

DEPARTMENT OF IRRIGATION KHYBER PAKHTUNKHWA



STANDARD REQUEST FOR PROPOSAL DOCUMENTS (SRFP) FOR PROCUREMENT OF CONSULTANCY SERVICES Terms of References (TORs)

For the Work

NAME OF PROJECT:- “IMPROVEMENT / REHABILITATION & EXTENSION OF FLOOD PROTECTION WORKS ON INDUS RIVER IN DI STRICT D.I.KHAN ADP #.2097/ 250205 (2025-26)”

SUB WORKS:

1. Restoration / Rehabilitation of Damaged Portion of J-Head Spur No.33 RD-00-RD-1020 In Reaches Tehsil Prowa Distt DI Khan Consultancy Charges full time Supervision of construction Works.
2. Restoration/ Rehabilitation of damaged portion of Shank RD: 5700-6000 & J- Head at RD: 00-1050 of spur No 31 in reaches Tehsil Prova district DIKhan Consultancy Charges full time Supervision of construction Works.
3. Flood & Erosion Protection Arrangement on left Bank of River Indus in Mouza Kachi Paind Khan Jhoke Ganwar Jhoke Captan Jhoke Muhana Jhoke Obhechar Upstream of DI Khan Dyra Khan Bridge DI Khan Tehsil & Distt: DI Khan Consultancy Charges for Topographic Survey, feasibility, design, drawing, estimate detail cost estimate for TS, BOQ complete in all respect & full time Supervision of construction Works.

EXECUTIVE ENGINEER
Flood Division D.I.Khan

STANDARD FORM OF BIDDING DOCUMENTS
FOR
PROCUREMENT OF CONSULTANCY SERVICES

Notified vide: Notification No.S.R.O (33)/Vol:1-44/2025-26:
Dated Peshawar the August 25, 2025

**KHYBER PAKHTUNKHWA PUBLIC PROCUREMENT
REGULATORY AUTHORITY (KPPRA)**

**KPPRA REQUEST FOR PROPOSALS
DOCUMENT
SELECTION OF CONSULTANTS**



**Notified vide Notification No. S.R.O (33)/Vol:1-44 /2025-2026
Dated Peshawar the August 25, 2025**

**Khyber Pakhtunkhwa Public Procurement Regulatory Authority
(KP-PPRA)**

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Foreword

This Standard Request for Proposals is applicable to consultant assignments by the procuring entities of Khyber Pakhtunkhwa province whose legal agreement makes reference to the Khyber Pakhtunkhwa Public Procurement Rules, 2014.

Preface

Public Procurement is required to be carried out in the Province in accordance with the provisions laid down in Public Procurement Framework comprising of the KPPRA Act, Rules, Regulations, Guidelines and Instructions issued from time to time.

These Standard Request for Proposal Documents (SRFP) are developed for assisting the procuring entities in preparation of Request for Proposal documents on a standard format. This SRFPs has the status of Regulations in terms of Section 35-A, Section 23 of the KPPRA Act, 2012 read with Rule-33 of the Procurement Rules.

The SRFP consists of general as well as specific provisions to be applicable for the procurement of Consultancy Services. Instruction to Consultants and the Standard General Conditions of Contract. The specific provisions supplement the general provisions and may be amended by the procuring entities in the manner and to the extent prescribed in the respective sections.

This SRFP can be used with different selection methods provided in the Rules. The use of this SRFP is not required for selection of individual consultants, hired under Rule 28 of the Procurement Rules.

This document is a live document, and may be updated based on valuable suggestions of the stakeholders.

Section 1. Letter of Invitation

This Request for Proposal (RFP) has been addressed to the following shortlisted/pre-qualified/interested Consultants: [insert: List of Shortlisted Consultants]

“OR”

This Request for Proposal (RFP) is addressed to all the consultants meeting the eligibility criteria provided in this document.”

It is not Permissible to transfer this invitation to any other firm.

A firm will be selected under [insert: Selection Method] and procedures described in this RFP, in accordance with “The KPPRA Act and Procurement Rules”

Letter of Invitation

insert: Invitation/File No..... ;

[insert: Location and Date]

[insert: Name and Address of Consultant]

Dear Mr./Ms.:

The *Irrigation Department Government of Khyber Pakhtunkhwa* (hereinafter called "Procuring Entity ") now invites proposals to provide the following consulting services: **Improvement / Rehabilitation & Extension of Flood Protection Works on Indus River in District DI. Khan ADP #. 2097/205205 (2025-26)"**

Sub Works:- 1. Restoration / Rehabilitation of Damaged Portion of J-Head Spur No.33 RD-00-RD-1020 In Reaches Tehsil Prowa Distt DI Khan Consultancy Charges full time Supervision of construction Works.

2. Restoration/ Rehabilitation of damaged portion of Shank RD: 5700-6000 & J- Head at RD: 00-1050 of spur No 31 in reaches Tehsil Prova district DI Khan Consultancy Charges full time Supervision of construction Works.

3. Flood & Erosion Protection Arrangement on left Bank of River Indus in Mouza Kachi Paind Khan Jhoke Ganwar Jhoke Captan Jhoke Muhana Jhoke Obhechar Upstream of DI Khan Dyra Khan Bridge DI Khan Tehsil & Distt: DI Khan Consultancy Charges for Topographic Survey, feasibility, design, drawing, estimate detail cost estimate for TS, BOQ complete in all respect & full time Supervision of construction Works. More details on the services are provided in the Terms of Reference.

1. This Request for Proposal (RFP) has been addressed to the following shortlisted/pre-qualified/interested Consultants:
[insert: List of Shortlisted Consultants]

It is not Permissible to transfer this invitation to any other firm.

2. A firm will be selected under *[insert: Selection Method]* and procedures described in this RFP, in accordance with the KPPR 2014.
3. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - 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
4. Please inform us in writing at the address Executive Engineer Flood Division D.I. Khan upon receipt.
 - (a) *that you received the RFP (Request for Proposal) and*
 - (b) *Whether you will submit a proposal alone or in association.*

Yours sincerely,

CHIEF ENGINEER (SOUTH) THROUGH

EXECUTIVE ENGINEER

Flood Division, DI Khan.

Phone & Fax: 0966-713303

E-Mail: xenflooddik@gmail.com

Section 2. Instructions to Consultants

Instructions to Consultants

[Note to the Procuring Entity, this Section 2 - Instructions to Consultants shall not be modified. Any necessary changes, acceptable to the Procuring Entity, shall be introduced only through the Data Sheet (e.g., by adding new reference Paragraphs)]

1. Definitions

- (a) "Procuring Entity (PE)" As defined in Section 2 (q) of the KPPRA Act.
- (b) "Consultant" means a person, a firm, a company or an organization undertaking supply of services;
- (c) "Contract" means an agreement enforceable by law and includes General and Special Conditions of the contract.
- (d) "Data Sheet" means such Part of the Instructions to Consultants that is used to reflect specific assignment conditions.
- (e) "Day" means calendar day including holiday.
- (f) "Government" means the Government of Khyber Pakhtunkhwa.
- (g) "Instructions to Consultants" (Section 2 of the RFP) means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
- (h) "LOI" (Section 1 of the RFP) means the Letter of Invitation sent by the procuring Entity to the Consultant.
- (i) "Proposal" means the Technical Proposal and the Financial Proposal.
- (j) "RFP" means the Request For Proposal prepared by the procuring Entity for the selection of Consultants.
- (k) "Sub-Consultant" means any Person or entity to whom the Consultant subcontracts any Part of the Services.
- (l) "Terms of Reference" (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be Performed, respective responsibilities of the procuring Entity and the Consultant, and expected results and deliverables of the assignment.

2. Introduction

- 2.1 The Procuring Entity named in the Data Sheet will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 2.2 The eligible Consultants (shortlisted if so) are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet. 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 attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is, however optional. Consultants may liaise with procuring Entity's representative named in the Data Sheet 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 Procuring Entity 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 Procuring Entity may provide facilities and inputs as specified in Data Sheet.

3. Conflict of Interest

- 3.1 Consultants are required to provide professional, objective, and impartial advice and holding the Procuring Entity 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 Procuring Entity, 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 that has been engaged by the procuring Entity to provide goods, works or services other than Consulting services for a project, any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.
 - (ii) 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 Entity.
 - (iii) A Consultant (including its Personnel and Sub Consultants) that has a business or family relationship with a member of the Procuring Entity's staff who is directly or indirectly involved in any Part of (i) the preparation of the Terms of Reference of the Assignment, the selection process for such assignment, or
 - (iv) Supervisions of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved.
- 3.3 Government officials and civil servants may be hired as consultants only if:
- (i) They are on leave of absence without Pay;
 - (ii) They are not being hired by the Entity they were working for, six months prior to going on leave; and
 - (iii) Their employment would not give rise to any conflict of interest.

4. Fraud and Corruption

It is Government's policy that Consultants under the contract(s), observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Entity follows the instructions contained in Khyber Pakhtunkhwa Public procurement Rules 2014 which defines:

“ corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another Party for wrongful gain or any act or omission ,including misrepresentation, that knowingly or recklessly misleads or attempt mislead a Party to obtain a financial or other benefit or to avoid an obligation;

Under Rule 44 of KPPR 2014, “The PE can inter-alia blacklist Bidders found to be indulging in corrupt or fraudulent practices.

Such barring action shall be duly publicized and communicated to the KPPRA. Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard”.

5. Integrity Pact

Pursuant to section 16(2)(3) of KPPRA Act 2012 Consultant undertakes to sign an Integrity Pact in accordance with prescribed format attached hereto for all the procurements estimated to exceed Rs. 2.5 million. (Annex- A)

6. Eligible Consultants

- 6.1 If short listing process has been undertaken through REOI, as outlined under Rule 25 and 26 of the Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules, 2014 for the Contract(s) for which these RFP documents are being issued, those firms - in case of Joint Ventures with the same Partner(s) and Joint venture structure - that had been pre-qualified are eligible.
- 6.2 Short listed consultants emerging from request of expression of interest are eligible.

7. Eligibility of Sub Consultants

A shortlisted Consultant would not be allowed to associate with Consultants who have failed to qualify the short listing process.

8. Only One Proposal

Shortlisted Consultants may only submit one proposal. If a Consultant submits or Participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub Consultant, including individual experts, to more than one proposal is not allowed.

9. Proposal Validity

- 9.1 The Data Sheet indicates Proposals validity that shall not be more than 90 days in case of National Competitive Bidding (NCB) and 120 days in case of International competitive Bidding (ICB). During this Period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Entity will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Entity may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants may submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

proposals shall be disqualified. Participation of the same Sub Consultant, including individual experts, to more than one proposal is not allowed.

10. Clarification and Amendment in RFP Documents

- 10.1 Consultants may request for a clarification of contents of the bidding document in writing, and procuring Entity shall respond to such queries in writing within three calendar days, provided they are received at least eight calendar days prior to the date of opening of proposal. The procuring Entity shall communicate such response to all Parties who have obtained RFP document without identifying the source of

inquiry. Should the PE deem it necessary to amend the RFP as a result of a clarification, it shall do so.

- 10.2 The Procuring Entity may amend the RFP five days before the closing date by issuing an addendum/ corrigendum in writing. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Procuring Entity may, if the amendment is substantial, extend the deadline for the submission of Proposals.

11. Preparation of Proposals

- 11.1 In preparing their Proposal, Consultants are exacted to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of Personnel) in providing the information requested may result in rejection of a Proposal.
- 11.2 The estimate number of professional staff months or the budget required for executing the assignment should be shown in the data sheet, but not both. However, proposal shall be based on the professional staff month or budget estimated by the consultant.

12. Language

The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Entity shall be written in English. However it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.

13. Technical Proposal Format and Content

- 13.1 While preparing the Technical Proposal, consultants must give Particular attention to the following:
- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-Consultancy, as appropriate. The international consultants are encouraged to seek the Participation of local consultants by entering into a joint venture with, or subcontracting Part of the assignment to, national consultants.
 - (ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the firm. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
 - (iii) It is desirable that the majority of the key professional staff proposed be Permanent employees of the firm or have an extended and stable working relationship with it.
 - (iv) Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under similar geographical condition.
 - (v) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall be submitted for each position.
- 13.2 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):
- (i) A brief description of the consultant organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each

- assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.
- (ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the PE (Section 3C).
 - (iii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
 - (iv) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3F). Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last_(PE may give number of years as Per their requirement) years.
 - (v) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).
 - (vi) A detailed description of the proposed methodology, work plan for Performing the assignment, staffing, and monitoring of training, if the Data Sheet pacifies training as a major component of the assignment (Section 3D).
 - (vii) Any additional information requested in the Data Sheet.

13.3 The Technical Proposal shall not include any financial information.

14. Financial Proposals

- 14.1 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (in the field and at the Consultants' office), and (b) reimbursable expenses indicated in the Data Sheet (if applicable). Alternatively Consultant may provide their own list of cost. If appropriate, these costs should be broken down by activity. 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.

15. Taxes

- 15.1 The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority.

16. Submission, Receipt, and Opening of Proposals

- 16.1 Proposal shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4. All Pages of the original Technical and Financial Proposals will be initialed by an authorized representative of the Consultants (Individual Consultant). The authorization shall be in the form of a written power of attorney accompanying the Proposal
- 16.2 All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 16.3 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 (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "Financial

Proposal” followed by name of the assignment, and with a warning “**Do Not Open With The Technical 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.

- 16.4 The Proposals must be sent to the address indicated in the Data Sheet and received by the PE no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the PE after the deadline for submission shall be returned unopened. In order to avoid any delay arising from the postal or PE’s internal dispatch workings, Consultants should ensure that proposals to be sent through couriers should reach a day before the deadline for submission.

17. Proposal Evaluation

- 17.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the PE on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the PE in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants’ Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

18. Evaluation of Technical Proposals

- 18.1 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet.

In the case of Quality-Based Selection, Selection Based on Consultant’s Qualifications, and Single-Source Selection, the highest ranked consultant or firm selected on a single-source basis is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted.

Public Opening and Evaluation of Financial Proposals: (LCS, QCBS, and Fixed Budget Selection Methods Only)

- 18.2 After the technical evaluation is completed, the PE shall notify in writing Consultants that have secured the Minimum qualifying marks, the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Consultants’ attendance at the opening of Financial Proposals is optional.

Financial proposals of those consultants who failed to secure minimum qualifying marks shall be returned unopened.

19. Evaluation of Financial Proposals

- 19.1 Financial Proposals shall be opened publicly in the presence of the Consultants’ representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total

prices read aloud and recorded. Copy of the record shall be sent to all Consultants.

- 19.2 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.
- 19.3 In case of Least Cost Selection LCS Method, the bid found to be the lowest evaluated bid shall be accepted.
- 19.4 In case of Quality and Cost Based Selection QCBS Method the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: $S = St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.
In the case of Fixed-Budget and Quality Based Selection, the Procuring Entity will select the firm that submitted the highest ranked Technical Proposal.

20. Negotiations

- 20.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the PE proceeding 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.

21. Technical negotiations

- 21.1 Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The PE and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Minutes of negotiations, which will be signed by the PE and the Consultant, will become Part of Contract Agreement.

22. Financial negotiations

- 22.1 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the tax amount to be Paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. Consultants will provide the PE with the information on remuneration rates described in the Appendix attached to Section 4 (i.e. Financial Proposal - Standard Forms of this RFP).

23. Availability of Professional staff/experts

23.1 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the PE expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the PE will require assurances that the Professional staff will be actually available. The PE will not consider substitutions during contract negotiations unless both Parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

24. Award of Contract

- 24.1 After completing negotiations, the Procuring Entity shall award the Contract to the selected Consultant within seven days after letter of acceptance or award has been issued. Procuring Entity shall publish on the website of the Authority and on its own website, if such a website exists, the result of the bidding process, identifying the bid through procuring identifying number, if any and the following information, evaluation report, form of contract and letter of award, bill of quantity or schedule of requirement, as the case may be.
- 24.2 However, the procuring entity shall announce the final results of a bid evaluation giving justifications for acceptance or rejection of bids at least ten days prior to the award of a contract and place the same on its and authority website.
- 24.3 After publishing of award of contract consultant required to submit a Performance security at the rate indicated in date sheet.
- 24.4 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

25. Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other Persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

DATA SHEET

1.1	<p>Name of the Assignment is: Improvement / Rehabilitation & Extension of Flood Protection Works on Indus River in District DI. Khan ADP # 2097/2050205 (2025-26)</p> <p>(i). Restoration / Rehabilitation of Damaged Portion of J-Head Spur No.33 RD-00-RD-1020 In Reaches Tehsil Prowa Distt DI Khan Consultancy Charges full time Supervision of construction Work.</p> <p>(ii). Restoration / Rehabilitation of Damaged Portion of Shank RD: 5700-6000 & J-Head at RD.00 to 1050 of Spur No.31 In Reaches Tehsil Prowa Distt DI Khan Consultancy Charges full time Supervision of construction Work.</p> <p>(iii). Flood & Erosion Protection Arrangement on left Bank of River Indus in Mouza Kachi Paid Khan Jhoke Ganwar Jhoke Captan Jhoke Muhana Jhoke Obhechar Upstream of DI Khan Dyra Khan Bridge DI Khan Tehsil & Distt: DI Khan Consultancy Charges for Topographic Survey, feasibility, design, drawing, estimate detail cost estimate for TS, BOQ complete in all respect & full time Supervision of construction Works</p> <p>The Name of the PE's official (s): Chief Engineer (South) Through Executive Engineer Flood Division DIKhan Phone & Fax: 0966-713303 E-Mail: xenflooddik@gmail.com</p>
1.2	<p>The method of selection is: QCBS; 80:20</p> <p>The Edition of the Guidelines is: KPPRA Guidelines Notified vide Notification No. KPPRA/M&E/SBDs/1-1/2015; Dated Peshawar the May 03, 2016</p>
1.3	Financial Proposal to be submitted together with Technical Proposal: Yes
1.4	The PE will provide the following inputs and facilities: As per TORs of Contract for Engineering Consultancy Services
1.5	<p>The Proposal submission address is: Office of Executive Engineer Flood Division DI Khan.</p> <p>Proposals must be submitted not later than the following date and time: 26/01/2026; upto 2:00 PM</p>
1.6	Expected date for commencement of consulting services: _____, 2026; at: Flood Division DIKhan
1.7	Proposals validity will be 120 days
1.8	<p>Clarifications may be requested not later than five days before the proposal submission date.</p> <p>The address for requesting clarifications is: Executive Engineer Flood Division D.I.Khan Phone & Fax: 0966-713303E-Mail: xenflooddik@gmail.com</p>
1.9	The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Entity shall be written in English. However, it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan:
2.0	Shortlisted Consultants may associate with other shortlisted Consultants: N A
2.1	The estimated number of professional staff-months required for the assignment are;

	<p>Key Staff = As per TOR attached Non-Key Staff = As per TOR attached</p> <p>Available budget is: NA [In the case of Selection under a Fixed Budget (FBS), select the following sentence] The Financial Proposal shall not exceed the available budget of: NA</p>
2.2	The format of the Technical Proposal to be submitted is: FTP, or STP FTP
2.3 (vii)	Training is a specific component of this assignment: No
2.4	<p>[List the applicable Reimbursable expenses in foreign and in local currency. sample list is provided below for guidance: items that are not applicable Should be deleted, others may be added. If the PE wants to define ceilings for unit prices of certain Reimbursable expenses, such ceilings should be indicated in this Section]: NA</p> <p>(1) a Per diem allowance in respect of Personnel of the Consultant for every day in which the Personnel shall be absent from the home office and, as applicable, for purposes of the Services;</p> <p>(2) cost of necessary travel, including transportation of the Personnel by the most appropriate means of transport and the most direct practicable route;</p> <p>(3) cost of office accommodation, investigations and surveys;</p> <p>(4) cost of applicable local communications such as the use of telephone and facsimile required for the purpose of Consulting Services;</p> <p>(5) cost, rental and freight of any instruments or equipment required to be provided by the Consultants for the purposes of Consulting Services;</p> <p>(6) cost of printing and dispatching of the reports to be produced for Consulting Services;</p> <p>(7) other allowances where applicable and provisional or fixed sums (if any); and cost of such further items required for purposes of the Services not covered in the foregoing</p>
2.5	<p>Amounts Payable by the PE to the Consultant under the contract to be subject to local taxation, stamp duty and service charges, if applicable :Yes</p> <p>(Apart from other taxes, consultants should include GST if not exempted by the Income Tax Authority at the prevailing rates)</p>
2.6	Consultants to state local cost in the national currency (in case of ICB only): NA
2.7	Consultant must submit the original and 01 Copy of the Technical Proposal, and the original of the Financial Proposal (in separate sealed envelopes).
2.8	<p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are below:</p> <p>(i) Specific experience of the Consultants relevant to the assignment: =30 Marks</p> <p>a) Six (06) similar projects with a minimum consultancy fee of PKR 30.00 million each, completed during the last ten (10) years, shall fetch the full 30 marks (i.e., 6 × 5 = 30 marks).</p> <p>b) Specific experience shall mean design and construction supervision of Flood Protection Works / Flood Embankments, completed during the last ten (10) years.</p> <p>c) The claimed experience must be supported by completion certificates clearly indicating the project completion date and consultancy fee; otherwise, no marks shall be awarded for the submitted experience.</p> <p>(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference: (30 Marks)</p> <p>a) Technical approach and methodology: 14 Marks</p> <p>b) Work plan: 4 Marks</p> <p>c) Organization and staffing: 2 Marks</p>

	<p style="text-align: right;">Total points for criterion (ii): 20 Marks</p> <p>(iii) Key professional staff qualifications and competence for the assignment: (60Marks)</p> <table> <tr> <td>a) Resident Engineer / Project Manager</td><td>18 Marks</td></tr> <tr> <td>b) Senior Civil Engineer</td><td>12 Marks</td></tr> <tr> <td>c) Assistant Resident Engineer</td><td>12 Marks</td></tr> <tr> <td>d) Quantity Surveyor</td><td>08 Marks</td></tr> </table> <p style="text-align: right;">Total points for criterion (iii): 50 Marks</p> <ul style="list-style-type: none"> • General qualifications: 20% <ul style="list-style-type: none"> i. Basic Qualification = 15% ii. Higher Qualification than the Basic Qualification= 20% • Experience of Similar projects 70% <ul style="list-style-type: none"> i. Seven (07) similar projects i.e. Flood Protection Works / Flood Embankments/ Dam structures will get full marks • Experience in region and language: 10% <p style="text-align: right;">Total points for the five criteria: 100 Marks</p> <p>The minimum technical marks St required to Pass is: 75 Marks (Minimum passing marks in each category are 60%)</p>	a) Resident Engineer / Project Manager	18 Marks	b) Senior Civil Engineer	12 Marks	c) Assistant Resident Engineer	12 Marks	d) Quantity Surveyor	08 Marks
a) Resident Engineer / Project Manager	18 Marks								
b) Senior Civil Engineer	12 Marks								
c) Assistant Resident Engineer	12 Marks								
d) Quantity Surveyor	08 Marks								
	Remuneration Type: Time Based								
	The single currency for price conversions is: NA								
2.9	<p>The Formula for determining the financial scores is the following: $FS = 100 \times F_m / F$, in which FS is the financial score, F_m is the lowest price and F the price of the proposal under consideration.</p> <p>The weights given to the Technical & Financial Proposals are: T = _____(80) F = _____(20)</p>								
3.0	<p>Expected date and address for contract negotiations: After the approval of combined evaluation of bids</p> <p>Pre-proposal/Clarification Meeting date & Venue (Optional): 21/01/2026 at 11:00 AM at the Office of Executive Engineer Flood Division D.I.Khan</p>								
3.1	Successful consultant is required to submit Performance security in form of bank guarantee/CDR/Pay Order = 5% of the contract amount.								
3.2	Consultants undertake to sign Integrity Pact for the procurement estimated to exceed Pak Rs. 2.50 Million.								

Section 3 Technical Proposal - Standard Forms

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

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

Form TECH-1. Technical Proposal Submission Form

[Location, Date]

To: [Name and address of PE]

Dear Sirs:

.....

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date].

We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope¹².

We are submitting our Proposal in association with: *[Insert a list with full name and address of each associated Consultant]*

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

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in 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 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: _____

Form TECH-2. Consultant's Organization and Experience

A - Consultant's Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this assignment.]

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use 20Pages.]

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

Firm's Name:

Form TECH-3. Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the PE

A - On the Terms of Reference

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

B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities to be provided by the PE according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]

Form TECH-4. Description of Approach, Methodology and Work Plan for Performing the Assignment

(For small or very simple assignments the PE should omit the following text in Italic)

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (50 Pages, inclusive of charts and diagrams) divided into the following three chapters:

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

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

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

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

Form TECH-5. Team Composition and Task Assignments

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

Form TECH-6. Curriculum Vitae (CV) for Proposed Professional Staff

1. Proposed Position *[only one candidate shall be nominated for each position]*: _____
2. Name of Firm *[Insert name of firm proposing the staff]*: _____
3. Name of Staff *[Insert full name]*: _____
4. _____ Date of Birth: _____
_____ Nationality: _____
5. _____
Education *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]*: _____
6. Membership of Professional Associations: _____
7. Other Training *[Indicate trainings obtained]*: _____
8. Countries of Work Experience: *[List countries where staff has worked in the last ten years]*:
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.]*:

From *[Year]*: _____ To *[Year]*:

Employer: _____

Positions held: _____

<p>11. Details of the assigned tasks</p> <p>[List all tasks to be Performed under this assignment]</p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>[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.]</p> <p>Name of assignment or project:</p> <p>Year:</p> <p>Location:</p> <p>PE:</p> <p>Main project features:</p> <p>Positions held:</p> <p>Activities Performed:</p>
---	--

13. Certification:

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

Date: _____

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

Full name of authorized representative: _____

Form TECH-7. Staffing Schedule

No	Name of Staff	Staff input (in the form of a bar chart)													Total staff-month input	
		1	2	3	4	5	6	7	8	9	10	11	12	13	Home Field ³	Total
Foreign																
1																
2																
3																
n																
										Subtotal						
Local																
1																
2																
3																
										Subtotal						
										Total						

- 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 field work.
- 3 Field work means work carried out at a place other than the Consultant's home office.

Full time input

Part time input

Form TECH-8. Work Schedule

[illegible]

1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as PE approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase. ¹

1 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 shortlisted Consultants for the preparation of their Financial Proposals; they should be deleted from 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.

Form FIN-1. Financial Proposal Submission Form

Form FIN-2. Summary of Costs

Form FIN-3. Breakdown of Costs by Activity

Form FIN-4. Breakdown of Remuneration

Form FIN-4. Breakdown of Remuneration

Form FIN-5. Breakdown of Reimbursable Expenses

Form FIN-5. Breakdown of Reimbursable Expenses

Appendix. Financial Negotiations - Breakdown of Remuneration Rates

Form FIN-1. Financial Proposal Submission Form

[Location, Date]

To: [Name and address of PE]

Dear Sirs:

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^{1 2}]*.

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

Commissions and gratuities Paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
----------------------------	---------------------	--------------------------------------

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 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.
2 If applicable, replace this Paragraph with: “No commissions or gratuities have been or are to Paid by us to agents relating to this Proposal and Contract execution.”

Form FIN-2. Summary of Cost

Item	Costs	
	<i>Indicate Foreign Currency</i>	<i>Indicate Local Currency</i>
Total Costs of Financial Proposal ²		

1 Indicate between brackets the name of the foreign currency. Maximum of three currencies; use as many columns as needed, and delete the others.

Indicate the total costs excluding local taxes to be Paid by the PE in each currency. 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

2	3			
Group of Activities (Phase):	Description: _____			
Cost component	Costs			
	<i>[Indicate Foreign Currency # 7]⁴</i>	<i>[Indicate Foreign Currency # 2]⁴</i>	<i>[Indicate Foreign Currency # 3]⁴</i>	<i>[Indicate Local Currency]</i>
Remuneration ⁵				
Reimbursable Expenses ⁵				
Subtotals				

Form FIN-4. BREAKDOWN OF REMUNERATION

(This Form FIN-4 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Time Based)

Group of Activities (Phase):							
Name ²	Position ³	Staff-month Rate ⁴	Input ⁵ (Staff-months)	[Indicate Foreign Currency # 1] ⁶	[Indicate Foreign Currency # 2] ⁶	[Indicate Foreign Currency # 3] ⁶	[Indicate Local Currency] ⁶
Foreign Staff							
Total Costs							

- 1 **Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5.**
- 2 **Indicate separately staff-month rate and currency for home and field work.**
- 3 **Indicate, separately for home and field work, the total exacted input of staff for carrying out the group of activities or phase indicated in the Form.**
- 4 **Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2. For each staff indicate the remuneration in the column of the relevant currency, separately for home and field work. Remuneration = Staff-month Rate x Input.**

Form FIN-4. BREAKDOWN OF REMUNERATION

(This Form FIN-4 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Lump-Sum. Information to be provided in this Form shall only be used to establish Payments to the Consultant for possible additional services requested by the PE) ^{3 4 5 6}

[illegible]

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

Form FIN-5. Breakdown of Reimbursable Expenses¹

(This Form FIN-5 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Time Based)

Group of Activities (Phase):								
N°	Description ²	Unit	³ Unit Cost	Quantity	[Indicate Foreign Currency # 1]	[Indicate Foreign Currency # 2]	[Indicate Foreign Currency # 3]	[Indicate Local Currency] ⁴
	Per diem allowances	Day						
	International flights	Trip						
	Miscellaneous travel expenses	Trip						
	Communication costs between [Insert place] and [Insert place]							
	Drafting, reproduction of reports							
	Equipment, instruments, materials, supplies, etc.							
	Shipment of Personal effects	Trip						
	Use of computers, software							
	Laboratory tests.							
	Subcontracts							
	Local transportation costs							
	Office rent, clerical assistance							
	Training of the PE's Personnel							
Total Costs								

1 Form FIN-5 should be filled for each of the Forms FIN-3 provided, if needed.

2 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.

3 Indicate unit cost and currency.

4 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN- 2. Indicate the cost of each reimbursable item in the column of the relevant currency. Cost = Unit Cost x Quantity.

5 Indicate route of each flight, and if the trip is one- or two-ways.

6 Only if the training is a major component of the assignment, defined as such in the TOR.

Form FIN-5. Breakdown of Reimbursable Expenses

(This Form FIN-5 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Lump Sum. Information to be provided in this Form shall only be used to establish Payments to the Consultant for possible additional services requested by the PE)

N°	Description ¹	Unit	Unit Cost ²
	Per diem allowances	Day	
	International flights	Trip	
	Miscellaneous travel expenses	Trip	
	Communication costs between <i>[Insertplace]</i> and <i>[Insertplace]</i>		
	Drafting, reproduction of reports		
	Equipment, instruments, materials, supplies, etc.		
	Shipment of Personal effects	Trip	
	Use of computers, software		
	Laboratory tests.		
	Subcontracts		
	Local transportation costs		
	office rent, clerical assistance		
	Training of the PE's Personnel ⁴		

- 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 currency.**
- 3 Indicate route of each flight, and if the trip is one- or two-ways.**
- 4 Only if the training is a major component of the assignment, defined as such in the TOR.**

Section 5. Appendix.Financial Negotiations - Breakdown of Remuneration Rates

(Not to be used when cost is a factor in the evaluation of Proposals)

1. Review of Remuneration Rates

- 1.1 The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance paid for assignments away from headquarters. To assist the firm in preparing financial negotiations, a Sample Form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form Part of the negotiated contract.
- 1.2 The PE is charged with the custody of funds from Government of Khyber Pakhtunkhwa and is exacted to exercise prudence in the expenditure of these funds. The PE is, therefore, concerned with the reasonableness of the firm's Financial Proposal, and, during negotiations, it expects to be able to review audited financial statements backing up the firm's remuneration rates, certified by an independent auditor. The firm shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.

(i) Salary

This is the gross regular cash salary Paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus.

(ii) Social Costs

Social costs are the costs to the firm of staff's non-monetary benefits. These items include, *inter alia*, social security including Pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. In this regard, the cost of leave for public holidays is not an acceptable social cost nor is the cost of leave taken during an assignment if no additional staff replacement has been provided. Additional leave taken at the end of an assignment in accordance with the firm's leave policy is acceptable as a social cost.

(iii) Cost of Leave

The principles of calculating the cost of total days leave Per annum as a Percentage of basic salary shall normally be as follows:

$$\frac{\text{total days leave}}{365 - w - ph - v - s} \times 100$$

Leave cost as Percentage of salary = -----

[365 - w - ph - v - s]

Where w = weekends, ph = public holidays, v = vacation, and s = sick leave.

It is important to note that leave can be considered a social cost only if the PE is not charged for the leave taken.

(iv) Overheads

Overhead expenses are the firm's business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the contract. Typical items are home office costs (Partner's time, non billable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects, taxes on business activities and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the Percentage by which each relates to basic salary. The PE does not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not Permanent employees of the firm. In such case, the firm shall be entitled only to administrative costs and fee on the monthly Payments charged for subcontracted staff.

(v) Fee or Profit

The fee or profit shall be based on the sum of the salary, social costs, and overhead. If any bonuses Paid on a regular basis are listed, a corresponding reduction in the profit element shall be exacted. Fee or profit shall not be allowed on travel or other reimbursable expenses, unless in the latter case an unusually large amount of procurement of equipment is required. The firm shall note that Payments shall be made against an agreed estimated Payment schedule as described in the draft form of the contract.

(vi) Away from Headquarters Allowance or Premium

Some Consultants Pay allowances to staff working away from headquarters. Such allowances are calculated as a Percentage of salary and shall not draw overheads or profit.

(vii) Subsistence Allowances

Subsistence allowances are not included in the rates, but are paid separately and in local currency. No additional subsistence is Payable for dependents—the subsistence rate shall be the same for married and single team members.

Standard rates for the Particular country may be used as reference to determine subsistence allowances.

2. Reimbursable expense's

2.1 The financial negotiations shall further focus on such items as out-of-pocket expenses and other reimbursable expenses. These costs may include, but are not restricted to, cost of surveys, equipment, office rent, supplies, international and local travel, computer rental, mobilization and demobilization, insurance, and printing. These costs may be either unit rates or reimbursable on the presentation of invoices, in foreign or local currency.

3. PE Guarantee

3.1 Payments to the firm, including Payment of any advance based on cash flow projections covered by a PE guarantee, shall be made according to an agreed estimated schedule ensuring the consultant regular Payments in local and foreign currency, as long as the services proceed as planned.

Sample Form

Consulting Firm:
Assignment:

Country:
Date:

Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

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

[Name of Consulting Firm]

Signature of Authorized Representative

Date

Name: _____

To Title:

Consultant’s Representations Regarding Costs and Charges

1. Expressed as Percentage of 1

(Expressed in *[insert name of currency]*)

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Salary Per Working Month/Day/Year	Social Charges1	Overhead1	Subtotal	Fee2	Away from Headquarters Allowance	Proposed Fixed Rate Per Working Month/Day/Hour	Proposed Fixed Rate Per Working Month/Day/Hour1
Home Office									
Field									

1. Expressed as Percentage of 4

Section-6: Terms of References (TORs)

For The Work

“Improvement / Rehabilitation & Extension of Flood Protection Works on Indus River in District D.I.Khan ADP #.2097/250205 (2025-26)”

SUB WORKS:

1. Restoration / Rehabilitation of Damaged Portion of J-Head Spur No.33 RD-00 o RD-1020 In Reaches Tehsil Prowa Distt DI Khan Consultancy Charges full time Supervision of construction Works.
2. Restoration / Rehabilitation of Damaged Portion of Shank RD: 5700-6000 & J-Head at RD.00 to 1050 of Spur No.31 In Reaches Tehsil Prowa Distt DI Khan Consultancy Charges full time Supervision of construction Works.
3. Flood & Erosion Protection Arrangement on left Bank of River Indus in Mouza Kachi Paid Khan Jhoke Ganwar Jhoke Captan Jhoke Muhana Jhoke Obhechar Upstream of DI Khan Dyra Khan Bridge DI Khan Tehsil & Distt: DI Khan Consultancy Charges for Topographic Survey, feasibility, design, drawing, estimate detail cost estimate for TS, BOQ complete in all respect & full time Supervision of construction Works.

EXECUTIVE ENGINEER

Flood Division D.I.Khan

TERMS OF REFERENCE

Name of Project: “Improvement / Rehabilitation & Extension of Flood Protection Works on Indus River in District D.I.Khan ADP # .2097/ 250205 (2025-26)”

SUB WORKS:

1. Restoration / Rehabilitation of Damaged Portion of J-Head Spur No.33 RD-00 o RD-1020 In Reaches Tehsil Prowa Distt DI Khan Consultancy Charges full time Supervision of co nstruction Works.
2. Restoration / Rehabilitation of Damaged Portion of Shank RD; 5700-6000 & J-Head at RD.00 to 1050 of Spur No.31 In Reaches Tehsil Prowa Distt DI Khan Consultancy Charges full time Supervision of construction Works.
3. Flood & Erosion Protection Arrangement on left Bank of River Indus in Mouza Kachi Paind Khan Jhoke Ganwar Jhoke Captan Jhoke Muhana Jhoke Obhechar Upstream of DI Khan Dyra Khan Bridge DI Khan Tehsil & Distt: DI Khan Consultancy Charges for Topographic Survey, feasibility, design, drawing, estimate detail cost estimate for TS, BOQ complete in all respect & full time Supervision of construction Works.

BACKGROUND OF SUB WORK NO. 1.

Marginal Bund 37 km, Flood embankment 7 km, Guide Bund (old & extended) 6 km on right side of River Indus.

During September 2023 that the flood in the River started decreasing on daily basis, as in the near future the heavy discharge was diverted to the right bank of the River Indus and the pressure on this day dated 12/09/2023 was abruptly increased. Although before this time the pressure was normal. The portion of Spur No. 33,, some portion of the spur was washed away within the time of two or three hours. For the protection of adjacent villages Abadies. fertile land of Pak Army and land of the locals from River action the scheme was reflected in the 2025-26 Hence Consultancy services are required full time Supervision of construction Works.

BACKGROUND OF SUB WORK NO. 2.

Marginal Bund 37 km, Flood embankment 7 km, Guide Bund (old & extended) 6 km on right side of River Indus.

Since 2010 flood the Spur No.31 is under presser of River Water and is in vary deplorable condition and due to passage of time body of Spur and pitching disturbed and required strengthening of spur to avoid further damages the scheme was reflected in the 2025-26 ADP Consultancy services are required full time Supervision of construction Works.

BACK GROUND OF SUB WORK NO. 3.

The Government of Khyber Pakhtunkhwa Irrigation Department intends to engage experienced and qualified consultant firms for the Consultancy Services of “Flood & Erosion Protection Arrangement on left Bank of River Indus in Mouza Kachi Paind Khan Jhoke Ganwar Jhoke Captan Jhoke Muhana Jhoke Obhechar Upstream of DI Khan Dyra Khan Bridge DI Khan Tehsil & Distt: DI Khan.

The scheme pertains the survey, Design execution & Supervision of protection works for the project “Flood & Erosion Protection Arrangement on left Bank of River Indus in Mouza Kachi Paind Khan Jhoke Ganwar Jhoke Captan Jhoke Muhana Jhoke Obhechar Upstream of DI Khan Dyra Khan Bridge DI Khan Tehsil & Distt: DI Khan.situated on left bank of river Indus to minimize the effects of river erosion and hence protect the area village & agricultural lands in District D.I.Khan.

The topography of Dera Ismail Khan District in general consists of dry and Baranni plains with arid climate and scanty rain fall in most parts of the district. The country slope is from West to East. The area is traversed by river Indus flow North to South, from Chashma to Ramak on the East side of

DIKhan. Generally flow of the river is normal around the year except in monsoon seasons and in March/ April, it has occasional potential floods which cause extensive damages to the lands & properties on either side of banks as was specially witnessed during floods 2010 & 2022.

As the river bed stretches in width of (4 Km: to 14 Km:) in the reach Govt: of Khyber Pakhtunkhwa has constructed Hydraulic Structure on Right Side of River Indus to protect the adjacent Villages Abadies etc, but left side of River Indus under administrative control of Khyber Pakhtunkhwa Govt: is still un-protected, which also needs flood protection arrangements in order to save the villages, Abadies, Agriculture lands etc: from the erosive action of River Indus and manage the River flow in a straight and narrow channel to avoid its damaging effects on banks.

The locals of the area have approached the District/ Divisional Administration as well as Provisional Government for the long-term solutions of the problem. It has been proposed with the objective to protect the village abadies and the agricultural lands of "Flood & Erosion Protection Arrangement on left Bank of River Indus in Mouza Kachi Paind Khan Jhoke Ganwar Jhoke Captan Jhoke Muhana Jhoke Obhechar Upstream of DI Khan Dyra Khan Bridge DI Khan Tehsil & Distt: DI Khan.

The Officers of the Irrigation Department & Technical teams of the Department have visited the site in several and endorsed the urgent need of a protection structure to safeguard the area. The Proposal for Marginal Bund for long-term interventions to protect the affected agricultural lands with standing crops and the local population of the area is prepared on basis of actual requirement.

OBJECTIVES.

Basic objective of the project is Restoration / Rehabilitation of Damaged Portion of J-Head Spur No.33 RD-00 o RD-1020 In Reaches Tehsil Prowa Distt DI Khan, Restoration / Rehabilitation of Damaged Portion of Shank RD: 5700-6000 & J-Head at RD.00 to 1050 of Spur No.31 In Reaches Tehsil Prowa Distt DI Khan & protection of 4400 Acre Agricultural Land, 2515 Houses, and other Govt: and private infrastructure including schools, Ventry Dispensary, RHC, RCC Bridge, Constructed & Bally Wala Creek, Black Top Roads, Mosque and electricity poles etc: in Villages / Abadies of "Flood & Erosion Protection Arrangement on left Bank of River Indus in Mouza Kachi Paind Khan Jhoke Ganwar Jhoke Captan Jhoke Muhana Jhoke Obhechar Upstream of DI Khan Dyra Khan Bridge DI Khan Tehsil & Distt: DI Khan.

CONDITIONS FOR CONSULTANCY SERVICES.

1. The consultants shall establish Resident Engineer Office for the Consultants. project at prescribed location and site offices /camps in close vicinity of the respective project site after approval of the client.
2. All desk work for detail design shall be carried out in the Project Manager's/ Resident Engineer's Office duly approved by the client.
3. Consultants shall also attend meetings, visit sites and shall also make presentation if so directed by the Department for consultative forums etc for which TA/DA, boarding, lodging and claim for incidental charge etc shall not be entertained.
4. The consultants except without prior approval of client/consultants shall not sublet the consultancy services or any part thereof to any agency
5. In case the consultants without any sound reasons failed to complete the whole /part of assignment according to the agreed schedule the consultants shall be charged at 1% of the respective work order per day upto a maximum of 10% as deemed appropriate by the client
6. The client/employer reserves the right for any addition, alteration or amendment in the TORs of the project.
7. The consultants will provide undertaking that the key staff engaged on the project would not be employed on any project during the currency of the agreement. However, in case of unavoidable circumstances approval for proposed replacement staff may be obtained for the client.
8. Original signed CVs of the proposed personnel indicating contact number and postal address along with the availability certificate of the personnel for the project/ component shall be annexed in the technical proposal. Moreover the CVs of the proposed personnel must clearly show general experience, relevant experience & projects undertaken by them.

9. In support of experience of firm, the consultants shall furnish letter from the Department for award and completion documents for each completed consultancy claimed as experience. Consultancy cost of the project & share of the competing consultant in case of JV must be given in project proforma. Absence of the above information may affect the evaluation of the bid.
10. Any balance activity left incomplete by the consultants would be executed by the client on the risk and cost of the consultant. The consultant while offering bid shall annex all the detail and breakup of cost and certify that the key personnel will be available full time for the man-months indicated.
11. The employer reserves the rights to remove any key personnel or support staff and it would be binding on the consultants to provide appropriate replacement.
12. Backup data of all design calculations shall be provided in both hard and soft to the employer.
13. In case of JV correspondence will only be made with the Lead Firm and with Project Manager who will be responsible for all the obligations covered in the contract.
14. In case of JV payment will be made in the name of JV or as agreed between the firm and client in written.
15. In case of default of the consultants in carrying out any activity within schedule time, the employer shall be entitled to employ and pay other person to carry out the same task. The employer may deduct the expenditure accrued on the activity due or become due upon the consultants after notification by the engineer with the approval of the client/employer.
16. No activity shall be commenced without the approval is obtained from the Competent Authority /Client.
17. Agreement for the consultancy services for the respective stages of survey and investigation, detailed design review and construction supervision as the case may be will be executed as join/combined but gap in actual execution of the respective component of services may occur. The agreement for each stage will be effective from date of issue of letter of proceed to the consultants for the respective stage by the client.
18. The consultants shall assist the concerned field formation of the Department during field visits.

UNDERTAKING.

It is hereby certified that the above are true statements based on facts and we take full responsibility for the correctness and accuracy of the information supplied herein to the best of our knowledge and belief. This is also to certify that the owner/partners/directors working solely for the consulting engineering profession. This is further to certify that we are independent consulting engineer and have no interest in any construction and conflicting commercial industrial and business activities which are likely to influence our professional independence and neutrality. We also undertake to fully abide by KPPRA act/rules & the Pakistan Engineering Council (Conduct and Practice of Consulting Engineers) Byelaws 1986 & registered with Khyber Pakhtunkhwa Revenue Authority.

TERMS OF REFERENCE FOR the Works:-

1. Restoration / Rehabilitation of Damaged Portion of J-Head Spur No.33 RD-00 o RD-1020 In Reaches Tehsil Prowa Distt DI Khan Consultancy Charges full time Supervision of construction Works,
2. Restoration / Rehabilitation of Damaged Portion of Shank RD: 5700-6000 & J-Head at RD.00 to 1050 of Spur No.31 In Reaches Tehsil Prowa Distt DI Khan Consultancy Charges full time Supervision of construction Works
3. Flood & Erosion Protection Arrangement on left Bank of River Indus in Mouza Kachi Paind Khan Jhoke Ganwar Jhoke Captan Jhoke Muhana Jhoke Obhechar Upstream of DI Khan Dyra Khan Bridge DI Khan Tehsil & Distt: DI Khan Consultancy Charges for Topographic Survey, feasibility, design, drawing, estimate detail cost estimate for TS, BOQ complete in all respect & full time Supervision of construction Works.
4. Provide Academic, Technical qualification and practical experience of staff for topographic survey of river.
5. To carry out detail survey of river Indus from Spur No.21 A to downstream upto DI Khan Darya Khan Bridge length of 20 Km and Width 10 Km = 200 Square Kilometer location of the

work is Mouza Kachi Paind Khan Jhoke Ganwar Jhoke Muhana Jhoke Obhechar upstream of DI Khan Drya Khan Bridge DI Khan Tehsil & Distt DI Khan left side required area in river bed showing a hydraulic details pertaining to river morphology belas, creek, including their coordinates & elevations as per requirement of the client and to revisit the design of the project.

6. Layout Plan on A-Size survey sheet at suitable scale.
7. Taking X-sections at every 2000 ft apart from high bank to high bank are extended upto 2010 limits in case of no high bank in the study reach.
8. Details drawing of the existing flood works / Hydraulic structures falling in the study reach (if any).
9. Location of Abadies, local infrastructure should be clearly marked on the survey plan.
10. The Hydrograph of Indus River in the study reach.
11. The known water levels at two locations against different discharges to simulate the proto-model conditions of the Ravi River during model study.
12. D50 (average particle size) particularly in the study reach.
13. Taking Spots levels at each cross section at 500 ft c/c interval in the river bed & showing creek situation in River bed.
14. Taking Spots levels at each cross section at 500 ft c/c interval in the river bed & showing creek situation in River bed.
15. Mark All relevant details on survey Map regarding River bed condition, Villages and Infrastructure exist in the River bed with proper coordinates, elevations & also HFL.
16. Providing & fixing PCC burjees (9"x9"x24") on base line at every 2000 ft c/c interval i/c marking RD at burjees with emulsion paint as per direction of Engineer Incharge.
17. Providing original 10 copies of River Survey map i.e all field level books in soft & hard copy duly signed as well as in hard disk complete in all respect as per direction of Engineer incharge.
18. To conduct site investigation for river bed material for medium grain size Dm for local scour partial size distribution curves, D50 for soil from 10' to 20' depth develop soil composition map of the surrounding area.
19. To propose items/ cost of various components of the project using Market Rate System (MRS) applicable in KPK.
20. To conduct analysis for the assessment of benefits and costs etc: including economic internal rate of return (For Long Term Measures).
21. To assess the existing direct/indirect benefits, relating to agriculture and related sectors.
22. To carry out the detail survey of the affected area showing all hydraulic details of river morphology belas, Creeks, with their elevations.
23. To assist client in pre-qualification of contractors (Any KPPRA rules procurement method decided by the client), if required.
24. Assist the employer in Tendering Process / Bid Evaluation if required.
25. Periodic review of construction drawings in accordance with latest site situation & requirements as proposed by consultants or client for time to time.
26. Submission of Revised Construction Drawing in accordance with actual site conditions including detail survey for project component / additional project component.
27. Preparation of construction Schedule, CPM and Cash Flows.
28. To approve and / or issue working drawings, approve the setting out of the works/components giving instructions to the contractors and processing amendments and variations.
29. To approve the contractor's work program schedules, construction implementation plan, method statements, sources of materials, etc.
30. To provide supervision services during the execution period according to the construction schedule approved by client.
31. Supervision of Construction activities of the project in the capacity of Engineer to ensure that the projects including all components are being constructed satisfactorily in accordance with approved drawing, design, specifications and required quality. In case of any variation, a detail report duly supported with document shall be submitted to the Client / Employer for the project, for final decision.
32. Prepare and submit as built construction drawings, duly verified & corrected.

33. The Consultants shall submit indemnity bond to the effect that the firm will be responsible for any defect in design or quality of work supervised by the firm. The period of indemnity bond will be the life period of the project.
34. To review stud level design, prepare necessary drawings/plans and other details for designing of Flood protection works.
35. Provide and supervise the material testing in contractor's field laboratory and keep record of respective test report. (If required)
36. Provide adequate technical assistance, consultation and advice to the Client / Employer in matters that crop up during execution, may include redesigning and connected issues.
37. The consultants shall certify Interim Payment Certificates (IPC's) and recommend it for payment after detail verification of quantity and quality of work done at site.
38. To participate in the meetings/site visits and make presentation whenever directed by the client for which no separate TA/DA, boarding lodging other incidental charges or any other claim shall be entertained.
39. Mode of Payments to the consultants will be as per TOR.
40. Review / Vetting of proposed/approved PC-I and suggest improvement, if any.
41. Provide adequate consultation and advice to the employer on contractual issues / corrigendum (s).
42. Coordinate between contractor and employer to implement the project in accordance with the contract agreement.
43. Prepare and submit weekly / Monthly Progress Report to the Client / Employer.
44. Participation and Coordination in progress meeting convened at site and in Regional or Divisional office or any other place as and when required.
45. Furnish "Detail Cost Estimate" and make periodic updating of the cost of project along with reasons for increase / decrease of cost of individual items.
46. Revision of PC-I if cost of the project over runs beyond approved cost or if there is a substantial change in the scope of work but the project cost remains within the approved cost.
47. To take/verify measurements and keep appropriate records of these, in computer-based form.
48. To maintain a day by day (or as directed by client) project diary, correspondence and other which shall record all events pertaining to the administration of the contract, requests from and orders given to the contractor, and any other information which may at a later date be of assistance in resolving queries arising in connection with execution of the works.
49. Initiation and issuance of variation order after approval of the employer.
50. The consultants shall provide assistance during the defect liability period and visit the project from time to time for pointing out any defect etc. The same shall be reported to the employer in the form of punch list. Recommend and monitor its rectification, if any.
51. To inspect the works at appropriate intervals during the defects liability period and issuing the defects liability certificate.
52. To assist, if required, the client in the court of law, in case of any litigation by the contractor or stakeholder.
53. To recommend to client any liquidated damages to be claimed from the Contractor or other actions which should be taken against the contractor under the construction contract.
54. To certify completion of part or entire works, prepare punch list for payment to the contractors.
55. To order tests of materials and of completed works, and ordering removal of materials or works, which do not comply with specified requirements?
56. To Order the substitution of placed materials if it does not conform to the specification.
57. To assist in the transfer of the Project and assets to the client.
58. The Consultant shall provide the list of employees by title & name to the employer for approval.
59. To issue necessary notices to the contractor as may be required under the construction contract.
60. To inspect the works during the maintenance period and issuing the maintenance certificate.

REPORTING AND DOCUMENTATION FOR REVIEW OF DESIGN & CONSTRUCTION SUPERVISION FOR THE WORKS MENTIONED ABOVE

- i. Preparation of draft design review report, draft construction drawing, draft tender documents and specifications (05 copies).
- ii. Preparation final updated detail design review report, construction drawing, tender documents and specifications documents (07 copies).
- iii. Preparation of regular monthly progress report (07 copies).
- iv. Preparation and submission of as built drawings in (05 copies).
- v. All correspondence, surveys, lab test results and construction drawings along with soft copies in binded form.
- vi. Preparation of PC-IV for the project (05 copies).
- vii. Preparation and submission of Punch list in deficit liability period.

PROFESSIONALS STAFF REQUIRED FOR THE SERVICES MENTIONED IN STAGE-I TO STAGE-V.

Consultant Bid Cost will be sum of Professional skilled Personnel's & Logistic requirement as per below details. Payment of survey, other investigation & vehicle (Running & maintenance) will be made as per actual inputs.

The following staff will be required for the consultancy assignment:

Man Months

S #.	Positions	No	Period of Service Required
1.	Resident Engineer / Project Manager	1	24 Months
2.	Design Engineer	1	02 Month
3.	Senior Civil Engineer	1	01 Month
4.	Assistant Resident Engineer	1	24 Months
5.	Site Engineers / Inspectors	3	24 Months
6.	Auto Cad /Quantity Surveyor	1	24 Months
7.	Accountant	1	24 Months
8.	Computer Operator	1	24 Months
9.	Driver	1	24 Months
10.	Naib Qasid	1	24 Months

S#	Position	No.	Period of service required for each staff
A) Stage-I Topographic Survey.			
1.	Resident Engineer / Project Manager	1	0.50 Months
2.	Senior Civil Engineer	1	0.50 Months
3.	Assistant Resident Engineer	1	0.50 Months
4.	Site Engineers / Inspectors	3	0.50 Months
5.	Auto Cad / Quantity Surveyor	1	0.50 Months
6.	Accountant	1	0.50 Months
7.	Computer Operator	1	0.50 Months
8.	Driver	1	0.50 Months
9.	Naib Qasid	1	0.50 Months
(B) Stage-II Feasibility and Planning Report.			
1.	Resident Engineer / Project Manager	1	0.50 Months
2.	Senior Civil Engineer	1	0.50 Months
3.	Assistant Resident Engineer	1	0.50 Months
4.	Site Engineers / Inspectors	3	0.50 Months
5.	Auto Cad /Quantity Surveyor	1	0.50 Months
6.	Accountant	1	0.50 Months
7.	Computer Operator	1	0.50 Months
8.	Driver	1	0.50 Months
9.	Naib Qasid	1	0.50 Months
(C) Stage-III Design of the Hydraulic Structure (Marginal Bund 2000 foot			
1.	Resident Engineer / Project Manager	1	0.50 Months
2.	Design Engineer	1	02 Month
3.	Senior Civil Engineer	1	0.50 Months

4.	Assistant Resident Engineer	1	0.50 Months
5.	Site Engineers / Inspectors	3	0.50 Months
6.	Auto Cad /Quantity Surveyor	1	0.50 Months
7.	Accountant	1	0.50 Months
8.	Computer Operator	1	0.50 Months
9.	Driver	1	0.50 Months
10.	Naib Qasid	1	0.50 Months
(D) Stage-IV Costing and Estimate for Technical Sanction.			
1.	Resident Engineer / Project Manager	1	0.50 Months
2.	Senior Civil Engineer	1	0.50 Months
3.	Assistant Resident Engineer	1	0.50 Months
4.	Site Engineers / Inspectors	3	0.50 Months
5.	Auto Cad / Quantity Surveyor	1	0.50 Months
6.	Accountant	1	0.50 Months
7.	Computer Operator	1	0.50 Months
8.	Driver	1	0.50 Months
9.	Naib Qasid	1	0.50 Months
(E) Stage-V Full Time Supervision of work.			
1.	Resident Engineer / Project Manager	1	22 Months
2.	Assistant Resident Engineer	1	22 Months
3.	Site Engineers / Inspectors	3	22 Months
4.	Auto Cad /Quantity Surveyor	1	22 Months
5.	Accountant	1	22 Months
6.	Computer Operator	1	22 Months
7.	Driver	1	22 Months
8.	Naib Qasid	1	22 Months

Payment Mode

For the Completion of each and every Job

S#	Description	Percentage%
1.	Stage-I Topographic Survey of the Project*	10%
2.	Stage-II Feasibility and Planning Report of the project*	10%
3.	Stage-III Design of the Hydraulic Structures of the project *	10%
4.	Stage-IV Costing and Estimate for Technical Sanction of the project *	05
5.	Stage-V Full time Supervision till successful Completion of the Project*	65%
	Total Contract Price	100%

Note:-*

1. The Payment for staff as mentioned in Stage-I to Stage-IV will be on lump sum basis and for Stage-V For Full Time Supervision of the project, the payment will be made on monthly basis.
2. Items / Imperishable are the sole property of Flood Division D.I.Khan, after completion of project these items shall be returned back to Flood Division D.I.Khan.

Qualifications and Experience of Consultant's key personnel.

Consultants will assign adequately qualified key personnel to carry out the implementation of the Project as described in TOR, person-month inputs for which are indicated below. The key personnel should possess the qualifications and experience as indicated against each position.

Resident Engineer / Project Manager

- Should have Master degree in Civil Engineering from recognized university and with 10 Years similar experience or B.Sc Engineering (Civil) from recognized university with at least 15 Years similar experience.

Design Engineer

- Should have Master degree in Civil Engineering from recognized university and with 10 Years similar experience or B.Sc Engineering (Civil) from recognized university with at least 15 Years similar experience.

Senior Civil Engineer

- Should have Master degree in Irrigation/Water Resource Engineering after B.Sc. Civil Engineering from recognized university with 15 Years experience for survey, feasibility, design and estimation of similar projects.

Assistant Resident Engineer.

- Should have Bachelor degree in Civil Engineering from recognized university with 07 Years similar experience.

AutoCAD Operator/Quantity Surveyor.

- Should have DAE in Civil from recognized Technical institutions and 10 Years experience for the measurement, X-Section long section of Spur, Bund etc.

Site Engineer/ Inspector

- Should have DAE in Civil from recognized Technical institutions and 5 Years experience in relevant field.

Accountant.

- Should have passed the Accounts related subject and knowing the knowledge of Accounts having experience of Accounts Management 05 years.

Computer Operator

- Should have BA and 05 Years experience for the office work.

Driver

- Should have SSC and having LTV Driving license 05 Years experience of Driving.

Naib Qasid

- Should have SSC and having 05 Years experience of office working procedure

NAME OF WORK:- "Improvement / Rehabilitation & Extension of Flood Protection Works on Indus River in District D.I.Khan. ADP # : 2097/250205 (2025-26 new)					
SUB WORK:- Topographic Survey, Feasibility, Planning, Design, Estimation and Full Time Supervision of the project.					
S#	Position.	No.	Man Months.	Monthly remuneration	Total Cost (in Rs)
(A) Stage-I Topographic Survey.					
1.	Resident Engineer / Project Manager	1	0.50 Months		
2.	Senior Civil Engineer	1	0.50 Months		
3.	Assistant Resident Engineer	1	0.50 Months		
4.	Site Engineers /Inspectors	3	0.50 Months		
5.	Auto Cad/ Quantity Surveyor	1	0.50 Months		
6.	Accountant	1	0.50 Months		
7.	Computer Operator	1	0.50 Months		
8.	Driver	1	0.50 Months		
9.	Naib Qasid	1	0.50 Months		
(A) Stage-II Feasibility and Planning Report.					
1.	Resident Engineer / Project Manager	1	0.50 Months		
2.	Senior Civil Engineer	1	0.50 Months		
3.	Assistant Resident Engineer	1	0.50 Months		
4.	Site Engineers / Inspectors	3	0.50 Months		
5.	Auto Cad/ Quantity Surveyor	1	0.50 Months		
6.	Accountant	1	0.50 Months		
7.	Computer Operator	1	0.50 Months		
8.	Driver	1	0.50 Months		
9.	Naib Qasid	1	0.50 Months		
(C) Stage-III Design of the Hydraulic Structure (Marginal Bund 2800 foot					
1.	Resident Engineer / Project Manager	1	0.50 Months		
2.	Senior Civil Engineer	1	0.50 Months		
3.	Assistant Resident Engineer	1	0.50 Months		
4.	Site Engineers / Inspectors	3	0.50 Months		
5.	Auto Cad/ Quantity surveyor	1	0.50 Months		
6.	Accountant	1	0.50 Months		
7.	Computer Operator	1	0.50 Months		
8.	Driver	1	0.50 Months		
9.	Naib Qasid	1	0.50 Months		
(D) Stage-IV Costing and Estimate for Technical Sanction.					
1.	Resident Engineer / Project Manager		0.50 Months		
2.	Senior Civil Engineer		0.50 Months		
3.	Assistant Resident Engineer		0.50 Months		
4.	Site Engineers / Inspectors		0.50 Months		
5.	Auto Cad/ Quantity Surveyor		0.50 Months		
6.	Accountant		0.50 Months		
7.	Computer Operator		0.50 Months		

8.	Driver	0.50 Months		
9.	Naib Qasid	0.50 Months		
(E) Stage-V Full Time Supervision of work.				
1.	Resident Engineer / Project Manager	22 Months		
2.	Assistant Resident Engineer	22 Months		
3.	Site Engineers / Inspectors	22 Months		
4.	Auto Cad/ Quantity Surveyor	22 Months		
5.	Accountant	22 Months		
6.	Computer Operator	22 Months		
7.	Driver	22 Months		
8.	Naib Qasid	22 Months		

II. General Conditions of Contract

1. General Provisions

1.1 Definitions

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

- (a) “Applicable Law” means the Khyber Pakhtunkhwa Public Procurement Act, thereunder Rules 2014.
- (b) “Procuring Entity PE” means the implementing department which signs the contract
- (c) “Consultant” means a person, a firm, a company or an organization undertaking supply of services; “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is General Conditions (GC), the Special Conditions (SC), and the Appendices.
- (d) “Contract Price” means the price to be Paid for the Performance of the Services, in accordance with Clause 6;
- (e) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.
- (f) “Foreign Currency” means any currency other than the currency of the PE’s country.
- (g) “GC” means these General Conditions of Contract.
- (h) “Government” means the Government of Khyber Pakhtunkhwa.
- (i) “Local Currency” means Pak Rupees.
- (j) “Member” means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.
- (k) “Party” means the PE or the Consultant, as the case may be, and “Parties” means both of them.
- (l) “Personnel” means Persons hired by the Consultant or by any Sub Consultants and assigned to the Performance of the Services or any Part thereof.
- (m) “SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.
- (n) “Services” means the consulting services to be performed by the Consultant pursuant to this Contract, as described in the Terms of References.
- (o) “Sub-Consultants” means any Person or entity to whom/which the Consultant subcontracts any Part of the Services.
- (p) “In writing” means communicated in written form with proof of receipt.
- (q) “*Joint Venture (JV)” means a consortium or association of more than one Consultants where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Procuring Entity for the performance of the Contract.
- (r) “*Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV was taken into account in the technical evaluation of the Consultant’s proposal.
- (s) **Key Expert Availability and Replacement Policy:** If it is established that any Key Expert nominated in the Consultant’s Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be rejected for further evaluation, and the consultant may be subject to blacklisting and debarment.
- (t) Conflict among consulting assignments: a Consultant (including its Experts 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 Procuring Entity.
- (u) **Proposal Validity:** Proposals shall remain valid for the period specified in the Data Sheet after the Proposal submission deadline prescribed by the PE. To ensure the validity of proposal, it shall contain bid security of 2% of the bid cost.
- (v) **Sub-contracting:** The Consultant shall not subcontract the entire scope of the Services. If the engagement of a sub-consultant is necessary for any part of the contract, it must be clearly specified in the bidding documents at the time of Proposal submission. Any change in the list of sub-contractors shall be subject to prior approval of the procuring entity.

During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.

The consultant shall not replace Key Experts during execution of the contract without the prior consent of the procuring entity. Any violation of this provision may lead to contract termination and the imposition of penalties on the consultant.

1.2 Law Governing Contract

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

1.3 Language

This Contract is executed in the language specified in the SC, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notices

1.4.1 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 to such Party at the address specified in the SC.*

1.4.2 A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

1.5 Location

The Services shall be performed at such locations as are specified in special condition of contract and, where the location of a Particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the PE may approve.

1.6 Authority of Member in Charge

In case the Consultant consists of a joint venture/ consortium/ association of more than one individual firms, the Members hereby authorize the individual firms or specified in the SC to act on their behalf in exercising all the Consultant's rights and obligations towards the PE under this Contract, including without limitation the receiving of instructions and Payments from the PE.

1.7 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the PE or the Consultant may be taken or executed by the officials specified in the SC.

1.8 Taxes & Duties

The Consultant, Sub-Consultants, and their Personnel shall Pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

1.9 Fraud & Corruption

A. If the PE determines that the Consultant and/or its Personnel, sub-contractors, sub-consultants, services providers and suppliers has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices, in competing for or in executing the Contract, then the PE may, after giving 14 days' notice to the Consultant, terminate the Consultant's employment under the Contract, and may resort to other remedies including blacklisting/disqualification as provided in KPPR 2014.

Any Personnel of the Consultant who engages in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Contract, shall be removed in accordance with Sub-Clause 4.2.

3.2 Integrity Pact

- B. If the Consultant or any of his Sub-consultants, agents or servants is found to have violated or involved in violation of the Integrity Pact signed by the Consultant as Appendix-G to this Form of Contract, then the Client shall be entitled to:
- (a) recover from the Consultant an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Consultant or any of his Sub-consultant, agents or servants;
 - (b) terminate the Contract; and
 - (c) Recover from the Consultant any loss or damage to the Client as a result of such termination or of any other corrupt business practices of the Consultant or any of his Sub-consultant, agents or servants.
- On termination of the Contract under Sub-Para (b) of this Sub Clause, the Consultant shall proceed in accordance with Sub Clause 1.9 A. Payment upon such termination shall be made under Sub-Clause 1.9 A after having deducted the amounts due to the Client under 19 B Sub-Para (a) and (c).

2. Commencement, Completion, Modification and Termination of Contract

2.1 Effectiveness of Contract:

This Contract shall come into effect on the date the Contract is signed by either Parties or such other later date as may be stated in the SC. The date the Contract comes into effect is defined as the Effective Date.

2.2 Commencement of Services:

The Consultant shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC.

2.3 Expiration of Contract:

Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.

2.4 Modifications or Variations:

Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

2.5 Force Majeure:

The failure on the Part of the Parties to Perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

2.5.2 No Breach of Contract:

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

2.5.3 Extension of Time:

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

2.5.4 Payments:

During the period of their inability to Perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be Paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during

such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.6 Termination

2.6.1 By the PE

The PE may terminate this Contract in case of the occurrence of any of the events specified in Paragraphs (a) through (f) of this Clause GC 2.6.1. In such an occurrence the PE shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e).

- (a) If the Consultant does not remedy the failure in the Performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the PE may have subsequently approved in writing.
- (b) If the Consultant becomes insolvent or bankrupt.
- (c) If the Consultant, in the judgment of the PE has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- (d) If, as the result of Force Majeure, the Consultant(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (e) If the PE, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- (f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.

2.6.2 By the Consultant

The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the PE, such notice to be given after the occurrence of any of the events specified in Paragraphs (a) through (c) of this Clause GC 2.6.2:

- (a) If the PE fails to pay any money due to the Consultant pursuant to this Contract without consultants fault.
- (b) Pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Consultant that such Payment is overdue.
- (c) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (d) If the PA fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.

2.6.3. Payment Upon Termination

Upon termination of this Contract pursuant to Clauses GC 2.6.1 or GC 2.6.2, the PE shall make the following Payments to the Consultant:

- (a) Payment pursuant to Clause GC 6 for Services satisfactorily Performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to Paragraphs (a) through, and (f) of Clause GC

2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependent's.

3. Obligations of the Consultant

3.1 General

3.1.1 Standard of Performance

The Consultant shall Perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the PE, and shall at all times support and safeguard the PE's legitimate interests in any dealings with Sub-Consultants or third parties.

3.2 Conflict of Interests

The Consultant shall hold the PE's interests Paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

3.2.1 Consultants not to Benefit from Commissions, Discounts, etc.

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

3.2.2 Consultant and Affiliates not to be Otherwise Interested in Project

The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-Consultants and any entity affiliated with such Sub Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.

3.2.3 Prohibition of Conflicting Activities

The Consultant shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.

3.3 Confidentiality

Except with the prior written consent of the PE, the Consultant and the Personnel shall not at any time communicate to any Person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

3.4 Insurance to be Taken Out by the Consultant

Rule 29(2), The Consultant (a) shall take out and maintain, and shall cause any Sub Consultants to take out and maintain, at their (or the Sub-Consultants', as the case may be) own cost but on terms and conditions approved by the PE, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the PE's request, shall provide evidence to the PE showing that such insurance has been taken out and maintained and that the current premiums have been Paid.

3.5 Consultant's Actions Requiring PE's Prior Approval

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

- (a) entering into a subcontract for the Performance of any Part of the Services,
- (b) appointing such members of the Personnel not listed by name in Appendix C, and
- (c) any other action that may be specified in the SC.

3.6 Reporting Obligations

- (a) The Consultant shall submit to the PE the reports and documents specified in (PE may insert appendix) hereto, in the form, in the numbers and within the time Period set forth in the said Appendix.
- (b) Final reports shall be delivered in CD ROM in addition to the hard copies specified in said Appendix.

3.7 Documents Prepared by the Consultant to be the Property of the PE

- (a) All plans, drawings, specifications, designs, reports, other documents and software submitted by the Consultant under this Contract shall become and remain the property of the PE, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the PE, together with a detailed inventory thereof.
- (b) The Consultant may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SC.

3.8 Accounting, Inspection and Auditing

- 3.8.1 The Consultant shall keep, and shall cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Contract, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify relevant time changes and costs.
- 3.8.2 The Consultant shall Permit, and shall cause its Sub-consultants to Permit, the PE and/or Persons appointed by the PE to inspect its accounts and records relating to the Performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the PE if requested by the PE. The Consultant's attention is drawn to Clause 1.9.1 which provides, inter alia, that acts intended to materially impede the exercise of the PE's inspection and audit rights provided for under Clause 3.8 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the PE's prevailing sanctions procedures.).

4. Consultant's Personnel

4.1 Description of Personnel

The Consultant shall employ and provide such qualified and Personnel experienced Personnel and Sub-Consultants as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated Period of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel and Sub-Consultants listed by title as well as by name in Appendix C are hereby approved by the PE.

4.2 Removal and/or Replacement of Personnel

- (a) Except as the PE may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultant, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a Person of equivalent or better qualifications.
- (b) If the PE finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the Performance of any of the Personnel, then the Consultant shall, at the PE's written request specifying the grounds thereof, provide as a replacement a Person with qualifications and experience acceptable to the PE.
- (c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. Obligations of the PE

5.1 Assistance and Exemptions

The PE shall use its best efforts to ensure that the Government shall provide the Consultant such assistance and exemptions as specified in the SC.

5.2 Change in the Applicable Law Related to Taxes and Duties

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in Performing the Services, then the remuneration and reimbursable expenses otherwise Payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the parties, and corresponding adjustments shall be made to the amounts referred to in Clauses GC 6.2 or (b), as the case may be.

5.3 Services and Facilities

The PE shall make available free of charge to the Consultant the Services and Facilities listed under Appendix F.

6. Payments to the Consultant

6.1 Lump-sum Payment

The total Payment due to the Consultant shall not exceed the Contract Price which is an all-inclusive fixed lump-sum covering all costs required to carry out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause If the Parties have agreed to additional Payments in accordance with Clause 2.4.

6.2 Contract Price

The price Payable in Pak Rupees/foreign currency/ is set forth in the SC.

6.3 Payment for Additional services

For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump sum price is provided in Appendices D and E.

6.4 Terms and Conditions of Payment

Payments will be made to the account of the Consultant and according to the Payment schedule stated in the SC. Unless otherwise stated in the SC, the first Payment shall be made against the provision by the Consultant of an advance Payment guarantee for the same amount, and shall be valid for the period stated in the SC. Such guarantee shall be in the form set forth in Appendix G hereto, or in such other form, as the PE shall have approved in writing. Any other Payment shall be made after the conditions listed in the SC for such Payment have been met, and the Consultant has submitted an invoice to the PE specifying the amount due.

7. Good Faith

7.1 Good Faith: The parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

8. Settlement Of Disputes

8.1 Amicable Settlement:

The parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

8.2 Dispute Resolution:

Any dispute between the parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one party of the other Party's request for such amicable settlement may be submitted by either party for settlement in accordance with the provisions specified in the SC.

III. Special Conditions of Contract

(Clauses in brackets { } are optional; all notes should be deleted in final text)

Number of Amendments of, and Supplementsto, Clauses in the GC Clause General Conditions
of Contract

{1.1}Khyber Pakhtunkhwa PublicProcurement Act and Khyber Pakhtunkhwa Public Procurement
Rules 2014.

1.3 The language is English.

1.4 The addresses are:

Procuring Entity: _____

Attention: _____

Facsimile: _____

E-mail: _____

Consultant:

Attention:

Facsimile:

E-mail:

{1.6} {The Member in Charge is [insert name of member]}

Note: *If the Consultant consists of a joint venture/ consortium/ association of more than one entity, the name of the entity whose address is specified in Clause SC 1.6 should be inserted here. If the Consultant consists only of one entity, this Clause SC 1.8 should be deleted from the SC.*

1.7 The Authorized Representatives are:

For the PE: _____

For the Consultant: _____

1.8 PE shall specify all relevant taxes including stamp duty and service charges to be borne by the consultant. In case there is exemption from any rates, taxes, the same shall be mentioned here.

The Consultant must be informed in Clause Reference 3.7 of the Data Sheet about which alternative the PE wishes to apply.

The PE warrants that the Consultant, the Sub-Consultants and the Personnel shall be exempt from (or that the PE shall Pay on behalf of the Consultant, the SubConsultants and the Personnel, or shall reimburse the Consultant, the Sub-Consultants and the Personnel for) any indirect taxes, duties, fees, levies and other impositions imposed, under the Applicable Law, on the Consultant, the SubConsultants and the Personnel in respect of:

- (a) any Payments whatsoever made to the Consultant, Sub-Consultants and the Personnel (other than nationals or Permanent residents of Pakistan), in connection with the carrying out of the Services;
- (b) any equipment, materials and supplies brought into the Government's country by the Consultant or Sub-Consultants for the purpose of carrying out the Services and which, after having been brought into such territories, will be subsequently withdrawn there from by them;
- (c) any equipment imported for the purpose of carrying out the Services and Paid for out of funds provided by the PE and which is treated as property of the PE;
- (d) any property brought into the province by the international Consultant, any Sub-Consultants or the Personnel or the eligible dependents of such Personnel for their Personal use and which will subsequently be withdrawn there from by them upon their respective departure from the Government's country, provided that:
- (e)
 - (1) the Consultant, Sub-Consultants and Personnel, and their eligible dependents, shall follow the usual customs procedures of the Government's country in importing property into the Government's country; and
 - (2) if the Consultant, Sub-Consultants or Personnel, or their eligible dependents, do not withdraw but dispose of any property in the Pakistan for which customs duties and taxes have been exempted, the Consultant, Sub-Consultants or Personnel, as the case may be, (i) shall bear such customs duties and taxes in conformity with the regulations of the Government's country, or (ii) shall reimburse them to the PE if they were Paid by the PE at the time the property in question was brought into the Government's country.

2.2 The date for the commencement of Services is *[insert date]*.

{3.5(c)} 2.3 The time period shall be *[insert time period, e.g.: twelve months, eighteen months]*.

{3.7(b)} 3.4 The risks and the coverage shall be as follows:

- (a) Third party motor vehicle liability insurance in respect of motor vehicles operated by the Consultant or its Personnel or any Sub Consultants or their Personnel, with a minimum coverage of *[insert amount and currency]*;
- (b) Third party liability insurance, with a minimum coverage of *[insert amount and currency]*;
- (c) professional liability insurance, with a minimum coverage of *[insert amount and currency]*;
- (d) employer's liability and workers' compensation insurance in respect of the Personnel of the Consultant and of any Sub-Consultants, in accordance with the relevant provisions of the Applicable Law, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and
- (e) insurance against loss of or damage to (i) equipment purchased in whole or in Part with funds provided under this Contract, (ii) the Consultant's property used in the Performance of the Services, and (iii) any documents prepared by the Consultant in the Performance of the Services.

Note: *Delete what is not applicable*
{The other actions are: *[insert actions]*.}

Note: *If there are no other actions, delete this Clause SC 3.5 (c).*

Note: *If there is to be no restriction on the future use of these documents by either party, this Clause SC 3.7 should be deleted. If the parties wish to restrict such use, any of the following options, or any other option agreed to by the parties, may be used:*

{The Consultant shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the PE.}

{The PE shall not use these documents and software for purposes unrelated to this Contract without the prior written approval of the Consultant.}

{Neither party shall use these documents and software for purposes unrelated to this Contract without the prior written approval of the other party.}

{5.1} **Note:** List here any assistance or exemptions that the PE may provide under Clause 5.1. If there is no such assistance or exemptions, state “not applicable.”
Performance security shall not exceed 10% of contract amount
The amount in Pak Rupees or in foreign Currency *[insert amount]*.

6.1

6.5 The accounts are:

6.3

for foreign currency or currencies: *[insert account]* for local currency: *[insert account]*

Payments shall be made according to the following schedule:

- (a) Twenty (10) percent of the Contract Price shall be Paid on the commencement date against the submission of a demand guarantee for the same.
- (b) Ten (20) percent of the lump-sum amount shall be Paid upon submission of the inception report.
- (c) Twenty-five (25) percent of the lump-sum amount shall be paid upon submission of the interim report.
- (d) Twenty-five (25) percent of the lump-sum amount shall be paid upon submission of the draft final report.
- (e) Twenty (20) percent of the lump-sum amount shall be paid upon approval of the final report.
- (f) The demand guarantee shall be released when the total Payments reach fifty (50) percent of the lump-sum amount.

Note: This sample clause should be specifically drafted for each contract.

8.2 Disputes shall be settled by complaint redressal committee define in PPRA Act 2012 or through arbitration Act of 1940 in accordance with the following provisions:
(insert relevant provisions below)

**Appendix A
(INTEGRITY PACT)**

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

Contract No. _____ Dated _____

Contract Value: _____

Contract Title: _____

[name of Supplier] hereby declares that it has not obtained or

induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Khyber Pakhtunkhwa (GoKP) or any administrative subdivision or Entity thereof or any other entity owned or controlled by GoKP through any corrupt business practice.

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

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

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

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

Name of Buyer:

Signature:

[Seal]

Name of Seller/Supplier: ...

Signature:[Seal]

CONTRACT

THIS CONTRACT ("Contract") is entered into this *[insert starting date of assignment]*, by and between *[insert PE 's name]* ("the PE") having its principal place of business at *[insert PE 's address]*, and *[insert Consultant's name]* ("the Consultant") having its principal office located at *[insert Consultant's address]*.

WHEREAS, the PE wishes to have the Consultant Performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services

- (i) The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral Part of this Contract ("the Services").
- (ii) The Consultant shall provide the reports listed in Annex B, "Consultant's Reporting Obligations," within the time Period listed in such Annex, and the Personnel listed in Annex C, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to Perform the Services.

2. Term

The Consultant shall perform the Services during the period commencing *[insert start date]* and continuing through *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.

3. Payment

A. Ceiling

For Services rendered pursuant to Annex A, the PE shall pay the Consultant an amount not to exceed *[insert amount]*. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

C. Payment Conditions

Payment shall be made in *[specify currency]*, no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in Paragraph 4.

4. Economic Price Adjustment

In order to adjust the remuneration for inflation, a price adjustment provision has been included if the contract has duration of more than 18 months or if the inflation is expected to exceed —% Per annum. The adjustment will be made every 12 months after the date of the contract for remuneration. Remuneration will be adjusted by using the relevant index as Per following provision: "Payments for remuneration made in accordance with Clause 3 shall be adjusted as follows:

Remuneration pursuant to the rates set forth in Annex C shall be adjusted every 12 months (and, for the first time, with effect for the remuneration earned in the *[13]* the calendar month after the date of the Contract) by applying the following formula:

$$RI = RIo \times \frac{I}{Io}$$

where *RI* is the adjusted remuneration, *RIo* is the remuneration Payable on the basis of the rates set forth in Annex C for Payable remuneration, *I* is the official rate of inflation for the first month for which the adjustment is to have effect and, *Io* is the official rate of inflation for the month of the date of the Contract."]

5. Project Administration

A. Coordinator

The PE designates Mr./Ms. *[insert name]* as PE's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for Payment, and for acceptance of the deliverables by the PE.

B. Timesheets

During the course of their work under this Contract the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as instructed by the Coordinator.

C. Records and Accounts

The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The PE reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

6. Performance Standard

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the PE considers unsatisfactory.

7. Confidentiality

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the PE's business or operations without the prior written consent of the PE.

8. Ownership of Material

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the PE under the Contract shall belong to and remain the property of the PE. The Consultant may retain a copy of such documents and software.

9. Consultant Not to be Engaged in Certain Activities

The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

10. Insurance

The Consultant will be responsible for taking out any appropriate insurance coverage for their Personnel and equipments.

11. Assignment

The Consultant shall not assign this Contract or Subcontract any portion thereof it without the PE's prior written consent.

12. Law Governing Contract and Language

The Contract shall be governed by the laws of Islamic Republic of Pakistan or the Provincial Government and the language of the Contract shall be English.

13. Dispute Resolution

Any dispute arising out of this Contract, which cannot be amicably settled between the Parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act of 1940

Title:

Title: