

PREQUALIFICATION DOCUMENT
FOR CONSULTANTS FOR CIVIL WORKS
(Ref No. Secy/PPC/CVL/01)



Inland Water Transport Development Company (IWTDC)
No. 34-A, Street 27, Valley Road, Westridge, Rawalpindi
Ph # 051-5491494-95, www.iwt.punjab.gov.pk



**INLAND WATER TRANSPORT
DEVELOPMENT COMPANY**



**FOR the Appointment of Consultant for Civil Works
(Ref No. Secy/PPC/CVL/01)**

A. Inland Water Transport Development Company (IWTDC) has been established by Government of the Punjab and formally registered under Section 42 of Companies Ordinance 1984 in Aug 2014.

B. IWTDC invites applications for the **Appointment of Consultant for Civil Works** required on the basis of following criteria:

- i. Company Profile
- ii. Registration as Consultant with PEC
- iii. NTN Registration and all other registrations
- iv. Income Tax Registration and Clearance Certificate
- v. Relevant Experience (especially with Public Sector Companies/Autonomous Bodies)
- 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. Location of offices
- x. Details of machinery and equipment
- xi. Present Running Project
- xii. Undertaking that the business is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan
- xiii. Last 5 years financial statements

D. Interested consultants/firms may inspect the documents at the address of IWTDC between **0900 Hrs to 1700 Hrs** or may download the documents from IWTDC (www.iwt.punjab.gov.pk) and PPRA (www.ppra.punjab.gov.pk) websites. The selection of consultants shall be completed in accordance with Punjab Procurement Rules 2014.

E. A **single package containing Firm Profile and related documents**, duly signed, stamped, sealed and in complete conformity should reach IWTDC office Rawalpindi, on or before **1700 Hours on 2nd February, 2015**. Late applications will be rejected and returned.

F. In case the last applied date is declared a public holiday then the document will be received on the next working day or as notified

G. Interested Firm/Person must ensure that all the required documents are submitted. Incomplete documents received without, undertakings, valid documentary evidence,

supporting documents or are not sealed, signed or stamped, late or submitted by other than specified mode will not be considered.

H. Income/sales tax registration certificate and other documents as mentioned in Prequalification Criteria must accompany.

Note: IWTDC may reject all applications at any time prior to the acceptance of documents, as provided under Punjab Procurement Rules, 2014.

Chief Executive Officer

Inland Water Transport Development Company
No. 34-A, Street 27, Valley Road, Westridge, Rawalpindi
Tel: 051-5491495 Fax: 051-2651153

GENERAL TERMS & CONDITIONS

1. Invitation

1.1 The process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the process. PPRA Rules 2014 may be obtained from PPRA's website <http://www.ppra.punjab.gov.pk>. Moreover, in this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules, 2014.

2. Instruction to Firms

2.1 The IWTDC will pre-qualify/short list the consulting firms, in accordance with the method of selection as specified.

2.2 The eligible Consultants (prequalified/shortlisted) are invited to submit a Financial Proposal. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.

2.3 Consultants should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Consultants are encouraged to ask for any query, Consultants may liaise with IWTDC for gaining better insight into the assignment.

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

2.5 IWTDC may provide 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
- iii. NTN Registration and all other registrations
- iv. Income Tax Registration and Clearance Certificate
- v. Relevant Experience (especially with Public Sector Companies/Autonomous Bodies)
- 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. Location of offices
- x. Details of machinery and equipment
- xi. Present Running Project
- xii. Undertaking that the business is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan
- xiii. Last 5 years financial statements

3. Conflict of Interest

3.1 Consultants are required to provide professional, objective, and impartial advice and holding the IWTDC'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 the IWTDC, or that may reasonably be perceived as having such effect. Failure to disclose said 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 IWTDC 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 submitted, are eligible for the 2nd step of selection i.e., call for financial proposal.

5.2 Prequalified/Shortlisted Consultants may submit financial proposal, when required by the IWTDC.

6. Amendment in the Document

6.1 IWTDC 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 IWTDC shall notify the amendment(s) in writing to the prospective interested parties as per Punjab Procurement Rules, 2014.

6.3 IWTDC may, at its sole discretion, amend the Document or extend the deadline for

the submission of the Proposal under Punjab PPRA Rules, 2014.

7. Queries

7.1 Queries of the Applicant (if any) for seeking clarifications regarding the services required must be received in writing to the IWTDC till 26th January, 2015. All queries shall be responded within due time. Any query received after said date shall not be entertained. IWTDC may host a Q&A session, if required, at IWTDC office. All Applicants shall be informed of date/time in advance.

8. Proposal Submission Requirement

8.1 For this tender PPRA's **Two stage bidding procedure** as per clause 36 (c) for open competitive bidding is adopted, detailed as under;

a) First Stage (Technical Proposal)

(i) The bidders shall first submit, according to the required documents, profile, brochure, technical proposal without price;

(ii) The technical proposal shall be evaluated in accordance with the specified evaluation criteria and requirements of the IWTDC; and may be discussed with the bidders regarding any deficiencies, unsatisfactory technical features;

(iii) The IWTDC 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 "IWTDC'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.

(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 bid 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 IWTDC on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the IWTDC in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in disqualification.

10. Evaluation Criteria

10.1 Parameters of Technical Evaluation

Sections	Score	Score obtained
A. Profile	15	
B. Experience	35	
C. Technical staff	15	
D. Design and service	25	
E. Machinery and equipments	10	
Total	100	

10.2 Technical evaluation Performa

A. Profile

Sr. No.	Attributes	Max. Marks	Score Distribution	Score Obtained	Requirements
1	Registration with IT/Sales Tax Department	4	4		
2	Financial Strength	4	4		More than or equal to 50 million turnover with consultancy service
			3		40 million turnover with consultancy services
			2		Upto 20 million
3	Company Established (No. of years)	3	3		10 or more years
			2		5-10 years
4	International Affiliations	2	2		
5	Location of Offices	2	2		Offices at Lhr/Isb/Rwp
			1		Offices at Daudkhel/Mianwali
	Total	15			

B. Experience

Sr. No.	Attributes	Max. Marks	Score Distribution	Score Obtained	Requirements
1	Successful completion of projects	5	3		Government Sector
			2		Private Sector Organization
2	Particular of projects in similar nature	15	15		More than 30 projects
			10		More than 15 projects
			5		More than 8 projects
			2		Upto 20 million
3	No. of reference able completion certificate	5	5		20 or more completions
			3		10-20 completions
			2		4-10 completions
4	International projects	10			01 point for each project
	Total	35			

C. Technical Staff

Sr. No.	Attributes	Max. Marks	Score Distribution	Score Obtained	Requirements
1	Design Engineers	6	6		More than 20, having specialization
			5		More than 10, having specialization
			4		More than 5, having specialization
2	Architects	5	5		More than 3, having specialization
			3		More than 2, having specialization
3	Site Supervisors	4	4		Satisfactory clients' certificate
			3		Average
	Total	15			

D. Design

Sr. No.	Attributes	Max. Marks	Score Distribution	Score Obtained	Requirements
1	Survey Investigation	4	4		More than 10 projects completed
			3		More than 5 projects completed
2	Planning	4	4		2 or more implementation
			3		1 implementation
3	Design of Project (i) Architecturally	6	6		More than 20 projects completed
	(ii) Structurally	6	6		More than 20 projects completed
3	Site Supervision	5	5		More than 10 projects completed
	Total	25			

E. Machinery & Equipments

Sr. No.	Attributes	Max. Marks	Score Distribution	Score Obtained	Requirements
1	Computer, design software, printers, scanner	10	10		Facilities and staff available in Lhr/Isb/Daudkhel/Mianwali, Rawalpindi
	Total	10			
	Grand Total	100			

Cut-off level for minimum marks obtained in technical proposal is 70 score

Technical Bid: 70%, Financial Bid: 30%

1- Technical Bid Score: Marks obtained by Firm / 100 * 70% = _____

2- Financial Bid Score: M/B * W = _____

M → Minimum Bid

B → the bid

W → Weight (30%)

Total Score = Technical Bid Score + Financial Bid Score

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

(a) To carryout engineering, social and environmental investigations and studies of the site, prepare data and analysis to ascertain the final requirement for the planning and design of the schemes, needed for the best construction

(b) To prepare feasibility report and general layout plan of the schemes, with short and long term maintenance, with stipulated cost.

12.2 Planning Phase

The Consultants shall prepare Schemes, General plans of the works, at least three proposal 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 IWTDC.

12.4 Design Development Phase

Prepare from the approved Schematic Design, the final Design and Development Documents, consisting of working drawings including plans, elevations and such other drawings, outline specifications to fix and illustrate entire building in its essentials as to kind of materials, type of structure, mechanical and electrical systems and such other works as may be required to the IWTDC for approval.

The working drawing shall comprise the following, detailed drawings of the building

Architectural Drawings (Internal and External), Structural Design, Drawings and Calculations for record and check. Drawings related to, Internal and External water supply, Sanitation and drainage Internal and External electrification, gas installation and intercommunication system, Furniture and fixture and other services Air-Conditioning System, Landscaping.

12.5 Construction Document Phase

The Consultants Shall prepare from the approved design, and developments documents, specifications setting forth details and prescribing the works to be done and the materials, workmanship, finishing and equipments required for the Architectural, Structural, Mechanical, Plumbing and Electrical services and submit copy to the IWTDC for his approval.

The Consultants shall prepare the following documents:

- a. Description of the work. General rates, Terms and conditions of the contract for the approval of the IWTDC.
- b. Tender of the works including estimates of the quantities, based on the composite schedule of the rates issued by "Standing rates Committee", Government of Punjab or on the current market rate, Non-scheduled items to be supported by detailed Rate analysis. Any other documents, necessary for the proper implementation and construction of the building project.

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. The Consultants shall assist in setting disputes or difference which may arise between the IWTDC and Contractor.

Prepare and submit to the IWTDC, four copies and computer CD of complete drawing showing all details, according to the scale on completion of the project, for necessary operation and maintenance.

Suggest the replacement of any work damaged during construction through fire and other causes.

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

- a. Checking layout of the foundation of the building with reference to the detailed designs in relation to the bench mark, base line and their depth 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 IWTDC may require the Consultants at any stage to modify or make variations in any plans, and Consultants shall make any modifications or variations in any plan, studies, drawings, specifications and other documents after the same have been approved by the IWTDC. The Consultants shall be paid the actual expenses incurred

e. The consultancy 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 IWTDC. In the event that change occurs with the approval of the IWTDC (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 building and the Consultants fees shall be finalized accordingly.

13. Mode of Payment

Mode of payment shall be set after finalization of selection process.

14. Supervision of construction phase

a. Documents to be supplied by the Consultants:

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

- i. A set of five copies of each drawing to be provided free of cost.
- ii. Five sets of tender and 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.

b. The Consultants shall be fully responsible for the correctness and suitability of their design and the safety of the structure and services built according to their design and specifications. The approval of the design by the IWTDC shall not absolve the Consultants or their associates of their responsibilities under this article.

c. If the IWTDC suffers any losses due to proven faults, errors, delay or omissions in design on the part of Consultants or any of their associates up to the satisfaction of the project, Consultants shall be liable to make good all such losses.