



REQUEST FOR EXPRESSION OF INTEREST (EOI)

**POST QUALIFICATION DOCUMENT FOR
HIRING OF CONSULTANCY SERVICES**

IN

**RESPECT OF CONSERVATION / RESTORATION OF FAÇADE OF
STATE LIFE BUILDING NO. 5–A ZAIB-UL-NISA STREET KARACHI**

**Real Estate Division,
Principle Office, State Life Building No. 9,
Dr. Ziauddin Ahmed Road,
Karachi.**

Tender # CE-Maintt:/RED/PO/002/2018

POST QUALIFICATION DOCUMENT FOR HIRING OF CONSULTANCY SERVICES IN RESPECT OF CONSERVATION/RESTORATION OF FAÇADE OF STATE LIFE BUILDING NO. 5-A, ZAIB-UL-NISA STREET, KARACHI.

State Life Insurance Corporation of Pakistan (SLIC) invites applications for the Appointment of Consultant for captioned Work.

A. Interested consultants/firms having experience of Conservation / Restoration of Heritage Buildings may collect the documents between 0900 hrs. to 1700 hrs during office days at given address. The selection of consultants shall be completed in accordance with PPRA Rules 2004.

B. A **single package containing Firm/company Profile and related documents**, duly signed, stamped, sealed and in complete conformity should reach the address provided on or before _____ **Hours on _____, 2018**. Late applications will not be accepted and returned.

C. Interested Consultants / Firms must ensure that all the required documents are submitted in sealed form. Documents received late or submitted by other than specified mode will not be considered.

Note: SLIC may reject all applications at any time prior to the acceptance of documents, as provided under PPRA Rules, 2004.

GENERAL TERMS & CONDITIONS

1. Invitation

1.1 The process will be governed under PPRA Rules. Copy of PPRA Rules may be obtained from PPRA's website. Moreover, in this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the PPRA Rules, 2004.

2. Instructions

2.1 The SLIC will post qualify the Consulting firms / Architect in accordance with the method of selection as specified.

2.2 Financial bids of eligible Consultants (post qualified) shall be opened later and the lowest evaluated bidder will be considered for award of work.

2.3 Consultants should familiarize themselves with rules / conditions while preparing their proposals. Consultants are encouraged to ask for any queries. Consultants may liaise with SLIC for gaining better insight into the assignment. Prior to submission of proposal, Consultant shall visit the subject building.

2.4 Consultants shall bear all costs associated with the preparation and submission of their proposals. SLIC reserves the right to annul the selection process at any time prior to Contract award, without incurring any liability.

2.5 SLIC may provide available facilities and inputs as required by the firm.

2.6 Consultants are required to submit the following documents:

- i. Company Profile
- ii. Valid Registration as Consultant with PEC or PCATP / Cultural & Heritage Department(s)
- iii. NTN Registration and all other related registrations
- iv. Income Tax Registration
- v. Relevant Experience (pertaining to Conservation / restoration of Heritage buildings)
- vi. List of full time technical and supervisory staff along with their CVs
- vii. Affiliations / ISO / UKAS Certification
- viii. Details of works/services of similar nature completed with cost.
- ix. Location of offices
- x. Present Running Projects of similar nature with cost.
- xi. Undertaking that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan
- xii. Last 3 years financial statements

3. Conflict of Interest

3.1 Consultants are required to provide professional, objective, and impartial advice and holding the SLIC's interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of SLIC, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of Consultant or termination of its Contract.

3.2 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:

- (i) A Consultant (including its Personnel 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 Procuring Agency.
- (ii) A Consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the SLIC staff who is directly or indirectly involved
- (iii) Contract may not be awarded unless the conflict stemming from this relationship has been resolved.

4. Fraud or Corruption

4.1 Consultants should observe the highest standard of ethics during the execution of Contract.

5. Eligible Consultant

Consultants post qualified on their technical proposal, are eligible for the 2nd step of process i.e., financial proposal.

Financial proposals / bids of eligible Consultants (post qualified) shall be opened later on given date which will be communicated to them and the lowest evaluated bidder will be considered for award of work.

6. Amendment in the Document

6.1 SLIC may, at any time prior to the deadline for submission of the applications, at its own initiative or in response to a clarification requested by the Applicants, amend the Document, on any account, for any reason. All amendment(s) shall be part of the Document.

6.2 SLIC shall notify the amendment(s) in writing to the prospective interested parties / firms as per PPRA Rules.

7. Queries

7.1 Queries of the Applicant/firm (if any) for seeking clarifications regarding the services required must be received in writing to SLIC. All queries shall be responded within due time. Any query received after said date shall not be entertained.

8. Proposal Submission Requirement

For this tender PPRA's **Single stage two envelope bidding procedure** as per clause 36 (b) is being adopted.

9. Proposal Evaluation

From the time the proposals are opened to the time the Contract is awarded, the Consultants should not contact the SLIC related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the SLIC in the examination, evaluation, ranking of proposals, and recommendation for award of Contract may result in their disqualification.

10. Evaluation Criteria

10.1 Parameters of Technical Evaluation

Sections	Marks
A. Profile of the firm / Consultant	10
B. Experience	50
C. Technical staff	10
D. Financial Statement	15
E. List of Reference	08
F. ISO/UKAS Certification	07
Total	100

CUT-OFF LEVEL FOR MINIMUM MARKS OBTAINED IN TECHNICAL PROPOSAL IS 60 MARKS /SCORE.

10.2 Technical Evaluation Performa

A. Profile

Sr. No.	Attributes	Max. Marks	Marks Distribution	Marks Obtained	Requirements
1	Registration with IT/Sales Tax Department	2	2		
2	Financial Strength for last 03 years (average)	3	3		More than or equal to 3million turnover/year with consultancy service
			2		Up-to 2 million turnover/year with consultancy services
			1		Up-to 1 million turnover/year
3	Company Established (No. of years)	2	2		10 or more years
			1		5-10 years
4	International Affiliations	1	1		
5	Location of Offices	2	2		Office at Karachi
			1		Office at Other than Karachi
	Total	10			

B. Experience

Sr. No.	Attributes	Max. Marks	Marks Distribution	Marks Obtained	Requirements
1	Particulars of heritage building restoration projects with similar nature of work completed during last five years.	30	05 Marks per project		

2	Particulars of heritage building projects with similar nature of work in progress.	20	05 Marks per project		
	Total	50			

C. Technical Staff

Sr. No.	Attributes	Max. Marks	Score Distribution	Score Obtained	Requirements
1	Architects	5	5		More than 05
			3		03 to 05
			2		01-02
2	Material Specialist	3	3		Specialization in material Engineering / science
3	Site Supervisors	2	2 01 Mark per Supervisor		Diploma holder
	Total	10			

D. Financial Statement

Sr. No.	Attributes	Max. Marks	Score Distribution	Score Obtained	Requirements
1	Excellent	15	05 Marks per year		
2	Good	10			
3	Satisfactory	05			

E. List of references (Attach details)

Sr. No.	Attributes	Max. Marks	Score Distribution	Score Obtained	Requirements
1	Reference	08	02 Marks for each reference		

F. ISO / UKAS Certification

Sr. No.	Attributes	Max. Marks	Score Distribution	Score Obtained	Requirements
1	ISO / UKAS Certification	07	07 Marks		

10.3 After the technical evaluation is completed, SLIC shall notify in writing to the Consultants that they have secured the qualifying marks, allowing a reasonable time, for opening of Financial Proposals.

10.4 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, 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.

10.5 The consultants may be called for demonstration/presentation of their firm / proposal.

11. Award of Contract

11.1 SLIC shall award the Contract to the Consultant; i-e lowest evaluated bidder.

11.2 After receiving letter of award of contract consultant is required to sign an agreement for the specified work.

12. Duties of the Consultant

12.1 Investigation Phase

The Consultant has to provide consultancy services for the subject work with following scope of work.

INSPECTION, PLANNING & DESIGN STAGE

12.1.1 INSPECTION PHASE

- a) Consultant shall inspect thoroughly the building / façade through its Professional Engineers / Architect having valid P.E.C / PCTAP licenses and well versed with relevant work.
- b) After inspection prepare a report which indicates current state of facade works.
- c) Suggest Conservation and restoration works.
- d) Prepare As built, design drawings, Tender Document containing B.O.Q, estimate & specifications for the proposed works.
- e) Obtain approval of plans / design for conservation / restoration from concerned Authorities, departments /KBCA / agencies of Government of Sindh / Pakistan.

12.1.2 PLANNING PHASE

The Consultant shall prepare detailed plan of the works as per rules / policies of Cultural / Heritage department (Govt of Sindh / Pakistan) for façade conservation / restoration.

12.1.3 DESIGN / DEVELOPMENT / ESTIMATION PHASE

Prepare from the approved plan, detailed Design & estimate etc as may be required. The working drawings shall comprise of detailed Architectural Drawings for facade, Structural Drawings (if any) etc.

12.2 Construction Document Phase

The Consultant Shall prepare from the approved plans, tender documents, specifications, BOQ, setting forth details and prescribing the works to be done and the materials ,workmanship, finishing methodology required.

12.3 Construction Phase

- a) Evaluate the bids of contractors as per tender document and criteria for Technical & Financial stage.
- b) Submit recommendations for Technical & Financial qualification of bidders.
- c) Complete Supervision of work as per plan, design and specifications.
- d) Check and verify the bills of contractors & recommend to State Life for payment.
- e) Liaise with concerned department of culture / heritage Govt of Sindh / Pakistan) for any inspection during work and obtaining completion certificate.

The Consultants Shall:

Advise on the preparation of contract relating to acceptance of tender for carrying out the work. Prepare working drawings, recommend, approve materials, methodology, and supervise conservation & restoration works. Any testing required for materials shall also be approved. Also assist in setting disputes or differences which may arise between the SLIC and Contractor.

Prepare and submit to the SLIC, five copies and computer CD of complete tenders/drawing showing all relevant details, according to the scale on completion of the project, for necessary operation and maintenance.

Top Supervision:

The Consultant shall undertake **Top Supervision** of various Stages of works, as under:

- a. Checking layouts/works/quality and workmanship with reference to the details/ designs in relation to the scope of works etc.
- b. Checking the layout of all infrastructures and re-adjusting the layout and/or the design if such readjustment proved necessary according to the requirement.
- c. Checking that the contractor executing the construction works are in accordance with the final approved working drawings, tender documents and specifications. Preparing and issuing new detailed drawings whenever it is deemed necessary to make the adjustments in the construction.
- d. The consultancy charges shall be total lump sum cost of work assigned to the consultants as per Clause – G of financial proposal.

13. Mode of Payment

Mode of payment shall be set as per TORs in financial bidding document.

14. Supervision of construction/execution phase

All documents to be supplied by the Consultants to SLIC will be free of cost;

- i. Set of five copies of each drawing.
- ii. Five sets of tender/ contract documents and reports prepared by Consultant.

15. Care and Due Diligence

- a. The Consultant affirms and guarantees that they are skilled and fully qualified, and that they shall make use of all such skills and qualification in the best professional standards to accomplish the works/projects in the most economical method.
- b. The Consultant shall be fully responsible for the correctness and suitability of their design/estimate and the safety of the building / structure and services built according to their design and specifications. The approval of the design by the concerned department / SLIC shall not absolve the Consultant or their associates of their responsibilities under this article.
- c. If SLIC suffers any losses due to proven faults, errors, delay or omissions in design on the part of Consultant or any of their associates up to the satisfaction of the works/project, Consultant shall be liable to make good all such losses.



STATE LIFE INSURANCE CORPORATION OF PAKISTAN
REAL ESTATE DIVISION

TERMS OF REFERENCE

FOR

HIRING OF SERVICES OF CONSULTANT

IN RESPECT OF

CONSERVATION/RESTORATION OF FAÇADE OF
STATE LIFE BUILDING NO.5-A, ZAIB-UL-NISA STREET KARACHI

(FINANCIAL PROPOSAL)

Real Estate Division
5th floor,
Principle Office,
State Life Building No. 9,
Dr. Ziauddin Ahmed Road,
Karachi.

Tender # CE-Maintt:/RED/PO/002/2018

LETTER OF PROPOSAL SUBMISSION

(To be printed on letter head of company)

Dated: _____

To,

The Divisional Head,
State Life Insurance Corporation,
Real Estate Division,
Principal Office,
Karachi.

Sub: HIRING OF SERVICES OF CONSULTANT INRESPECT OF CONSERVATION/RESTORATION OF FAÇADE OF STATE LIFE BUILDING NO. 5-A, ZAIB-UL-NISA STREET KARACHI

Dear Sir,

We, the undersigned, offer to provide the Consultancy services to State Life (Employer) in accordance with the TOR Document duly provided to us. Our fee for Professional Services is quoted in the financial proposal / document.

We hereby submit our proposal as desired.

Thanks,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name and address of Firm:

HIRING OF SERVICES OF CONSULTANT IN RESPECT OF CONSERVATION / RESTORATION OF FAÇADE OF STATE LIFE BUILDING NO.5-A, ZAIB-UL-NISA STREET KARACHI.

GENERAL:

- i. "Employer" means State Life Insurance Corporation of Pakistan (SLIC).
- ii. This document defines principal requirements of Employer to appoint the Architect/ Consultant to thoroughly inspect subject building for façade conservation / restoration and prepare necessary plans, drawings, Tender document, estimate, and specifications and supervise the execution.
- iii. The CONSULTANT will have to perform the duties strictly in the following manner;

A. SCOPE OF WORK:

The Consultant has to provide consulting services for the subject work with following scope of work.

1. INSPECTION, PLANNING & DESIGN STAGE

- a) Consultant shall inspect the building thoroughly through its Professional Engineers / Architect having valid P.E.C / PCTAP license and relevant experience.
- b) After inspection prepare a report which indicates current state of façade works.
- c) Suggest Conservation and restoration works.
- d) Prepare as built / design drawings, Tender Document containing B.O.Q, estimate & specifications for the proposed works as per PPRA Rules and general Engineering practices.
- e) Obtain approval of plans / design for conservation / restoration from concerned departments / agencies of Government of Sindh / Pakistan.

Tender Documents will include;

- i. Description of the Works.
- ii. Instructions to Tenderers.
- iii. Specifications of Works
- iv. Bill of Quantities.
- v. Estimate of suggested works.
- vi. Conditions of Contract.
- vii. All drawings and information necessary for Tendering.
- viii. Post Qualification Criteria and Evaluation Criteria in line with PPRA rules/regulations and other concerned agencies etc
- ix. Bid evaluation criteria.

2. CONSTRUCTION & EXECUTION STAGE

- f) To evaluate the bids of contractors as per tender documents criteria for Technical & Financial stage.
- g) Submit recommendations for Technical & Financial qualification of bidders.
- h) Supervise the work as per plan, design and specifications up-to satisfactory completion of work.
- i) To check& verify the bills of contractors & recommend to State Life for payment.
- j) Liaise with concerned departments of culture / heritage / KBCA Govt of Sindh / Pakistan) for any inspection during work and obtaining completion certificate.

B. MODE OF PAYMENT:

The Consultant's professional fee shall be paid by the EMPLOYER for each project in the manner given hereunder based on quoted amount (Clause – G).

i	Upon signing of contract agreement	05%
ii.	Upon submission of technical report and approval of as built/preliminary design drawings & estimate.	05%
iii.	Upon preparation and completion of tender drawings, specification, BOQ and submission of five (5) sets to EMPLOYER for approval and inviting tender process.	10%
iv.	Upon completion of scrutiny and award of work to contractor.	10%
v.	Upon completion of working drawings and co-ordination of the work.	10%
vi.	For supervision, the fee is divided in four (04) installments to be paid on equal installments as per progress of the work and will be detailed/specified in the letter of award of work.	40%
vii.	Upon completion of work and issuance of completion certificate.	20%

The bill to Consultant will be paid within 30 days after receipt of invoice / bill duly checked & verified by concerned section.

C. TIME SCHEDULE OF WORK:

The following time schedule (holiday inclusive) shall be observed/ followed for various phases of the project mentioned herein:

i.	Completion of inspection and submission of report, Schematic / Detailed Design, drawings and estimate for project.	04 Weeks
ii.	Preparation of Tender Documents and Schedule.	04 Weeks from the date of approval of Design by SLIC / respective Authority

iii.	Technical Evaluation / Scrutiny of bidders.	02 Weeks from the date of Opening of Technical Bids.
iv.	Financial bid Evaluation / Scrutiny of bidders.	01 Weeks from the Date of approval of Opening of Financial Bid.

In case of delay, a penalty of 0.2% per day, maximum up-to 10% of contract price as liquidated damages shall be charged. If the report / drawings / Tender Documents are delayed beyond 90 days, the contract can be cancelled / terminated by Employer without any payment in lieu thereof.

D. OBLIGATIONS AND RIGHTS OF THE CONSULTANT:

- i. The CONSULTANT in all matters shall act as faithful advisors to the EMPLOYER.
- ii. The CONSULTANT shall exercise professionalism, sound skills, engineering economy, care and diligence in discharge of their duties under this Agreement.
- iii. The CONSULTANT shall provide the services as defined herein above.
- iv. The CONSULTANT shall not initiate any service or work without receiving prior authority/approval from the EMPLOYER.
- v. The CONSULTANT shall furnish free of cost to the EMPLOYER Five (05) Sets of working Drawings and Tender Documents in shape of hard copy and soft copy.
- vi. All documents, design and drawings prepared by the CONSULTANT under this agreement shall be the property of and copyright shall rest with the EMPLOYER.
- vii. The CONSULTANT shall attend all necessary meetings arranged by the EMPLOYER without any additional cost / fee.
- viii. The CONSULTANT shall be responsible for complete designing work.
- ix. The CONSULTANT shall consider the design / economy criteria during the preparation of design, specification & bidding documents. The said documents shall be prepared as per laid down rules/regulations/criteria/guidelines by Pakistan Engineering Council (P.E.C), PPRA and relevant authorities etc.
- x. The CONSULTANT shall specify and adopt standards which are accepted and well known for execution of Tendering/Work.
- xi. Any Sub-Consultant / firm hired by Consultant for design work like structural, plumbing, electrical etc, shall be a professional having valid PEC license.
- xii. The EMPLOYER undertakes no responsibility in respect of life, health accident, travel and other insurance which may be necessary or desirable for the Personnel

of Consultant and specialists associated with the CONSULTANT for the purposes of the Services, nor for members of the family of any such persons.

E. OBLIGATIONS AND RIGHTS OF THE EMPLOYER:

- i. The EMPLOYER shall assist reasonably for site inspection & provide data whatever is available with them as required by the CONSULTANT for carrying out their duties under this Agreement (as-built drawings of buildings and other details if not available shall be made / developed by the consultant at his own cost).
- ii. The EMPLOYER shall hold the CONSULTANT responsible for any delay in the fulfillment of any part of this agreement and the project.
- iii. The EMPLOYER shall give their decision on all tenders, sketches, drawings, reports, recommendations laid before them by the CONSULTANT within such reasonable time.
- iv. The EMPLOYER shall be authorized to suggest changes in the documents / drawings / specification / B.O.Q etc submitted by the CONSULTANT.
- v. The EMPLOYER shall accord the approval of proposals submitted by Consultant in 02 week time. The delay incurred in this behalf shall be reflected in time schedule of works on part of Employer.
- vi. The Consultant shall be provided access to all parts of building for examination & evaluation.

F. PROJECT ADMINISTRATION:

- i. Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or 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, e-mail or facsimile to such party at the following address:

For the Client:

**The Divisional Head,
Real Estate Division,
5th Floor, State Life Building # 9,
Dr. Ziauddin Ahmed Road,
Karachi.**

For the Consultant

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- Notice will deemed to be effective as follows:
- In the case of personal delivery or registered mail, on delivery.
- In the case of telefax/e-mail, Twenty-Four (24) Hours following confirmed transmission.
- A party may change its address for notice of such change pursuant to this clause.
- For any dispute matter shall be referred to Divisional Head (Real Estate Division) who will decide the matter on merits or refer it to Competent Forum.

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

REAL ESTATE DIVISION

**HIRING OF SERVICES OF CONSULTANT IN RESPECT OF
CONSERVATION/RESTORATION OF FAÇADE OF
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CLAUSE – G:

The fee for inspection and submission of technical report, preparation of design, drawings, tendering & complete supervision as per schedule given in mode of payment of TOR will be Pak Rupees : _____ (In words _____).

Note:

Above fee amount (lump sum) must be inclusive of all travel expenses, boarding and lodging and taxes / Levies (implemented by Federal / Provincial Government i/c S.S.T by Sindh Revenue Board) prevailing in the country / Sindh. The fee will remain fixed till completion of project & no escalation / enhancement will be considered at any stage of project / Contract.

Signature and Seal of Consultant

Date: _____