

**PREQUALIFICATION DOCUMENT FOR
HIRING SERVICES OF CONSULTANT**

For

**Demolishing, Design, Consultancy Services, Project
Management & Construction Supervision of High Rise
Building in Respect of State Life Plot # 7(3009),
Jinnah Avenue,
Blue Area, Islamabad.**

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

Prequalification documents for hiring the services of consultant for Design, Consultancy Services, Project Management & Construction supervision of High-rise Building at State Life Plot No.7, Blue Area, Islamabad.

State Life Insurance Corporation of Pakistan (SLIC) invites applications for the appointment of Consultant for the above mentioned job.

A. Interested consultants/ firms may collect the tender documents from the office of the Deputy General Manager, Real Estate Division, State Life Building No.5 Phase – II, (Basement) F-6/G-6 Blue Area, Islamabad during office working hours from 0900 hour to 1700 hour on 02-10-2018. Applications received late will not be entertained and stands rejected.

B. The process of selection of consultant shall be completed in accordance with PPRA Rules.

C. A single package containing Firm/ Company Profile and related documents, duly signed, stamped, sealed and complete in all respect should be submitted in the above office on or before 1500 Hours on 22-10-2018.

D. Interested Firms/ Person must ensure that all the relevant details/ documents are submitted as desired in the prequalification document. Incomplete documents received without undertakings, valid documentary evidence, supporting documents or are unsealed, unsigned or not stamped, late submitted or sent 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 per PPRA Rules.

GENERAL TERMS & CONDITIONS

1. Invitation

1.1 The process will be governed under PPRA Rules, as amended from time to time and instructions of the Government received during the completion of the process. PPRA Rules 2004 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. Instruction to Firms

2.1 The bidders will be prequalified or short listed in accordance with the method of selection as specified.

2.2 The eligible Consultants (prequalified) shall be invited to submit a Financial Proposal which will be the basis for award of contract to the best evaluated bidder.

2.3 Consultants should familiarize themselves with rules & regulations and take them into account during preparation of their proposals. Consultants will be encouraged for asking any query related to the assignment and may liaise with SLIC for bringing any technical insight into the assignment.

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 award of contract, without thereby incurring any liability to the Consultants.

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. Registration as Consultant with PEC or PCATP (mandatory) valid for current year
- iii. NTN Registration and all other related registrations
- iv. Income Tax Registration
- v. Relevant Experience.
- vi. List of full time technical and supervisory staff along with their CVs
- vii. International Affiliations
- viii. Details of Works/ Services of similar nature completed or in hand with cost.
- ix. Present Running Projects
- x. Undertaking that the firm is not blacklisted by any Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan
- xi. Last 5 years financial statements

3. Conflict of Interest

3.1 Consultant is required to provide professional, objective, and impartial advice and holding supreme the interest of the State Life Insurance Corporation of Pakistan. 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 interest of SLIC, or that may

reasonably be perceived as having such effect. Failure to disclose such situations may lead to the disqualification of the Consultant or the 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

5.1 Consultants pre-qualified on their technical proposals to be submitted, are eligible to submit their financial proposals.

5.2 Prequalified Consultants may submit financial proposal, when required by the SLIC.

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 prequalification document.

6.2 SLIC shall notify the amendment(s) in writing to the prospective interested parties as per PPRA Rules, 2004.

6.3 SLIC may, at its sole discretion, amend the Document or extend the deadline for the submission of the Proposal under 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 **till 15-10-2018**. All queries shall be responded within due time. Any query received after said date shall not be entertained. SLIC may host a Q&A session, if required, at SLIC office. All Applicants shall be informed of date/time in advance.

8. Proposal Submission Requirement

8.1 For this tender, Two -Stage **bidding procedure** shall be adopted /followed as per Rule 36 (C.) of PPRA Rules for competitive bidding whose details are given as under;

a) First Stage (Technical Proposal);

- (i) The bidders shall submit documents for prequalification containing Profile, brochure, experience & registration etc. **without price**;
- (ii) The technical proposal shall be evaluated in accordance with the specified evaluation criteria; and may be discussed with the bidders regarding any deficiencies, unsatisfactory technical features etc.;
- (iii) SLIC may revise, delete, modify or add any aspect of the technical requirements or evaluation criteria, or it may add new requirements, provided that such revisions, deletions, modifications or additions are communicated to all the bidders equally at the time of invitation to submit final bids.
- (iv) Those bidders not willing to conform their respective bids to the "SLIC's" technical requirements may be allowed to withdraw from the bidding.

b) Second Stage (Financial Proposal)

- (i) The bidders, whose technical proposals are accepted, will be asked to submit their financial proposal for the respective job.
- (ii) The financial proposal result of technically pre-qualified firms shall be communicated to the bidders
- (iii) The bid found to be the best evaluated one shall be accepted.

9. Proposal Evaluation

9.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the SLIC on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the SLIC during 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	Marks obtained
A. Profile	10	
B. Experience	50	
C. Technical Staff	10	
D. Financial Statement of last 05 years (02 mark per year)	10	
E. List of References, (01 mark per reference)	10	
F. ISO/UKAS	05	
G. Previous Experience with State Life	05	
Total	100	
CUT-OFF LEVEL FOR MINIMUM MARKS OBTAINED IN TECHNICAL PROPOSAL IS 70 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	3	3		More than or equal to 30 million/ year turnover with consultancy services
			2		20 million/year turnover with consultancy services
			1		Upto 10 million/year
3	Company Established	2	2		10 or more years
	(No. of years)		1		5-10 years

4	International Affiliations	1	1		
5	Location of Offices	2	2		Offices at Karachi, Lahore, Islamabad
			1		Offices at Other cities
	Total	10			

B. Experience

Sr. No.	Attributes	Max. Marks	Marks Distribution	Marks Obtained	Requirements
1	Particulars of multi-story building projects where similar nature of work completed during last five years.	20	20		More than 20 projects
			15		More than 15 projects
			10		More than 8 projects
2	Particulars of multi-story building projects where similar nature of work in progress.	20			5 marks for each project
3	No. of references for completion certificate	5	5		More than 15 completions
			3		10-15 completions
			2		4-10 completions
4	International projects	5			01 point for each project
	Total	50			

C. Technical Staff

Sr. No.	Attributes	Max. Marks	Score Distribution	Score Obtained	Requirements
1	Design Engineers	4	4		More than 10, having specialization
			3		More than 05, having specialization
			2		More than 02, having specialization
2	Architects	3	3		More than 3, having specialization
			2		More than 2, having specialization
3	Site Supervisors	3	3		Satisfactory client's certificate
			2		Average
	Total	10			

10.3 After the technical evaluation is completed, the SLIC shall notify in writing to the Consultants that have secured the minimum qualifying marks, allowing a reasonable time, for the submission 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.

11. Award of Contract

11.1 The SLIC shall award the Contract to the selected Consultant, and the same would be communicated to all participants accordingly.

11.2 After receiving of award of contract, consultant are required to sign the 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.

- a) Consultant shall inspect thoroughly the existing State Life Building No.7, Jinnah Avenue, Blue Area, Islamabad through its Professional Engineers having valid P.E.C license.
- b) After inspection, prepare a report which indicates current status of building, steps to be taken in the dismantling of the existing infrastructure/building and report highlighting methods/procedure to be followed during dismantling of the existing building before construction of multi stories building in its place.
- c) Prepare design drawings, Tender Document containing B.O.Q, estimate & specifications for the suggested Work. Dismantling of existing building shall be part of BOQ.
- d) Approval of plans (For Dismantling & Construction of New Building) from CDA/ TMA concerned authorities shall be the responsibility of consultant.

12.2 Planning Phase

The Consultants shall prepare Schemes, General plans of the works, upto three proposals with probable construction cost and allied details.

12.3 Schematic Design Phase

Prepare from the approved General plans, Schematic Design along with statement of probable construction cost and submit to SLIC.

12.4 Design / Development /Estimation Phase

Prepare from the approved Schematic Design, the final proposal/ estimate/ Design and Development Documents, consisting of working drawings including plans (as per requirements), elevations and such other drawings, outline specifications to construct multi-storied State of the Art building including civil, plumbing, electrical, fire-fighting, HVAC system, Lifts works and such other works as may be required to the SLIC for approval.

The working drawings shall comprise of the detailed Architectural & Structural drawings of the building both (Internal and External), Structural Design, Drawings and Calculations for record and check. Drawings related to, Internal & External water supply, Sanitation & drainage, Internal & External electrification, gas installation and intercommunication system, interior design and other services.

12.5 Construction Document Phase

The Consultants Shall prepare from the approved proposal/ design, and developments documents, specifications, BOQ, setting forth details and prescribing the works to be done and the materials, workmanship, finishing and equipment required for the Architectural, Structural, Civil, Plumbing, Electrical, fire-fighting, HVAC system and installation of lifts and submit copy to the SLIC for approval.

The Consultants shall prepare the following documents:

- a. Description of the works, estimate, Terms and conditions & Specifications of the contract for the approval of the SLIC.
- b. Tender of the works including estimates of the quantities, based on the prevailing market rates, Non-scheduled items to be supported by detailed Rate analysis. Any other documents, necessary for the construction of the multi stories, State of the Art building at the proposed location.

12.6 **Construction Phase**

The Consultants Shall:

Advise on the preparation of any contract relating to accept tender for carrying out the work. Prepare all complete tender documents and any further designed drawing necessary for the information of the contractor to enable them to carry out the works. Invite tenders on behalf of SLIC as per PPRA rules. The Consultants shall assist in settlement of disputes if any or difference which may arise between SLIC and Contractor during currency of contract.

Prepare and submit to the SLIC, four copies and computer CD of complete tenders/drawing showing all details, according to the scale on completion of the project.

Suggest the replacement of any works during repairs/ construction process.

Top Supervision:

The Consultants shall undertake **Top Supervision** of construction, as under:

- a. Checking layouts/ works/ quality 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 work in accordance with the final approved working drawings, tender documents and specifications. Suggest substitution of materials, whenever any material is not available. Preparing and issuing new detailed drawings whenever it is deemed necessary to make the adjustments in the construction.
- d. The SLIC may direct/ advice the Consultants at any stage to modify or make variations in any plans/ works, and Consultants shall make any modifications or variations in any plan, studies, drawings, specifications and other documents after taking approval from SLIC.
- e. The supervision charges would be in terms of percentage of total cost of any work assigned to the consultants.
- f. The final cost of works shall be determined after acceptance of the contract price by the SLIC. In the event that change occurs with the approval of the SLIC (upward or downwards) in the contract price, then the cost of the works will be adjusted accordingly. The adjusted completion price shall stand as the final cost of completed work and the Consultants fees shall be finalized accordingly.

13. Mode of Payment

Mode of payment shall be set as per TOR.

14. Supervision of construction/ execution phase

a. Documents to be supplied by the Consultants;

In addition to the copies of the documents to be supplied by the Consultants to SLIC for Approval, the Consultants shall provide the following documents as approved by the SLIC.

- i. A set of five copies of each drawing to be provided free of cost.
- ii. Five sets of tender/ contract documents and reports prepared by Consultants for the work to be provided free of cost.

15. Care and Diligence

- a. The Consultants affirm and guarantee that they are skilled and fully qualified, and that they shall make use of all such skills and qualification in the best professional standards and skills to accomplish the works/ projects in the most economical method.
- b. The Consultants 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 SLIC shall not absolve the Consultants 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 Consultants or any of their associates during construction phase or afterwards, Consultant shall be liable to make good all such losses.

NOTES TO APPLICANTS/FIRMS/CONSULTANTS

1. Please answer all questions.
2. Supplementary pages may be photocopied and inserted if required.
3. Please number each page in the space provided at the top of each page.
4. Please retain a copy of your completed submission.
5. Last date of Submission : _____
6. Standard Pages

A.	Title Page	G	Resources: Architectural designing facilities
B.	Notes	H	Resources: others.
C	Structure & Organization- 1	I	Experience: geographical
D	Financial Statement	J	Experience: relevant projects completed.
E	Joint Venture (if any)	K	Experience: Projects in progress
F	Resources: personnel	L	Additional Information

Please list below any additional pages attached to each standard page:

STRUCTURE AND ORGANIZATION

1. Name of Firm :

Address:

Telephone #:

Registered office address:

Description of Firm;

2. Number of years of experience as Architectural Firm :
 - a. In Pakistan :
 - b. Internationally:
3. Number of years of experience as Joint Venture Firm :
 - a. In Pakistan :
 - b Internationally:
4. Names and addresses of associated companies to be involved in the project and whether parent / subsidiary / other :
5. If the company is a subsidiary company, what involvement, it has in the project?
6. Please indicate here or attach here an organization chart showing the firm structure including the position of directors and key personnel, if relevant.

Category of Registration with Pakistan Council of Architects and Town Planners or REFC. (Attach Proof)

7. Registration with International Organizations (If any – Attach Proof)

FINANCIAL STATEMENT

1. Financial statement
2. Annual value of Architectural /designing/ Construction works undertaken during the last five years

Year	2017	2016	2015	2014	2013
Value in Pak (Rs.)					

Please attach copies of the company's previous three years accounts (profit/loss, assets/liabilities) and other financial data which you consider to be useful (if available).

3. Name and address of bankers from whom references can be obtained.
4. National Tax Number :

RESOURCES : PERSONNEL

1. Professionals Number of Staff
Architect
Civil / Structural Engineer
Electrical Engineer
Mechanical Engineer

2. Please list detail of present Executive Directors:

Name	Present Position	Years of experience with the firm in this field.
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List information about other key personnel below:

Name : Present Position:

Years of Experience

(with the firm in this field) :

Major works for which responsible (type and value):

Linguistic ability relevant to projects:

Name: Present Position:

Years of Experience

(with the firm in this field) :

Major works for which responsible (type and value):

Linguistic ability relevant to projects:

Name :

Present Position:

Years of Experience

(with the firm in this field) :

Major works for which responsible (type and value):

Linguistic ability relevant to projects:

RESOURCES: ARCHITECTURAL DESIGN FACILITIES

On the basis of the information provided in the pre-qualification documents, please indicate the equipment and facilities considered by the firm to be necessary for undertaking the project already available with the firm.

EXPERIENCE: GEOGRAPHICAL

Areas in which projects had been undertaken:

Summary of experience of firm in the country and internationally (If any):

ADDITIONAL INFORMATION

Please describe:

1. Company's quality assurance system:

1 (A) ISO Certification (Yes / No)

2. Company's environmental policy:

3. Company's history of litigation or arbitration from contracts executed in the last five years or currently under execution. Please indicate for each case year, name of employer cause of litigation, matter in dispute, dispute amount and whether the award was for or against the company

Please add any further information which you consider to be relevant to the evaluation of your application for pre-qualification. If you wish to attach other documents please list below:

QUESTIONNAIRE

As an Architectural firm, following services can be provided (write "YES" or "No"):

1. As General Architect: YES NO

A. Conceptual Design

B. Design's implementation report

- C. Design's constructability report
 - D. Design's economy report
 - E. Design criteria
 - F. Material and finishes
 - G. Criteria for prequalification & bid evaluation
2. Architect as Project Manager
- | | YES | NO |
|---------------------------------------|-----|----|
| A. Planning for control & procedure | | |
| B. Implementation manual | | |
| C. Managing implementation & controls | | |
| D. Commissioning & acceptance | | |
| E. Quality assurance | | |
| F. Scheduling | | |
| G. Monitoring | | |
| H. Controls | | |
| I. Progress report | | |
| J. Executive summaries. | | |

QUESTIONNAIRE

3. As review and vetting consultant/ architect:
- | | YES | NO |
|--|-----|----|
| A. Design & design report | | |
| B. Tender and contract documents | | |
| C. Specification of works, material and equipment | | |
| D. Contracts prequalification & bid evaluation report | | |
| E. Cost estimates | | |
| F. Performance, cost control & progress report during construction phase | | |
| G. Design change order during construction | | |
| H. Variation orders during construction phase. | | |
4. Services for maintenance, construction and post construction activities:
- | | YES | NO |
|---------------------------------------|-----|----|
| A. Full time quality assurance agency | | |

- B. Development of Q.A. system with manual & procedures
- C. Site Q.A. / Q.C. system etc.
- D. Development of as built drawings of projects.
- E. Commissioning & operation of projects etc.

EXPERIENCE: PROJECTS COMPLETED

Please fill in the information about the projects completed over the past five years;

Name of Employer	Name, Location and type of project	Name of contractor responsible for execution	Contract price and date	Percentage of participation of firm in project	Was contract satisfactorily completed, including time provision

EXPERIENCE: PROJECTS IN PROGRESS

Give the information about the projects in progress, including those where the firm has received letter of intent, but a formal contract has not yet been awarded;

Name of Employer	Name, Location and type of project	Name of contractor responsible for execution	Value of Contract	Percentage of participation of firm in project	Percentage of practical completion	Schedule date of completion of work