CORRIGENDUM-2

Reference to Punjab Safe Cities Authority (PSCA) advertisement regarding tender notice for Performance of Tests for Building and Infrastructure Works for the Punjab Police Integrated Command, Control and Communication (PPIC3) Centre Project published on 18.11.2016, the deadline for submission of application is extended till **05.12.2016**.
Reference to Punjab Safe Cities Authority (PSCA) advertisement regarding tender notice for Performance of Tests for Building and Infrastructure Works for the Punjab Police Integrated Command, Control and Communication (PPIC3) Centre Project published on 18.11.2016, the deadline for submission of application is **02.12.2016**.
TENDER NOTICE

Punjab Safe Cities Authority (PSCA) intends to hire the short consultancy services of a qualified, well experienced and competent firm for “Performance of Tests for Building and Infrastructure Works related to the Punjab Police Integrated Command, Control & Communication (PPIC3) Centre Lahore.

Description

Tender Notice for Performance of Tests for Building and Infrastructure Works

For requirements and TORs please visit the following link:

http://psca.gop.pk/PSCA/tenders/

Interested firms fulfilling the requirements to perform the desired services must send 3 copies (one original and two copies) of the detailed proposal including methodology, execution plan and financial cost for the requisite activities in a sealed envelope through courier not later than December 5 2016 on below mention address.

Project Director

PPIC3 Centre Project
Qurban Lines Lahore

+92 (42) 99203339-66
+92 (42) 9920326
www.psca.gov.pk
REQUEST FOR PROPOSALS
FOR FIRMS
FOR

NDT and DT Testing for Punjab Police Integrated Command, Control and Communication (PPIC3) Center Project, Lahore

THE FUTURE OF PUNJAB POLICE
PUNJAB SAFE CITIES AUTHORITY
GOVERNMENT OF PUNJAB
TERMS OF REFERENCE

Project: Punjab Police Integrated Command, Control and Communication (PPIC3) Center Project - Lahore
Assignment: Conduct NDT and DT testing for Punjab Police Integrated Command, Control and Communication (PPIC3) Center Project
Client: Punjab Safe Cities Authority

OBJECTIVES OF THE ASSIGNMENT

The overall objective of the testing is to validate the processes, quality of work of Resident construction supervision consultants and Contractors on Punjab Police Integrated Command, Control and Communication (PPIC3) Center Project - Lahore.

SCOPE OF WORK

Building Works

The duties and responsibility of Consultant will include but are not limited to the following:

i. The Consultant shall submit their methodology for testing procedures and timelines to client for approval.

ii. The Consultant shall perform the following test at location identified by the TPV Consultant on the building (G+2 floors with approx. 30000sft covered area at each floor)

1- Ferro Scanning to confirm size, spacing and cover of reinforcement steel.
   A) 3 locations randomly selected at each floor Slab
   B) 3 locations randomly selected at each floor Columns
   C) 3 locations randomly selected at each floor Beams

2- Concrete Cores for compressive strength of concrete
   A) 3 locations randomly selected at each floor Slab
   B) 3 locations randomly selected at each floor Columns
   C) 3 locations randomly selected at each floor Beams

3- Schmidt Hammer test for concrete compressive strength
   A) 3 locations randomly selected at each floor Slab
   B) 3 locations randomly selected at each floor Columns
C) 3 locations randomly selected at each floor Beams

4- Ultrasonic testing for concrete quality
   A) 3 locations randomly selected at each floor Slab
   B) 3 locations randomly selected at each floor Columns
   C) 3 locations randomly selected at each floor Beams

5- 3 nos. Steel tensile strength tests from dowel bars left over at any place

6- Excavate and backfill at one location to check the size of pad footing. Take 3 cores of concrete to check the concrete strength

iii. The Consultant shall take photographs of all inspection items and send them along with the comprehensive report with test results of all findings to the client.

**Infrastructure Works**

The duties and responsibility of Consultant will include but are not limited to the following on 150KM trench works completed all over city at location identified by the TPV Consultant:

i. The Consultant shall submit their methodology for testing procedures and timelines to client for approval.

ii. The Consultant shall dig out and backfill test pit on trench @ one location per 2KM run to verify the following – (total test pits 75)
   1- Clear cover on conduit
   2- Conduit external diameter.
   3- Sand placement around the conduit
   4- Marking tape
   5- Compaction test – Three test at different depth @ 10 meters apart at each location.
   6- Reinstatement material and depth.

iii. The Consultant shall carry out physical inspection on 40 randomly selected pits to check / verify the internal dimensions, thickness of walls and pit lid.

iv. The Consultant shall carry out physical inspection on 40 randomly selected poles to verify the following
   1- Dimension of the pole
   2- Galvanization thickness on the pole
   3- Anchor Bolts size
4- Foundation depth and dimension

v. The Consultant shall take photographs of all inspection items and send them along with the comprehensive report with test results of all findings to the client.

*Time for completion of Consultancy is 03 Weeks.*
Section 1: Letter of Invitation

Dear Mr/Mrs.

1. The Punjab Safe Cities Authority, Government of Punjab (Employer) invites proposals to provide the services for “NDT and DT testing for Punjab Police Integrated Command, Control and Communication (PPIC3) Center Project, Lahore”. Details of the services are provided in the Terms of Reference.

2. This Request for Proposal (RFP) is addressed to the competent and qualified Firms having Experience in the field of NDT & DT Testing.

3. The Consultant will be selected under the Quality & Cost Based Selection (QCBS) method and procedures described in this RFP, in accordance with the Punjab Procurements Rules, 2014.

4. The RFP includes the following additional documents:
   - Section 2 - Instructions to Consultants (including Data Sheet)
   - Section 3 - Technical Proposal - Standard Forms
   - Section 4 - Financial Proposal - Standard Forms
   - Section 5 - Terms of Reference
   - Section 6 - Standard Forms of Contract

5. It is mandatory for proposals to be made using the Standard Forms of the RFP. Proposals that are not in the prescribed format may be discarded. If any information required in the forms is found missing or written elsewhere, no credit will be given in the relevant section of the evaluation.

6. All bidders must furnish Bid security, equal to PKR. 100,000 (One Hundred Thousand only), in the shape of Bank Guarantee/CDR, issued by any scheduled bank in Pakistan, in favor of Employer in Pak Rupees (PKR), as part of Technical Proposal, failing which shall result in rejection of the bid.

Yours sincerely,
Section 2: Instructions to Consultants

Definitions

(a) “Assignment” means the consultancy services for “NDT and DT testing for Punjab Police Integrated Command, Control and Communication (PPIC3) Center Project, Lahore.”.

(b) “Employer” means ‘Punjab Safe Cities Authority, Government of Punjab’ with which the selected Consultant signs the Contract.

(c) “Evaluation Committee” means the committee formed by the Employer for the Evaluation of Technical & Financial Proposal of Consultant for this Assignment as per Guidelines.

(d) “Consultant” means any firm/consortium/joint venture that may provide or provides Services to the Employer under the Contract.

(e) “Contract” means the contract included in this RFP as section 6, when signed between the Employer and the Consultant along with all attached documents.

(f) “Data Sheet” means such part of the ‘Instructions to Consultants’ stating the specific conditions.

(g) “Day” means calendar day.

(h) “Instructions to Consultants” means the document which provides the information required to prepare their Proposals.

(i) “LOI” means the Letter of Invitation included in the RFP as Section 1 sent by the Employer to the Consultants.

(j) “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;

(k) “Proposal” means the proposal comprising the Technical Proposal and the Financial Proposal.

(l) “RFP” means the Request for Proposal to be prepared by the Employer for the selection of the Consultant.
(m) “Services” means the Assignment to be performed by the Consultant pursuant to the Contract.


(o) “Sub-Consultant” means any person or entity with whom the Consultant sub-contracts any part of the Services with the approval of the Employer.

(p) “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, responsibilities of the Consultant, and required services and deliverables of the Assignment.

1. Introduction

1.1 The Employer named in the Data Sheet shall select the Consultant from the applicant firms in accordance with the method of selection specified in the Data Sheet.

1.2 Consultants are invited to submit a Technical Proposal and a Financial Proposal for Services required for the Assignment. The proposals shall be in separately marked and sealed envelopes. The signed Contract will be based on the Proposal submitted by the Consultant.

1.3 Consultants shall familiarize themselves with the conditions of the Assignment and take them into account while preparing their respective Proposals. To obtain first-hand information on the Assignment, Consultants are encouraged to contact the Employer’s representative named in the Data Sheet before submitting a proposal and to attend a pre-bid meeting. Attending the pre-bid meeting is not mandatory.

1.4 The Employer shall provide all project related information to the Consultants in a timely manner.

1.5 Consultants shall bear all costs associated with the preparation and submission of their Proposals and finalization of Contract. The Employer is not bound to accept any Proposal, and reserves the right to scrap the selection process at any stage prior to award of Contract, without incurring any

**Conflict of Interest**

1.6 The Employer requires that Consultants provide professional, objective, and impartial advice and at all times hold the Employer’s interest paramount, and to strictly avoid conflicts with other assignments or their own business/commercial interests.

1.6.1 Without limitation to the generality of the foregoing, Consultants and any of their affiliates/employees, associates, agents, sub-consultant shall be considered to have a conflict of interest and shall not be selected, under any of the circumstances set forth below:

**Conflicting activities**

(i) The affiliates/employees, associates, agents, sub-consultant of a Consultant that has been engaged by the Employer to provide goods, works or services other than consulting services for a project, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, when a Consultant is hired to provide consulting services for the preparation or implementation of a project, its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the Consultant’s said services.

(ii) A Consultant or any of its affiliates/employees, associates, agents, sub-consultants 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 Employer or for another Client.

(iii) A Consultant which has family relationship with a member of the Employer’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 a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer 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 the Employer, or that may reasonably be perceived as having this effect. Failure to disclose situations may lead to disqualification of the Consultant or the termination of the Contract.

1.6.3 No agency or current employees of the Employer shall work as consultant under their own ministries, departments or agencies. Recruiting former government employees of the Employer 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 its technical proposal, such Personnel must have written certification from their government department 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 Employer by the Consultant as part of its technical proposal.

Fraud and Corruption 1.7 Consultant participating in this Assignment must adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract. The Consultant directly or indirectly must be involved in or have
committed corrupt, fraudulent, collusive, coercive or obstructive practices:

For the purpose of this paragraph, the relevant terms are terms set forth below:

(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 execution of a contract;

(ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;

(iii) “collusive practices” means a scheme or arrangement between two or more firms with or without the knowledge of the Employer, designed to establish prices at artificial, noncompetitive levels;

(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) “obstructive practice”

(aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Government investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant
to the investigation or from pursuing the investigation, or

bb. acts intended to materially impede the exercise of the Government’s inspection and audit rights provided for under sub-clause below.

(a) The Employer will reject a Proposal for award if it finds that the selected Consultant recommended for the services, directly or through a third party, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract;

(b) The Employer will blacklist a Consultant, including declaring ineligible, either indefinitely or for a stated period of time, to be awarded a Government contract if at any time it finds that the Consultant has, directly or through a third party, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Government contract;

1.8 Consultant shall be aware of the provisions on fraud and corruption as stated above.

1.9 Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid by the Consultant or any of if affiliates/employees, agents, sub-consultant to any third party relating to this Assignment and also during execution of the same if the Consultant is awarded the Contract.

Eligibility 1.10 A Consultant declared ineligible by the Government shall be ineligible to be awarded a Government contract during such period of time as the Government shall determine. Any Consultant already engaged in this Project in any capacity is ineligible for this assignment.

The Successful Consultant/Joint Venture shall comply with and acquire all consents, approvals, permits and licenses applicable under the laws of Pakistan in relation to the performance of the Services. Each Prospective Consultant/Joint Venture shall indemnify the Company, its
Affiliates and their advisors fully in respect of any direct or indirect losses, damages, costs, penalties or expenses of any kind incurred by such person arising from a Prospective Consultant/ Joint Venture’s breach of the obligations referred to above.

Joint Venture

1.11 Consultants may submit Application in a Joint Venture of two or more firms. The applications shall be signed by all the members in the Joint Venture. Joint Venture Agreement entered into by the members shall be submitted with the Application as per Form GEN-4.

a. One of the members which is responsible for performing the key function in executing major component of the proposed contract shall be nominated as Lead member during the Proposal and bidding period and in the event of a successful bid, during contract execution. The Lead Member shall be authorized to incur liabilities and receive instructions for and on behalf of any and all members of Joint venture. This authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the members of the Joint Venture as per Form GEN-5.

b. All members of the Joint venture shall be legally liable, jointly and severally, during the qualification and bidding period, and in the event of a successful bid, during contract execution.

Only one Proposal

1.12 Consultant may only submit one Proposal. If a Consultant submits or participates in more than one Proposal, such Proposals shall be disqualified.

Proposal Validity

1.13 The Data Sheet indicates how long consultants’ Proposals must remain valid after the submission date. During this period, consultant shall maintain the availability of all professional staff nominated in the Proposal. The Employer will make its best effort to complete award of Contract within this period. However, the Employer may request Consultants to extend the validity period of their Proposals. All the Consultant which 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 may submit new staff in replacement, possessing at least equivalent qualification & experience of the earlier nominated staff, which would be considered in the final evaluation for Contract award. Consultants which do not agree have the right to refuse to extend the validity of their Proposals.

2. Clarification and Amendment of RFP Documents

2.1 Consultant may request a clarification of any of the RFP documents till the date indicated in the Data Sheet. Any request for clarification must be sent in writing, or by Email to the Employer’s address indicated in the Data Sheet. The Employer will respond in writing, or by email (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Employer 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 Employer may amend the RFP by issuing an addendum in writing or by Email. The addendum shall be sent to all and will be binding on them. Consultant shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Employer may, if considered necessary & if the amendment is substantial, extend the deadline for submission of the Proposals.

3. Preparation of Proposals

3.1 The Proposal, as well as all related correspondence exchanged by the Consultants and the Employer, shall be written in English.

3.2 In preparing their Proposal, the 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, the Consultants must give particular attention to the following:

(a) 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) 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 (f) using the attached Form of Section 3, Technical Proposal shall also accompany Bid Security.

(a) A general description of the Consultant, proof of valid legal registration/incorporation of the Consultant, Proof of Certificate of registration with Income Tax and Sales Tax under Punjab Revenue Authority, declaration of no litigation & blacklisting, are required in Gen. Forms of Section – 3.

(b) A proof of financial soundness of the Consultant indicating financial capacity of the Consultant is required in Form Tech – 1 of Section 3.

(c) A brief description of the Consultants’ organization and an outline of the previous experience on assignments of similar nature are required in Tech-2 to Tech-5 Forms 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 formally and legally engaged by the Employer as the sole Consultant or lead Member with in the 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. Consultant should be prepared to substantiate the claimed experience, if so requested by the Employer.

(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-6 of Section 3).

(e) CVs of the professional staff signed by the staff themselves and by the authorized representative of the firm/JV (Form TECH-7 of Section 3) along with their computerized national identity card numbers.

(f) Estimates of the staff input (staff-months) needed to carry out the Assignment (Form TECH-08 of Section 3). The staff-months input should be indicated separately for home office and field activities.

(g) The detail of the equipment capabilities of firm. (Form TECH-9 of Section 3).

3.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared non responsive.

3.6 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the Assignment, as a lump sum. If appropriate, these costs should be broken down by activity.

3.7 All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

3.8 The Consultant is subject to all applicable taxes at the time of contract, or later during the contract, levied by the Government. Any such
amounts shall be included in the Financial Proposal, and shall be the sole responsibility of the Consultant.

4. Submission, Receipt, and Opening of Proposals

4.1 The original Proposal (Technical Proposal and Financial Proposal; see para. 1.2) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultant themselves. The person who sign the Proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of Form GEN-1 of Section 3, and Form 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 stating the designation of the signatory in the Consultant that the representative has been duly authorized to sign on behalf of the Consultant. 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 prevails.

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 Before Submission Deadline”. The Employer 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 constitute a case for rejecting the Proposal. 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 Employer no 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 Employer after the deadline for submission shall be returned unopened.

5. Proposal Evaluation

5.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants shall not contact the Employer or any of its officers/Employee on any matter related to the Consultant’s Technical and/or Financial Proposal. Any effort by the consultant directly or indirectly to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Proposal.

The Evaluation Committee, while evaluating Technical Proposals shall have no access to the Financial Proposals until the 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 marks (St). A Proposal shall be rejected at this stage if it does not respond to the eligibility criteria of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical marks indicated in the Data Sheet.
5.3 After the technical evaluation is completed, the Employer shall inform the Consultants, the technical marks obtained by their respective Technical Proposals, and shall notify those Firms whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their Financial Proposals shall be returned unopened after completing the selection process. The Employer shall simultaneously notify in writing or by Email to the Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The Consultant’s 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.

5.4 Financial Proposals shall be opened publicly in the presence of the consultants’ representatives who choose to attend. The name of the Consultants, and their respective technical scores 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.

5.5 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, no corrections are applied to the Financial Proposal in this respect.
5.6 The lowest evaluated Financial Proposal will be given the maximum financial marks \((S_f)\) of 100 points. The financial marks \((S_f)\) of the other Financial Proposals will be computed by the formula given in the Data Sheet. Proposals will be ranked according to their combined technical \((S_t)\) and financial \((S_f)\) marks using the score \(T = \text{the score given to the Technical Proposal; } P = \text{the score given to the Financial Proposal as defined in Data Sheet.} \text{ The Consultant achieving the highest combined technical and financial score will be awarded the contract.}\)

6. Negotiation

6.1 In case of failure, refusal or inability of the Consultant finalized in the manner as stated above, the Employer shall proceed to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the consultant must have written authority to negotiate and conclude a Contract.

Technical & Financial Negotiation

6.2 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing. The Employer and the Consultant 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 Employer to ensure satisfactory implementation of the assignment. The Employer shall prepare minutes of negotiations which will be signed by the Employer and the Consultant.

6.3 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the tax authorities to determine the tax amount to be paid by the Consultant under the Contract.

Availability of Professional Staff

6.4 Having selected the Consultant on the basis of, among other things, an evaluation of proposed professional staff, the Employer expects to finalize a Contract on the basis of the professional staff named in the Proposal. Before contract finalization, the Employer shall require assurances
that the professional staff will actually be available. The Employer shall 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 on the grounds of wilful misrepresentation. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate.

**Conclusion of Negotiations**

6.5 Contract finalization will conclude with a review of the Contract to correct any computational and typographical errors. To complete negotiations the Employer and the Consultant will initial the agreed Contract. If negotiations fail, the Employer will invite the Consultant whose Proposal received the second highest score to negotiate a Contract.

**7. Award of Contract**

7.1 After completing negotiations, the Employer shall award the Contract to the Consultant and promptly notify all consultants who have submitted proposals.

7.2 After award of Contract, the Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

**8. Confidentiality**

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. Undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of clause 1.7 of Section 2.

**9. Bid Security**

9.1 All Consultant must furnish Bid Security, equal to PKR 100,000 (one Hundred thousand only), in the
shape of Bank Guarantee (format of bank guarantee is provided in Appendix-A) or CDR, issued by any scheduled bank in Pakistan in favour of Employer”, as part of Technical Proposal, failing which shall result in rejection of the bid.

9.2 The proceeds of the bid Security shall be payable to the Employer, on the occurrence of any of the following:

i. If the Consultant withdraws the bid during the bid validity period specified in the Data Sheet;

ii. If the Consultant, having been notified as successful refuses to sign the Contract within the timeframe.

iii. If the Consultant fails or refuses to furnish the Performance Guarantee.

iv. If it is established, beyond any reasonable doubt, that Consultant has exploited the selection process by any means or divulged confidential information acquired during the selection process.

10. Performance Guarantee

10.1 The Successful Consultant has to furnish a Performance Guarantee 10% of the contract amount, in the shape of Bank Guarantee/CDR, issued by any scheduled bank in Pakistan, in favour of “Employer” as per the requirement of Contract.
# INSTRUCTIONS TO CONSULTANTS

## DATA SHEET

<table>
<thead>
<tr>
<th>Paragraph Reference</th>
<th>Description</th>
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| 1.1                 | Name of the Employer: **Punjab Safe Cities Authority, GoPb**  
Method of selection: **Quality & Cost Based Selection (QCBS)** |
| 1.2                 | Financial Proposal to be submitted together with Technical Proposal: **Yes**  
Name of the assignment is: **NDT and DT Testing for Punjab Police Integrated Command, Control and Communication (PPIC3) Center Project, Lahore** |
| 1.3                 | The Employer will provide facilitation in meeting with the relevant Government Departments and make available relevant project data and reports. |
| 1.13                | Proposals must remain valid for **120** days after the submission date. |
| 2.1                 | Clarifications may be requested from the Employer’s representative not later than **five** days prior to the submission deadline.  
**The Employer’s representative address for requesting Clarification is:**  
[Insert address] |
| 3.4 (c)             | Consultant should submit details of relevant ‘completed’ and ‘in-hand’ assignments on **Forms Tech. 2-7** |
| 3.4 (e)             | CVs should be duly signed by respective person and should contain details on relevant assignments done by the individual in the past. Unsigned CVs can be rejected. Name of project should be mentioned on top of CVs, indicating that the CV has been submitted by the person for this project and he will be available, if the project is awarded to the Consultant. Contact number of person should be mentioned in CV. Employer reserves the right to interview key persons during or after evaluation process. |
| 3.6                 | All expenses shall be borne by the Consultant. |
| 3.7                 | Amounts payable by the Employer to the Consultant under the Contract to be subject to local taxation: **Yes** |
3.8 Consultant shall quote the Financial Proposal in the national currency i.e. PKR: **Yes**

4.3 Consultant must submit the **original and 2 copies** of the Technical Proposal, and the **original** of the Financial Proposal in separate sealed envelope, both enclosed in one common envelope.

4.5 **The Proposal submission address is:**

- **Punjab Safe Cities Authority**
- **Qurban Lines**
- **Lahore**

Proposals must be submitted no later than the following date and time:

- 02 December 2016 at 3:00 Pm PST. Proposal will be opened on the same day at 3:30 pm PST.

5.2 **(i) Eligibility Criteria:**

The Consultant (Firm/ Joint Venture) fulfilling the following basic eligibility criteria shall only be considered for further evaluation. In case of Joint venture, all the members have to meet in full the aforementioned basic Eligibility Criteria. (relevant documents to be attached):

1. Valid legal entity of the firm e.g. Certificate of registration from Securities & Exchange Commission of Pakistan (SECP) or Registrar of Firms. **Foreign firms must attach similar certificate of registration from the respective registration body of their home country.**

2. Certificate of registration with Income Tax and Sales Tax under Punjab Revenue Authority or relevant Authority (as applicable). **Foreign firms must attach similar certificate of registration from the Tax Authority of their home country.**

3. Affidavit on non-judicial stamp paper that non-performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation. No litigation is pending between the Consultant and a government department, body or agency.

4. Judicial Affidavit declaring “Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been blacklisted/ defaulted by any government agency/ department/organization”.

5. Provide separate undertaking that the information supplied by the firm is correct. **(Form GEN - 6)**

6. The Consultant shall properly understand all main issues related
to the assignment and other relevant design/technical aspects that may not have been considered in the TORs. The Consultant shall provide detailed methodology to address such aspects by using advanced and innovative solutions. The timing and duration of all activities shall be provided by the Consultant which are appropriate & consistent with the Assignment. (Form Tech - 11)

(ii) Qualification Criteria

Qualification will be based on Consultant’s meeting the following qualification criteria regarding their financial soundness, experience record and quality of its personnel capabilities and other relevant information as demonstrated by the Consultant’s response to this RFP.

Qualification criteria as mentioned below is applicable for applicants:

<table>
<thead>
<tr>
<th>Sub Category</th>
<th>Category</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Financial Soundness</td>
<td>10</td>
</tr>
<tr>
<td>B</td>
<td>Experience Record</td>
<td>45</td>
</tr>
<tr>
<td>C</td>
<td>Personnel Capabilities</td>
<td>20</td>
</tr>
<tr>
<td>D</td>
<td>Equipment Capabilities</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Marks shall only be given if the Forms are filled as per instructions given in this Document.

No compromise shall be made on minimum requirements of 50% marks in each Sub-Category (A, B, C & D) and an overall minimum of 70% marks required to qualify in the aforesaid qualification criteria.

Criteria, sub-criteria and marking system for the evaluation of Consultants shall be as under:

**SUB CATEGORY A: FINANCIAL SOUNDNESS**

For financial soundness, copy of audited financial statements for last three financial years shall be submitted. No marks shall be given if audited financial statements of last three financial years are not attached.

In case of a Joint Venture, only lead Member is required to meet the given criteria of financial soundness. Marks shall be awarded on the basis of the following criteria:
<table>
<thead>
<tr>
<th>S. No</th>
<th>Category</th>
<th>Marks Assigned</th>
<th>Criteria for Marks</th>
</tr>
</thead>
</table>
| 1     | Average Annual turnover for the last three financial years commencing from 1st July and ending on 30th June for each year. (In case of Joint Venture the above information is required for lead member of JV only) | 10             | • Full marks if average annual turnover of last three financial years is PKR 125 million or above.  
• For average annual turnover of less than PKR 125 million, marks shall be awarded as per following formula: \((A / 125) \times 10\)  
‘A’ is average annual turnover  
• No marks if average annual turnover is less than PKR 62.5 million. |
|       | Form TECH-01 shall be filled                                              |                |                                                                                                       |

**Sub-Category ‘A’ Total**  
10

**SUB-CATEGORY B: EXPERIENCE RECORD**  
Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Consultant.
<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Description</th>
<th>Marks Assigned</th>
<th>Criteria for Marks Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Projects of <em>similar nature</em> of minimum <strong>consultancy value</strong> PKR. 03 Million each (or of equivalent US $ value on the submission date of application) or more completed in last three (03) years. *Similar nature projects include NDT &amp; DT Testing of Civil Works Projects.  **consultancy value means Total Cost of Consultancy. (Form Tech 2 &amp; 3 shall be filled)</td>
<td>25</td>
<td>• 25 marks will be given if Lead member has completed at least Three or more Projects. • 16 marks will be given if Lead member has completed Two Project. • 08 marks will be given if Lead member has completed at least one Project. • No marks will be given if the Lead member has not executed any project. For Completed Projects, Completion Certificate OR Contract Agreement of respective project is mandatory indicating Consultancy Cost. No marks shall be awarded if Completion Certificate or Contract Agreement indicating cost of Consultancy is Not attached along with Form Tech. 2 &amp; 3.</td>
</tr>
<tr>
<td>b)</td>
<td>Projects of <em>similar nature</em> of minimum <strong>consultancy value</strong> PKR. 03 Million each (or of equivalent US $ value on the submission date of application) or more in-hand. *Similar nature projects include NDT &amp; DT Testing of Civil Works Projects. **consultancy value means Total Cost of Consultancy. (Form Tech 4 &amp; 5 shall be filled</td>
<td>20</td>
<td>• 20 marks will be given if the Lead member or JV member (in Lead role) has at least two projects in hand. • 10 marks will be given if the Lead member or JV member (in Lead role) has One project in hand. • No marks shall be given if the Lead member or JV member have no project in hand. For in-hand Projects Letter of Award OR Agreement of respective project indicating Consultancy Cost is mandatory. No marks shall be awarded if Letter of Award or Agreement indicating cost of Consultancy is Not attached along with Form Tech 4 &amp; 5.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>45</td>
<td></td>
</tr>
</tbody>
</table>
**SUB-CATEGORY C: PERSONNEL CAPABILITIES**

Marks shall be awarded on the basis of qualification and experience of the staff. *No marks shall be awarded if Form TECH 6, 7 & 08 are not filled.*

The following key experts shall be evaluated:

Foreign firms have to submit registration proof of their personnel from the home country.

<table>
<thead>
<tr>
<th>S. No</th>
<th>Description</th>
<th>No of Professionals</th>
<th>Marks Assigned</th>
<th>Education &amp; Experience (Mandatory Requirement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>i)</td>
<td>Team Lead</td>
<td>01</td>
<td>04</td>
<td>BSc Civil Engineering/Geology with minimum 10 years of relevant experience (PEC Registered in case of Engineer) *</td>
</tr>
<tr>
<td>ii)</td>
<td>Material Engineer</td>
<td>01</td>
<td>03</td>
<td>BSc Civil Engineering/Geology with minimum 07 years of relevant experience</td>
</tr>
<tr>
<td>iii)</td>
<td>Junior Engineer</td>
<td>01</td>
<td>03</td>
<td>BSc Civil Engineering with minimum 03 years of relevant experience</td>
</tr>
<tr>
<td>iv)</td>
<td>Laboratory Technician</td>
<td>02</td>
<td>04</td>
<td>DAE Civil with minimum 05 years of relevant experience (02 for each professional)</td>
</tr>
<tr>
<td>v)</td>
<td>Field Inspector</td>
<td>02</td>
<td>04</td>
<td>DAE Civil with minimum 05 years of relevant experience (02 for each professional)</td>
</tr>
<tr>
<td>vi)</td>
<td>Surveyor</td>
<td>01</td>
<td>02</td>
<td>DAE Civil with minimum 05 years of relevant experience</td>
</tr>
<tr>
<td></td>
<td><strong>Sub Category C Total</strong></td>
<td></td>
<td><strong>20</strong></td>
<td></td>
</tr>
</tbody>
</table>

**SUB-CATEGORY D: EQUIPMENT CAPABILITIES**

Marks shall be awarded using the following criteria. The following Equipment shall be evaluated:
No marks shall be awarded if declaration of ownership of Equipment (Form Tech- 10) duly signed by authorized signatory & Valid Equipment Calibration Certificates of equipment at sr. no. vii & viii are not attached.

Form Tech-09 shall be filled.

<table>
<thead>
<tr>
<th>S. No</th>
<th>Description</th>
<th>No. of Equipment</th>
<th>Marks Assigned</th>
<th>Criteria for Marks Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>i)</td>
<td>Ferro Scanner</td>
<td>02 No</td>
<td>04</td>
<td></td>
</tr>
<tr>
<td>ii)</td>
<td>Concrete Core Cutter</td>
<td>02 No</td>
<td>03</td>
<td>If the available quantity of each equipment is less than specified limit weightage will be given as Marks Assigned x (A/required Quantity) A= Available Quantity of Each Equipment of each item</td>
</tr>
<tr>
<td>iii)</td>
<td>Schmidt Hammer</td>
<td>02 No</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td>iv)</td>
<td>Ultrasonic Pulse Velocity Tester</td>
<td>02 No</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td>v)</td>
<td>Field Density Test Equipment</td>
<td>02 No</td>
<td>02</td>
<td></td>
</tr>
<tr>
<td>vi)</td>
<td>Proctor Compaction &amp; Density Test Equipment</td>
<td>02 No</td>
<td>02</td>
<td>If the available quantity is more than the minimum requirement full marks will be given.</td>
</tr>
<tr>
<td>vii)</td>
<td>Concrete Compression Test equipment</td>
<td>02 No</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td>viii)</td>
<td>Universal Testing Machine (UTM)</td>
<td>02 No</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td>ix)</td>
<td>Electronic Thickness Gauge</td>
<td>02 No</td>
<td>02</td>
<td></td>
</tr>
</tbody>
</table>

**Sub Category-D Total** 25

The minimum technical Marks (St) required to pass is: **70 Marks**

5.6 The formula for determining the financial marks is the following:
Sf = 100 x fm / f, in which Sf is the financial marks, ‘fm’ is the lowest price and ‘f’ the price of the proposal under consideration.

The score given to the Technical and Financial Proposals are:

Technical Score (T) = 80% x St, and

Financial Score (P) = 20% x Sf

Grand Total (GT) = T + P

*The Consultant achieving the highest combined technical and financial score (GT) will be awarded the Contract.*

7.2 The contract shall be awarded and Assignment shall commence 10 days from the date the result of the evaluation of Financial Proposal.
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.

GEN- 1 Technical Proposal Submission Form
GEN- 2 General Information Form
GEN-3 JV Information Summary
GEN-4 Joint Venture Agreement (Applicable to Joint Venture Only)
GEN-5 Power of Attorney for Lead Member of Joint Venture (Applicable to Joint Venture Only)
GEN-6 Affidavit of Correctness
GEN-7 Litigation History

TECH-1 Financial Soundness
TECH-2 Consultant’s Experience (Summary of Similar Nature Project Completed in Last 10 Years)
TECH-3 Consultant’s Experience (Detail of Similar Nature Project Completed in Last 10 Years)
TECH-4 Consultant’s Experience (Summary of Similar Nature Project in hand)
TECH-5 Consultant’s Experience (Detail of Similar Nature Project in Hand)
TECH-6 Team Composition and Task Assignments.
TECH-7 Curriculum Vitae (CV) for Proposed Professional Staff.
TECH-08 Staffing Schedule
TECH-09 Equipment Detail
TECH-10 Affidavit of ownership of Equipment
TECH-11 Work Schedule
Form GEN-1 Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Employer]

Dear Sir,

We, the undersigned, offer to provide Consultancy Services for ________________________ in accordance with your Request for Proposal dated ______________and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in Joint Venture with: [Insert a list with full name and address of each JV member] 1

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 contract negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.13 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: __________________________

1 Delete in case of no Joint Venture.
## General Information

Applicant (or each Member of a Joint Venture) applying for consultancy services is required to complete the information in this form. Nationality information is also to be provided for foreign owners or Consultants who are forming part of the Joint Venture as required under the PEC Bye-Laws for Joint Venture.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of Consultant</td>
</tr>
<tr>
<td>2.</td>
<td>Head Office Address</td>
</tr>
<tr>
<td>3.</td>
<td>Telephone</td>
</tr>
<tr>
<td>4.</td>
<td>Fax</td>
</tr>
<tr>
<td>5.</td>
<td>Type of Organization</td>
</tr>
<tr>
<td>6.</td>
<td>Place of Incorporation/Registration</td>
</tr>
<tr>
<td>7.</td>
<td>PEC/PCATP Registration No:</td>
</tr>
<tr>
<td>8.</td>
<td>NTN#</td>
</tr>
<tr>
<td>9.</td>
<td>Name, Designation and Mobile Number of Consultant’s Representative</td>
</tr>
</tbody>
</table>

### Detail of Owners/ Directors

<table>
<thead>
<tr>
<th></th>
<th>Designation</th>
<th>Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
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<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Names of all Members of a Joint Venture

1. Lead Member

2. Member

3. Member

4. Member

5. Member

6. Member
Form GEN-4 Joint Venture Agreement (Applicable to Joint Venture Only)

(Should be a Formal JV agreement on a Stamp Paper of value PKR 1,000) To:

__________________________

[Name and address of the Leading Member firm] who for the purpose of this Agreement shall hereinafter called “Lead Member”

[Name and address of the Member firm] who for the purpose of this Agreement shall hereinafter called “Member”. They hereby declare:

1. That they will legalize a Joint Venture in case that a Contract for the Consultancy Services of ____________________________ is awarded to their group.
2. That they have nominated ____________________________ (name of the Lead member) as the Lead Member of the Joint Venture.
3. That they authorized Mr. /Ms. ____________________________ (name of the person who is authorized to act as the Representative on behalf of the Joint Venture) to act as the JV’s Representative in the name and on the behalf of their Joint Venture.
4. That all members of the Joint Venture shall be liable jointly and severally for the execution of the Contract.
5. That this Joint Venture is constituted for the purpose of the execution of the under this contract.
6. That if the Employer accepts the Bid of this Joint Venture it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the Employer.
7. That each member’s share of the Work, stated as percentage of the total contract amount, shall be as follows.

__________________________
1. Signed for and on behalf of
[Name of the Lead Member]

Signature
Name: __________________________
Designation: __________________________
Date: __________________________
Seal __________________________

2. Signed for and on behalf of
[Name of the Member]

Signature
Name: __________________________
Designation: __________________________
Date: __________________________
Seal __________________________
Form GEN-5 Power of Attorney for Lead Member of Joint Venture

[To be printed on a PKR 100 stamp paper]

Whereas the Employer has invited Application for

Whereas, , , and (collectively the “Joint Venture” and individually as the “Member”) being members of the Joint Venture are interested in Providing Consultancy services in accordance with the terms and conditions of the Request for Proposal and:

Whereas, it is necessary for the JV to designate one of the JV Member as the Lead Member with all necessary power and authority to do for and on behalf of the JV, all acts, deeds and things as may be necessary in connection with the JV’s Proposal for the Project and its execution.

NOW THEREFORE KNOW ALL MEAN BY THESE PRESENTS

We, , having our registered office at , M/s., having our registered office at , and M/s., having our registered office at, [the respective names and addresses of the registered office] (hereinafter collectively referred to as the “Principals”) do hereby irrevocably designate, nominate, constitute, appoint and authorize M/s , having its registered office at , being one of the Member of the Joint Venture, as the Lead Member and true and lawful attorney of the Joint Venture (hereinafter referred to as the “Attorney”) and hereby irrevocably authorize the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the JV and any one of us in the event the Joint Venture is awarded the Contract, during the execution of the contract, and in this regard, to do on our behalf and on behalf of the Joint Venture, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Project, including but not limited to signing and submission of all applications, Bids and other documents and writings, participate in bidders’ and other conferences, respond to queries, submit information/documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the JV and generally to represent the JV in all its dealings with the Authority.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and
that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/JV.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS_______DAY OF_______20**.

For: ________________________________
(Signature)
(Name, Title and Address)

For: ________________________________
(Signature)
(Name, Title and Address)

Witnesses:
1. 
2. 

(Executants (To be executed by all the Members of the Joint Venture) Notes:

• The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

• Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.

• For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issue
Form GEN-6 AFFIDAVIT FOR CORRECTNESS OF INFORMATION

(To be printed on PKR 100 Stamp Paper)

Name:

(Applicant or member of Joint Venture)

I, the undersigned, do hereby certify that all the statements made in the Pre-Qualification Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by the Employer deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Employer.

Employer undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the firm

______________________________
Title of Officer

______________________________
Name of Firm

______________________________
Date

Form GEN-7 Litigation History for the Last 10 years
Name: ____________________________  (Applicant or Member of Joint Venture)

<table>
<thead>
<tr>
<th>Description of Contract</th>
<th>Year</th>
<th>Name of Client, Cause of litigation and matter in dispute</th>
<th>Disputed amount (Current value in PKR or US$ equivalent)</th>
<th>Award FOR or AGAINST Applicant</th>
<th>Remarks by Applicant</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Attach Affidavit on non-judicial stamp paper that non-performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.
Consultant (Lead Member of a Joint Venture, in case of JV) will provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. **A copy of the audited financial statements of the past three (3) financial years must be attached.**

<table>
<thead>
<tr>
<th>Year</th>
<th>Turnover (in Actual Currency)</th>
<th>Rupees in Million</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 – 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013 – 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012 – 2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Average of above</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Form TECH-2 Consultant’s Experience  
Summary of Similar Nature Project Completed in Last Ten (10) Years

Name of Applicant or Member of a Joint Venture

Consultant and each Member of a Joint Venture is required to complete the information in this form.

Use a separate sheet for each Member of a Joint Venture.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Year of Completion</th>
<th>Location</th>
<th>Value in PKR (Million)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

*Each project provided in this form requires a corresponding Form TECH-3 and adequate documentary evidence in order to be eligible for consideration
Form TECH-3 Consultant’s Experience
Detail of Similar Nature Project Completed in Last Ten (10) Years

| Name of Applicant or Member of a Joint Venture |

A separate form with adequate documentary evidence (*Completion Certificate/ Contract Agreement indicating Consultancy Cost*) shall be provided for each project in *Form TECH-2*.

<table>
<thead>
<tr>
<th>1.</th>
<th>Name of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Location</td>
</tr>
</tbody>
</table>

| 2. | Name of Employer |

<table>
<thead>
<tr>
<th>3.</th>
<th>Employer Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>.................................................................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.</th>
<th>Nature of Works and special features of the consultancy Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>............................................................................................</td>
</tr>
<tr>
<td></td>
<td>............................................................................................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5.</th>
<th>Contract Role (Tick One)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(a) Sole Consultant</td>
</tr>
<tr>
<td></td>
<td>(b) Sub- Consultant</td>
</tr>
<tr>
<td></td>
<td>(c) Member in a JV</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6.</th>
<th>Total Project Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PKR_____________ USD_______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7.</th>
<th>Value of the total Consultancy contract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PKR.......... USD............</td>
</tr>
</tbody>
</table>

| 8. | Date of Award |

| 9. | Date of Completion |

<table>
<thead>
<tr>
<th>10.</th>
<th>Name of senior professional staff of your firm involved and functions performed in this project (indicate most significant profiles such as Project Director/Coordinator, Team Leader):</th>
</tr>
</thead>
</table>
Form TECH-4 Consultant’s Experience  
Summary of Similar Nature Project in-Hand

| Name of Applicant or Member of a Joint Venture |

Consultant and each Member of a Joint Venture applying is required to complete the information in this form.

Use a separate sheet for each Member of a Joint Venture.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Date of Award</th>
<th>Expected Date of Completion</th>
<th>Location</th>
<th>Value in PKR (Million)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Each project provided in this form requires a corresponding Form TECH-5 and adequate documentary evidence in order to be eligible for consideration.*
Form TECH-5 Consultant’s Experience
Detail of Similar Nature Project In-Hand

<table>
<thead>
<tr>
<th>Name of Applicant or Member of a Joint Venture</th>
</tr>
</thead>
</table>

A separate form with adequate documentary evidence *(Letter of Award/Agreement indicating Consultancy Cost)* shall be provided for each project in Form TECH-4.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of Contract</td>
</tr>
<tr>
<td></td>
<td>Location</td>
</tr>
<tr>
<td>2.</td>
<td>Name of Employer</td>
</tr>
<tr>
<td>3.</td>
<td>Employer Address</td>
</tr>
<tr>
<td></td>
<td>..............................................................</td>
</tr>
<tr>
<td>4.</td>
<td>Nature of Works and special features of the consultancy Assignment</td>
</tr>
<tr>
<td></td>
<td>..............................................................</td>
</tr>
<tr>
<td>5.</td>
<td>Contract Role (Tick One)</td>
</tr>
<tr>
<td></td>
<td>(a) Sole Consultant</td>
</tr>
<tr>
<td></td>
<td>(b) Sub-Consultant</td>
</tr>
<tr>
<td></td>
<td>(c) Member in a JV</td>
</tr>
<tr>
<td>6.</td>
<td>Total Project Cost</td>
</tr>
<tr>
<td></td>
<td>PKR_________</td>
</tr>
<tr>
<td></td>
<td>USD_________</td>
</tr>
<tr>
<td>7.</td>
<td>Value of the total contract</td>
</tr>
<tr>
<td></td>
<td>PKR............</td>
</tr>
<tr>
<td></td>
<td>USD............</td>
</tr>
<tr>
<td>8.</td>
<td>Date of Award</td>
</tr>
<tr>
<td>9.</td>
<td>Planned Date of Completion</td>
</tr>
</tbody>
</table>
Form TECH-6 Team Composition and Task Assignments

<table>
<thead>
<tr>
<th>Name of Staff</th>
<th>CNIC No./Passport No.</th>
<th>Firm</th>
<th>Area of Expertise</th>
<th>Position Assigned</th>
<th>Task Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Form TECH-7  Curriculum Vitae (CV) for Proposed Professional Staff

1. **Proposed Position** [only one candidate shall be nominated for position of team leader and three persons for rest of the positions]: ____________________________

2. **Name of Consultant** [Insert name of firm proposing the staff]: ____________________________

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

4. **Date of Birth**: ________________ **Nationality**: ____________________________

5. **CNIC or Passport No**: ________________ **Contact No**: ________________

6. **Education**:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Major/Minor</th>
<th>Institution</th>
<th>Date (MM/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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<tr>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. **Membership of Professional Associations**: [Attach Membership Certificates] ______

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]:

<table>
<thead>
<tr>
<th>Employer</th>
<th>Position</th>
<th>From (MM/YYYY)</th>
<th>To (MM/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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: ________________________________
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 wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_________________________________________ Date: __________
[Signature of staff member] Day/Month/Year

Full name and signatures of authorized representative: ________________________________
FORM TECH-08 STAFFING SCHEDULE

Year: _________

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Staff</th>
<th>Staff input (in the form of a bar chart)</th>
<th>Total staff-month input</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Aug</td>
<td>Sep</td>
</tr>
<tr>
<td>1</td>
<td>[Home]</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[Field]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
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<td>4</td>
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<td>5</td>
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<td>8</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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-09-Equipment Capabilities

Applicant and each Member of Joint Venture is required to provide adequate information to demonstrate clearly that it has the sufficient capability to undertake the Project. A separate form shall be prepared for each item of equipment listed in the Evaluation Criteria.

<table>
<thead>
<tr>
<th>Item of Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment information</td>
</tr>
<tr>
<td>1. Name of manufacturer</td>
</tr>
<tr>
<td>3. Capacity</td>
</tr>
<tr>
<td>Current status</td>
</tr>
<tr>
<td>5. Current location</td>
</tr>
</tbody>
</table>
TO WHOM IT MAY CONCERN

PROJECT:

SUBJECT: DECLARATION OF OWNERSHIP OF EQUIPMENT

We hereby certify that the equipment nominated in Form Tech-10 is owned by/Leased by our firm and is available in Pakistan for the above mentioned Assignment.

Yours Sincerely, COMPANY NAME:

AUTHORIZED REPRESENTATIVE
Form TECH-11 Work Schedule

Year: ________

<table>
<thead>
<tr>
<th>N°</th>
<th>Activity¹</th>
<th>Months²</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Aug</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Sep</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Oct</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Nov</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Dec</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Feb</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>April</td>
</tr>
<tr>
<td></td>
<td></td>
<td>May</td>
</tr>
<tr>
<td></td>
<td></td>
<td>June</td>
</tr>
<tr>
<td></td>
<td></td>
<td>July</td>
</tr>
</tbody>
</table>

1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Employer’s review of reports and 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.

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
To: [Name and address of Employer]

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]. This amount is inclusive of all the applicable taxes.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.13 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 Consultant: ____________________________
Address: ____________________________
Form FiN-2 Summary of Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pak Rupees</td>
</tr>
</tbody>
</table>

Total Costs of Financial Proposal\(^1\)
(Iinclusive of all taxes)

---

\(^1\) Indicate the total costs, including of local taxes, such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FiN-3 provided with the Proposal.
Form FIN-3 Breakdown of Costs by Activity

<table>
<thead>
<tr>
<th>Group of Activities (Phase):</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________________</td>
<td>--------------</td>
</tr>
<tr>
<td>__________________________</td>
<td>--------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost component</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remuneration</td>
<td>Pak Rupees (Inclusive of all taxes)</td>
</tr>
<tr>
<td>Reimbursable Expenses</td>
<td></td>
</tr>
<tr>
<td>Subtotals</td>
<td></td>
</tr>
</tbody>
</table>

Separate Forms should be Provided for Design & Construction Supervision Phase.

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-11.

3 Short description of the activities whose cost breakdown is provided in this Form.

4 Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.
Form FIN-4 Breakdown of Remuneration

Information provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the Employer.

<table>
<thead>
<tr>
<th>Name²</th>
<th>Position³</th>
<th>Staff-month Rate⁴</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Name]</td>
<td>[Field]</td>
<td></td>
</tr>
</tbody>
</table>

1 Form FIN-4 shall be filled in for the same Professional and Support Staff listed in Form TECH-8.
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-8.
4 Indicate separately staff-month rate and currency for home and fieldwork.
Form FIN-5 Breakdown of Reimbursable Expenses

Information provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the Employer.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Unit</th>
<th>Unit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Miscellaneous travel expenses</td>
<td>Trip</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Communication costs between [Insert place] and [Insert place]</td>
<td>Trip</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drafting, reproduction of reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Equipment, instruments, materials, supplies, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shipment of personal effects</td>
<td>Trip</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use of computers, software</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laboratory tests</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sub-contracts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Local transportation costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office rent, clerical assistance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.
2 Indicate unit cost and local currency
Appendix-A

BID SECURITY
(Bank Guarantee)

Security Executed on ______________________________________________________ (Date)

Name of Surety (Bank) with Address: ____________________________________________

(Scheduled Bank in Pakistan)

Name of Principal (Bidder) with Address __________________________________________

Penal Sum of Security Rupees . _____________________(Rs. _____________________)

Bid Reference No. ___________________________________________________________________

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bid and at
the request of the said Principal (Bidder) we, the Surety above named, are held and firmly
bound unto ______________________________________________________ (hereinafter called the 'Employer') in the sum stated above for the payment of which sum well
and truly to be made, we bind ourselves, our heirs, executors, administrators and successors,
jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Bidder has
submitted the accompanying Bid dated ______ for Bid No. _______ for_______(Particulars
of Bid) to the said Employer; and

WHEREAS, the Employer has required as a condition for considering said Bid that the Bidder
furnishes a Bid Security in the above said sum from a Scheduled Bank in Pakistan or from a
foreign bank duly counter-guaranteed by a Scheduled Bank in Pakistan, to the Employer,
conditioned as under:

(1) that the Bid Security shall remain in force up to and including the date 28 days
after the deadline for validity of bids or it may be extended by the Employer, notice of
which extension(s) to the Surety is hereby waived;

(2) that the Bid Security of unsuccessful Bidders will be returned by the Employer after
expiry of its validity or upon signing of the Contract Agreement; and

(3) that in the event of failure of the successful Bidder to execute the
proposed Contract Agreement for such work and furnish the required Performance
Security, the entire said sum be paid immediately to the said Employer pursuant to
Clause 9.1 of the Instruction to Consultant for the successful Bidder's failure to perform.
NOW THEREFORE, if the successful Bidder shall, within the period specified therefore, on the prescribed form presented to him for signature enter into a formal Contract with the said Employer in accordance with his Bid as accepted and furnish within fourteen (14) days of his being requested to do so, a Performance Security with good and sufficient surety, as may be required, upon the form prescribed by the said Employer for the faithful performance and proper fulfilment of the said Contract or in the event of non-withdrawal of the said Bid within the time specified for its validity then this obligation shall be void and of no effect, but otherwise to remain in full force and effect.

PROVIDED THAT the Surety shall forthwith pay the Employer, the said sum upon first written demand of the Employer (without cavil or argument) and without requiring the Employer to prove or to show grounds or reasons for such demand, notice of which shall be sent by the Employer by registered post duly addressed to the Surety at its address given above.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Bidder) has duly performed his obligations to sign the Contract Agreement and to furnish the requisite Performance Security within the time stated above, or has defaulted in fulfilling said requirements and the Surety shall pay without objection the said sum upon demand from the Employer forthwith and without any reference to the Principal (Bidder) or any other person.

IN WITNESS WHEREOF, the above bounden Surety has executed the instrument under its seal on the date indicated above, the name and seal of the Surety being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

SURETY (Bank)

WITNESS:                                Signature ____________________________

1. ________________________________         Name ____________________________

    ________________________________   Title ________________________________

    Corporate Secretary (Seal)           Corporate Guarantor (Seal)

2. ________________________________

    ________________________________

    Name, Title & Address