_\_\_\_\_

## 1.7 Taxes and Duties

All applicable taxes and duties shall be deducted by the Client from the payable amount of Consultant as per rules and regulations.

## 1.8 Leader of the Joint Venture

The leader of the Joint Venture is .....(name of the Member of the Joint Venture).

*[Note: If the Consultants do not consist of more than one entity, the Sub-Clause 1.8 should be deleted.]*

### 2.1 Effectiveness of Contract

The date on which this Contract shall come into effect is the date of the signing of the contract.

### 2.2 Termination of Contract for Failure to Become Effective

The time period shall be **Twelve (12) Months**, or such other period as the Parties may agree in writing.

*[Note: Fill in the time period e.g **Twelve (12) Months**.]*

### 2.3 Commencement of Services

The Consultants shall commence the Services from date of signing of Contract Agreement, or such other time period as the Parties may agree in writing.

### 2.4 Expiration of Contract

The period of completion of Services shall be of **Twelve (12) Months** from the Commencement Date of the Services or such other period as the Parties may agree in writing.

## 3.6 Consultants' Actions Requiring Client's Prior Approval

The Consultants shall also clear with the Client, before commitments on any action they propose to take under the following:

- i) Issuing Variations Orders in respect of:
  - additional items of works as determined by the Director Projects to be necessary for the execution of works.
  - any new item of the works not envisaged in the Contract Documents and which is determined by the Engineer to be necessary for the execution of works.

- any item of Works covered under Provisional Sums
- ii) Claim from the Contractor for extra payment with full supporting details and Consultants recommendations, if any, for settlement.
- iii) Details of any nominated sub-contracts.
- iv) Any action under terms of Performance Guarantee or Insurance Policy.
- v) Any action by the Consultants affecting the costs under the following clauses of Conditions of Contract of the Construction Contract.
  - Adverse Physical Conditions and Artificial Obstructions
  - Suspension of Works
  - Bonus and Liquidated Damages
  - Certificate of Completion of Works
  - Defects Liability Certificate
  - Forfeiture
  - Special Risks
  - Frustration
- vi) Final Measurement Statement
- vii) Release of Retention Money
- viii) Any change in the ratios of various currencies of payment.

### **3.8 Documents Prepared by the consultants to be the Property of the Client**

The Client and the Consultants shall not use these documents

for purposes unrelated to this Contract without the prior

written approval of the other Party.

#### **5.1.1 Assistance**

- (a) The Client shall make available all relevant documents available with the Client.

#### **5.1.3 Approvals**

The Client shall accord approval of the documents immediately but not later than fourteen (14) days from the date of their submission by the Consultants.

## 6.1 Lump Sum Remuneration

*[Note: In case there are other expenditures in respect of which reimbursement is allowed in addition to the lump sum remuneration, details of such re-imbursable direct costs expenditure which may include Sub-consultants' costs, printing, communications, travel, accommodation etc., may be indicated herein. Each item shall be specified whether it is payable on the basis of (a) lump sum monthly rate; or (b) reimbursement of actual expenditures.]*

## 6.2 Contract Price

(a) The amount in local currency is Pakistani Rupees .....

## 6.3 Terms and Conditions of Payment

The Client shall make the payments to Successful Consulting Firm in Pak Rupees only after deducting all applicable taxes as per following schedule:

<i>Sr.#</i>	<i>Description</i>	<i>Payment (Percentage of final bid price)</i>
1	<i>Mobilization Advance payment on the signing of agreement against submission of Bank guarantee by the Consultant (This payment would be adjusted in remaining payments)</i>	10%
2	<i>On submission of post-shipment inspection report and acceptance by the client</i>	20%
3	<i>On submission of Supervision &amp; Qulaity Assurance Reports of 09 Commissioner Complexes</i>	60%
4	<i>On Successful signing of TOC</i>	20%

## **IV APPENDICES**

## **Appendix A**

### **Description of the Services**

[Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Client, etc.]

## **Appendix B**

### **Reporting Requirements**

Pursuant to Sub-Clause GC-3.7, the Consultants shall submit the following reports:

The Consultant Firm will be required to fulfil the following reporting requirements:

<b>Description</b>	<b>Timelines</b>
Submit Review and submission of Contractor's design/drawings reports to the Client after signing of agreement with the Contractor by the Client	30 days
Submit post installation testing and commissioning report after installation by the Contractor	360 days
Activity Plan	Weekly Basis
Progress Reports	Monthly Basis
Submission of final close out report on completion of the entire project & handing over it to O & M Operator of the project	30 days
Submission of O&M reports	365 days
Attend Meetings	On call of the client



## **Appendix C**

### **Key Personnel and Subconsultants**

- [List under:
- C-1 Title [and names, if already available], activities of job descriptions of key Personnel to be assigned to work and staff-months for each.
  - C-2 List of approved Subconsultants (if already available); same information with respect to their Personnel as in C-1.]

## **Appendix D**

### **Breakdown of Contract Price in Foreign Currency**

Not Applicable

## **Appendix E**

### **Breakdown of Contract Price in Local Currency**

[List here the elements of cost used to arrive at the breakdown of the Contract Price-local currency portion:

1. Remuneration for various items on the basis of rates as mutually agreed.
2. Other reimbursable direct costs expenditure related to:
  - (a) Support staff, and work charged staff;
  - (b) Office expenditures related to:
    - (i) rentals;
    - (ii) furnishing and equipment;
    - (iii) operation and maintenance of office, office equipment and furniture, office supplies.
  - (c) Transport including running and maintenance, and other associated costs;
  - (d) Travelling etc.
  - (e) Other costs
3. Total, remuneration and reimbursable direct costs expenditure = (1+ 2).

*Note:*

1. *Each item of reimbursable direct costs expenditure shall be specified whether it is payable on the basis of (a) lump sum monthly rate; or (b) reimbursement of actual expenditures.*
2. *This appendix will exclusively be used for determining remuneration for Additional Services in accordance with Sub-Clause GC 6.6.]*

## **Appendix F**

### **Services and Facilities to be Provided by the Client**

Not Applicable

## Appendix G

### (INTEGRITY PACT)

#### **DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_  
Contract Value: \_\_\_\_\_  
Contract Title: \_\_\_\_\_

..... [name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Name of Buyer: ..... Name of Seller/Supplier: .....  
Signature: ..... Signature: .....  
[Seal] [Seal]

