

STANDARD FORM OF BIDDING DOCUMENTS
FOR
PROCUREMENT OF CONSULTANCY SERVICES

FEASIBILITY STUDY, DETAILED ENGINEERING
DESIGN OF GREATER WATER SUPPLY SCHEME
NASHPA BLOCK DISTRICT KARAK

Issued to: _____

SMALL DAMS DIVISION KOHAT

December, 2022

IRRIGATION DEPARTMENT KHYBER PAKHTUNKHWA

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



OFFICE OF THE DEPUTY DIRECTOR (PLANNING & CONSTRUCTION)

SMALL DAMS DIVISION, KOHAT

House No. 89, Sector No. 9, KDA Kohat, Phone & Fax: 0922-515453,

kohatsmaldams@gmail.com

REQUEST FOR PROPOSAL / HIRING OF CONSULTANCY FIRM

For

FEASIBILITY STUDY, DETAILED ENGINEERING DESIGN OF GREATER WATER SUPPLY SCHEME NASHPA BLOCK DISTRICT KARAK

Irrigation Department Khyber Pakhtunkhwa through its Small Dams Directorate intends to conduct feasibility study and subsequently detailed engineering design for Nashpa block to utilize the surface water down stream of Zaibi dam which will be stored in shape of Nashpa dam and subsequently be utilized for drinking purpose after proper treatment. Submission/preparation of PC-1/cost estimate and subsequently tender documents.

Bid document containing the scope of project and evaluation criteria can be downloaded from the websites of the Khyber Pakhtunkhwa Procurement Regulatory Authority: www.kppra.gov.pk and also from Irrigation Department www.irrigation.gkp.pk.

Last date for submission of proposal is January 13th, 2023 till 5:00 PM at above mentioned address. Proposals should be sealed and must be clearly marked "*Technical and Financial Proposal*". Other terms & conditions are mentioned in the bidding document.

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Preface

1. This document Standard Request for Proposals (SRFP) is to be used for various selection methods described in the KPPR 2014.
2. Before preparing an RFP, the Procuring Entity/ user must be familiar with the KPPR 2014, and Rule No 23 & 28.
3. Rule No 23 (c) shall be adopted for assignments of standard or routine nature where well-established practices and standards exist.
4. In case Rule No 23 (c) is not to be used, as the assignment is not an standard or routine nature, and standards and practices are not well-established, and procuring Entity choses other method of selection according to Rule No 23 (a), (b), (d), and (e), the reason shall be recorded in writing by the competent authority, and also sent to KPPRA with RFP.
5. The SRFP includes a standard Letter of Invitation, standard Instructions to Consultants, Terms of Reference, and a standard Form of Contract. The standard Instruction to Consultants and the Standard General Conditions of Contract may not be modified under any circumstances. However, the Data Sheet and the Special Conditions of Contract may be used to reflect Particular assignment conditions.

Section 1. Letter of Invitation

Section 1- Letter of Invitation

Letter of Invitation

*insert: Invitation/File No..... ;
[insert: Location and Date]*

[insert: Name and Address of Consultant]

Dear Mr./Ms.:

1. The Deputy Director Small Dams Division Kohat for and on behalf of Director General Small Dams (hereinafter called “Procuring Entity”) now invites proposals to provide the following consulting services: Feasibility Study, Detailed Engineering Design of Greater Water Supply Scheme NASHPA Block District Karak. More details on the services are provided in the Terms of Reference.

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

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

3. A firm will be selected under *[insert: Selection Method]* and procedures described in this RFP, in accordance with the KPPRA 2014.

4. 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

5. Please inform us in writing at the following address *[insert address]*, upon receipt:

(a) *that you received the Letter of Invitation; and*

(b) *Whether you will submit a proposal alone or in association.*

Yours sincerely,

[insert: Signature, name, and title of head of the department/ PE 's representative]

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)]

Definitions

- (a) “Procuring Entity (PE)” means the department with which the selected Consultant signs the Contract for the Services.
- (b) “Consultant” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals
- (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 pacific 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 exacted results and deliverables of the assignment.

Section 2. Information to Consultants - Data Sheet

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

3.1.1 Consultants are required to

Section 2. Information to Consultants - Data Sheet

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.

3.1.2 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

(iii) supervisions of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved.

Conflicting
Relationships

3.2 Government officials and civil servants may be hired as consultants only if:

- (i) They are on leave of absence without Pay;

Section 2. Information to Consultants - Data Sheet

- (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 KPPR 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

Section 2. Information to Consultants - Data Sheet

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.

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

Section 2. Information to Consultants - Data Sheet

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 expected 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

Section 2. Information to Consultants - Data Sheet

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 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. **Please refer TORs**

(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).

Section 2. Information to Consultants - Data Sheet

(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).

(vi) 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.

Section 2. Information to Consultants - Data Sheet

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

Section 2. Information to Consultants - Data Sheet

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

Section 2. Information to Consultants - Data Sheet

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.

19.5 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

Section 2. Information to Consultants - Data Sheet

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. 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.

24.2 After publishing of award of contract consultant required to submit a Performance security at the rate indicated in data sheet.

24.3 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.

Section 2. Information to Consultants - Data Sheet

Data Sheet

1.1	Name of the Assignment is: Feasibility Study, Detailed Engineering Design of Greater Water Supply Scheme NASHPA Block District Karak. The Name of the PE's official (s): Deputy Director, Small Dams Division Kohat Address: House No. 89, Sector No. 9, KDA Kohat, Phone &Fax: 0922-515453 Telephone: 0922-515453 Facsimile: E-mail: kohatsmalldams@gmail.com
1.2	The method of selection is: QCBS 80:20 The Edition of the Guidelines is:
1.3	Financial Proposal to be submitted together with Technical Proposal: Yes
1.4	The PE will provide any data available pertaining to the project:
1.5	The Proposal submission address is: As above Proposals must be submitted no later than the following date and time: As mentioned in the RFP and Addendum issued from this office
1.6	Expected date for commencement of consulting services, within 14 days after selection of the winning consultant <i>[Insert date]</i> at: <i>[Insert location]</i>
9.1	Proposals validity that shall not be more than 90 days
10.1	Clarifications may be requested not later than five days before the submission date. The address for requesting clarifications is: Facsimile: E-mail: as above
12	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.
6.1	Shortlisted Consultants may associate with other shortlisted Consultants: No

Section 2. Information to Consultants - Data Sheet

11.2	<p><i>[Select one of the following two sentences]</i> The estimated number of professional staff-months required for the assignment is: or: As per TORs</p> <p>available budget is:</p> <p><i>[In the case of Selection under a Fixed Budget (FBS), select the following sentence]</i> The Financial Proposal shall not exceed the available budget of:</p>
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Section 2. Information to Consultants - Data Sheet

15.1	Amounts Payable by the PE to the Consultant under the contract to be subject to local taxation, stamp duty and service charges, if applicable : _____															
6.3	Consultants to state local cost in the national currency (in case of ICB only): Yes___ No _____															
16.2	Consultant must submit the original and _1___ [<i>Insert number</i>] copies of the Technical Proposal, and the original of the Financial Proposal.															
13.1	<p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <table border="1" data-bbox="418 747 1390 1121"> <thead> <tr> <th data-bbox="418 747 509 821">S.No</th> <th data-bbox="509 747 1162 821">Description</th> <th data-bbox="1162 747 1390 821">Maximum Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="418 821 509 894">A</td> <td data-bbox="509 821 1162 894">Qualification & experience of technical key personnel</td> <td data-bbox="1162 821 1390 894">50</td> </tr> <tr> <td data-bbox="418 894 509 1005">B</td> <td data-bbox="509 894 1162 1005">Experience of firm in undertaking projects of dam & hydraulic structures of similar nature & complexity</td> <td data-bbox="1162 894 1390 1005">30</td> </tr> <tr> <td data-bbox="418 1005 509 1079">C</td> <td data-bbox="509 1005 1162 1079">Work Plan/Manning schedule approach & methodology</td> <td data-bbox="1162 1005 1390 1079">20</td> </tr> <tr> <td data-bbox="418 1079 509 1121"></td> <td data-bbox="509 1079 1162 1121">Total</td> <td data-bbox="1162 1079 1390 1121">100</td> </tr> </tbody> </table> <p style="text-align: right;">100 Points</p> <ul style="list-style-type: none"> • Passing marks in each category will be 60% <p>(i) Key professional staff qualifications and competence for the assignment: As per TOR guidelines. Following HR will be considered for evaluation purpose.</p> <ol style="list-style-type: none"> a) Project Manager b) Hydraulic Engineer c) Geo Technical Engineer d) Principal Surveyor <p style="text-align: right;">Total points for criterion (iii): [50]</p> <p>Detail of marking criteria given in the TORs</p>	S.No	Description	Maximum Marks	A	Qualification & experience of technical key personnel	50	B	Experience of firm in undertaking projects of dam & hydraulic structures of similar nature & complexity	30	C	Work Plan/Manning schedule approach & methodology	20		Total	100
S.No	Description	Maximum Marks														
A	Qualification & experience of technical key personnel	50														
B	Experience of firm in undertaking projects of dam & hydraulic structures of similar nature & complexity	30														
C	Work Plan/Manning schedule approach & methodology	20														
	Total	100														

Section 2. Information to Consultants - Data Sheet

S.No	Description	Marks	Criteria
1	Qualification	20	B.Sc. Eng. or M.Sc. (16 Years Education)=80%, MS or M.Phil.=90%, Ph.D.=100%
2	Languages	05	Pashto=2 (R W S) Urdu=1.5 (R W S) English=1.5 (R W S)
3	Experience	30	
	General Experience	10	Experience after completion of 16 years education (15 years of general experience will carry full marks)
	Relevant Experience	15	Experience of relevant discipline (10 years of relevant experience will carry full marks)
	Similar Projects	05	Full marks for 10 Projects
4	Experience of Local Environment	05	Khyber Pakhtunkhwa=03 Pakistan=02
	Total	60	Will be adjusted to 50

Experience of Firm

S.No	Description	Maximum Marks
1	Relevant/Specific Experience of Firm (Completed/In progress Dam Projects in last 10 Years)	18 Feasibility Study= 30% marks, Detailed Design= 40% Marks, Procurement= 10% Marks Construction supervision= 20% Marks Total= 100% Marks
2	General Experience of Firm (Any completed Project of Hydraulic Structures in last 10 Years)	12 Feasibility Study= 30% marks, Detailed Design= 40% Marks, Procurement= 10% Marks Construction supervision= 20% Marks Total= 100% Marks

¹ Consideration may also be given to the number of Pages submitted as compared to the number recommended under Para. 3.4 (c) (ii) of these Instructions.

Section 2. Information to Consultants - Data Sheet

	<p>Adequacy of the proposed methodology and work plan in responding to the Terms of Reference: a) Technical approach and methodology [8] b) Work plan [7] c) Organization and staffing [5] Total points for criterion : [20]</p>
20.1	Expected date and address for contract negotiations: As per RFP
24.2	Successful consultant is required to submit Performance security in form of Pay order, demand draft or bank guarantee (PE shall insert amount but not more than 10% of the contract amount).
5.1	Consultant undertake to sign Integrity Pact for the procurement estimated to exceed Pak Rs.2.5 million.

Section 3. Technical Proposal - Standard Forms

[Comments in brackets] provide guidance to the shortlisted Consultants for the preparation of their Technical Proposals; they should be deleted from the Technical Proposals to be submitted.]

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	21
Form TECH-2. Consultant's Organization and Experience	22
A - Consultant's Organization	22
B - Consultant's Experience	23
Form TECH-3. Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the PE	24
A - On the Terms of Reference	24
B - On Counterpart Staff and Facilities	25
Form TECH-4. Description of Approach, Methodology and Work Plan for Performing the Assignment	26
Form TECH-5. Team Composition and Task Assignments	27
Form TECH-6. Curriculum Vitae (CV) for Proposed Professional Staff	28
Form TECH-7. Staffing Schedule ¹	30
Form TECH-8. Work Schedule	31

Relevant forms To be filled inline with the TORs given at the end of the document.

Section 3. Technical Proposal - Standard Forms

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] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope^{1 2}.

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: _____

1 [In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: "We are hereby submitting our Proposal, which includes this Technical Proposal only."]

2 [Delete in case no association is foreseen.]

For FTP Only

Form TECH-2. Consultant's Organization and Experience

A - Consultant's Organization

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

B - Consultant's Experience (Follow TORs for support)

[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):
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:

For FTP Only

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.] The final decision to accept or reject rests with the Irrigation department.

Section 3. Technical Proposal - Standard Forms

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.] The final decision to accept or reject rests with the Irrigation department.

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.]

Section 3. Technical Proposal - Standard Forms

FORM TECH-5. TEAM COMPOSITION AND TASK ASSIGNMENTS

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

Section 3. Technical Proposal - Standard Forms

FORM TECH-6. CURRICULUM VITAE (CV) FOR PROPOSED
PROFESSIONAL STAFF (AS PER TOR)

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. _____ Ed
ucation [*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 significant training since degrees under 5 - Education were
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: _____

Section 3. Technical Proposal - Standard Forms

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

Section 3. Technical Proposal - Standard Forms

N°	Name of Staff	Staff input (in the form of a bar chart) ²													Total staff-month input		
		i	2	3	4	5	6	7	8	9	10	11	12	n	Home Field ³	Total	
Foreign																	
1		[Home]															
		[Field]															
2																	
3																	
n																	
													Subtotal				
Local																	
1		[Home]															
		[Field]															
2																	
n																	
													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

N ^o	Activity	Months ²												
		i	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
5														
n														

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.³

³ 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.

[The Appendix “Financial Negotiations - Breakdown of Remuneration Rates” is to be only used for financial negotiations when Quality-Based Selection, Selection Based on Qualifications, or Single-Source Selection method is adopted, according to the indications provided under Para. 6.3 of Section 2.]

Form FIN-1. Financial Proposal Submission Form	33
Form FIN-2. Summary of Costs	34
Form FIN-3. Breakdown of Costs by Activity ¹	35
Form FIN-4. Breakdown of Remuneration ¹	36
Form FIN-4. Breakdown of Remuneration ¹	38
Form FIN-5. Breakdown of Reimbursable Expenses ¹	39
Form FIN-5. Breakdown of Reimbursable Expenses	41
Appendix. Financial Negotiations - Breakdown of Remuneration Rates	42

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^{4 5}].

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' _____

4 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

5 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.”

Section 4 - Financial Proposal - Standard Forms

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.
- 2** 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.

Section 4 - Financial Proposal - Standard Forms

Group of Activities (Phase): ²	Description: ³			
Cost component	Costs			
	<i>[Indicate Foreign Currency # 1]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				

Section 4 - Financial Proposal - Standard Forms

FORM FIN-4. BREAKDOWN OF REMUNERATION¹

(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							
		[Home] \Field\					
							1
							1
Local Staff							
		[Home] \Field\					
						██	
						██	
			Total Costs				

- 3 Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5.**
- 4 Indicate separately staff-month rate and currency for home and field work.**
- 5 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.**
- 6 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.**

Section 4 - Financial Proposal - Standard Forms

FORM FIN-4. BREAKDOWN OF REMUNERATION¹

(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)
6789

Name ²	Position ³	Staff-month Rate ⁴
Foreign Staff		
		\Home 1
		\Field\
Local Staff		
		\Home 1
		\Field\

- 6 Form FIN-4 shall be filled in for the same Professional and Support Staff listed in Form TECH-7.
- 7 Professional Staff should be indicated individually; Support Staff should be indicated Per category (e.g.: draftsmen, clerical staff).
- 8 Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.
- 9 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	Unit Cost ³	Quantity	<i>[Indicate Foreign Currency # 1]</i>	<i>[Indicate Foreign Currency # 2]</i>	<i>[Indicate Foreign Currency # 3]</i>	<i>[Indicate Local Currency]</i> ⁴
	Per diem allowances	Day						
	International flights⁵	Trip						
	Miscellaneous travel expenses	Trip						
	Communication costs between <i>[Insert place] and [Insert place]</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 Personnel⁶							
Total Costs								

Section 4 - Financial Proposal - Standard Forms

- 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.

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:

$$\text{Leave cost as Percentage of salary} = \frac{i \text{ total days leave} \times 100}{[365 - w - ph - v - s]}$$

¹ 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, no 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

Section 4 - Financial Proposal - Standard Forms

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: _____

Title:

Section 4. Financial Proposal - Standard Forms

Consultant’s Representations Regarding Costs and Charges

(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 1
- 2. Expressed as Percentage of 4

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 professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals.
 - (d) “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.
 - (e) “Contract Price” means the price to be Paid for the Performance of the Services, in accordance with Clause 6;
 - (f) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.
 - (g) “Foreign Currency” means any currency other than the currency of the PE’s country.
 - (h) “GC” means these General Conditions of Contract.
 - (i) “Government” means the Government of Khyber Pakhtunkhwa.
 - (j) “Local Currency” means Pak Rupees.
 - (k) “Member” means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.
 - (l) “Party” means the PE or the Consultant, as the case may be, and “Parties” means both of them.

General Condition of Contract

- (m) "Personnel" means Persons hired by the Consultant or by any Sub Consultants and assigned to the Performance of the Services or any Part thereof.
- (n) "SC" means the Special Conditions of Contract by which the GC may be amended or supplemented.
- (o) "Services" means the consulting services to be performed by the Consultant pursuant to this Contract, as described in the Terms of References.
- (p) "Sub-Consultants" means any Person or entity to whom/which the Consultant subcontracts any Part of the Services.
- (q) "In writing" means communicated in written form with proof of receipt.

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.

General Condition of Contract

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.

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.

1.7 Authorized Representatives

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.

1.8 Taxes & Duties

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.

1.9 Fraud Corruption

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

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.

**3.1.1 Standard of
Performance**

**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.

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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.

- 3.8 Accounting, Inspection and Auditing** (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.

3.8.1 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

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sing 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,

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the first Payment shall be made against the provision by the Consultant of an advance Payment guarantee for the same amount, and

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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.

Special Condition of Contract

III. Special Conditions of Contract

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

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

{1.1} Khyber Pakhtunkhwa Public Procurement 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:

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{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. The Authorized Representatives are:

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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 SubConsultants 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,

Special Condition of Contract

provided that:

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- (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]*.

2.3 The time period shall be *[insert time period, e.g.: twelve months, eighteen months]*.

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.

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Note: Delete what is not applicable

{3.5(c)}

{The other actions are: *[insert actions]*.}

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

{3.7(b)}

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.”

6.1

Performance security shall not exceed 10% of contract amount

6.3

The amount in Pak Rupees or in foreign Currency *[insert amount]*.

Special Condition of Contract

6.5 The accounts are:

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 SPPR 2010 or through arbitration Act of 1940.in accordance with the following provisions:

Special Condition of Contract

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]

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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:

$$Rl = Rlo \times Ilo$$

where *Rl* is the adjusted remuneration, *Rlo* 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, *Ilo* 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 equipment's.
- 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

FOR THE PE

FOR THE CONSULTANT

Signed by

Signed by

Title:

Title:

- 1 Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and Payment (e.g.: the assignment is phased, and each phase has a different Payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.**
- 2 Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.**
- 3 Short description of the activities whose cost breakdown is provided in this Form.**
- 4 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2.**
- 5 For each currency, Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.**
- 1 Form FIN-4 shall be filled for each of the Forms FIN-3 provided.**
- 2 Professional Staff should be indicated individually; Support Staff should be indicated Per category (e.g.: draftsmen, clerical staff).**

**GOVERNMENT OF KHYBER PAKHTUNKHWA
IRRIGATION DEPARTMENT**



**TORs/Guidelines for submission of Proposal
For**

**FEASIBILITY STUDY, DETAILED ENGINEERING
DESIGN OF GREATER WATER SUPPLY SCHEME
NASHPA BLOCK DISTRICT KARAK**

SMALL DAMS DIVISION KOHAT

December, 2022

INFORMATION TO CONSULTANT

District Karak is one of the most deprived districts regarding drinking water availability. Almost 65% of underground water of District Karak is saline. In Nashpa block ground water potential either feeble or saline. The present population of Nashpa block consists of 11 villages and with population of about 19,000 persons. To resolve the issue of drinking water of the proposed area it is proposed to hire qualified and reputable consultants to submit technical and financial proposals for conducting feasibility study, detail design of the above project

The scope of work is to conduct feasibility study (Hydrology study, Geological study, Geotechnical investigation, topographic survey and environmental study), and subsequently detailed engineering design of Dam and its different components, different constituent of water supply scheme for Nashpa block to utilize the surface water down stream of Zaibi dam which will be stored in shape of Nashpa dam and subsequently be utilized for drinking purpose after proper treatment through treatment plant. In addition, detailed design of water supply components comprising sedimentation tank (of the required capacity) slow sand filters, staff quarter, supply main, distribution system and surface/overhead reservoirs of the required capacities at suitable places. Submission/preparation of PC-1/cost estimate and subsequently tender documents.

INSTRUCTION REGARDING SUBMISSION OF PROPOSALS

1. Two copies of the technical and one copy of financial proposals are required to be submitted. Proposal should be in a sealed envelope indicating original or copy on each enclosure, as appropriate.
2. The proposals shall be valid for a period of 90-days after the last date of submission, which is extendable on the expiry of above period through mutual agreement.
3. The technical and financial proposals of the consultants will be evaluated according to criteria for procurement of consultancy services of the Government of Khyber Pakhtunkhwa, applying weight-age formula of 80:20 for technical and financial proposals respectively.
4. Financial proposals are also required to be submitted along with the technical proposals in separate envelopes/covers and the financial proposal of "Technically Qualified" consulting firm will be considered and opened by competent forum in presence of the competitive firms representatives. The contract agreement will be governed by laws and regulations of the

Govt. of Khyber Pakhtunkhwa.

5. Any observation on the TOR and LOI must be brought into the notice of the department before last date of submission of the proposals. No objection will be entertained after the submission of Technical and Financial proposals.
6. The employer reserves the right for any addition alteration or amendment in the TOR of the Project.
7. Consultants shall be responsible for payment of all taxes in respect of personnel and other activities with no liability to the client.
8. Originally signed CVs of the proposed personnel having contact number and postal address along with availability certificate of the personnel for the Project shall be annexed in the Technical proposal.
9. The consultants shall quote the fee including detailed breakup cost and unit cost of all type of studies/investigations including review of previous studies, topographic surveys, Hydrological, Geological, Geo-technical, Environmental, Social and all other surveys, studies required for the assignment.
10. Payment for the personnel will be made as per actual time consumed on the Project but not in excess of the provision of man months made in the T.O.R. of consultancy.
11. Payment to the consultants for the survey and Geo-technical investigation and other investigation will be made as per actual work done at the site on the unit cost quoted by the consultant.
12. On the satisfactory performance of the services, the payment to the consultants shall be made as per actual inputs, while in case of incomplete assignment; the payment will be made for the work done in accordance with the breakup of the services submitted by the consultants.

Other Conditions: -

- 1) Security deposit and income tax will be deducted as per the prevailing Government rules.
- 2) The consultant shall establish Project Manager Office at relevant project sites.
- 3) Consultants shall appear in Project meetings and site visits and shall also make presentation if so directed by the department for which no TA/DA, boarding, lodging and claim for incidental charges etc, shall be entertained.
- 4) The consultant except with prior approval of the department shall not sublet the study or any part thereof.

- 5) In case the consultants without sound reasons fail to complete the assignments according to the time schedule, the consultants shall pay compensation and damages to the department equal to 1% of the consultancy fee per day to a maximum of 10%.
- 6) The consultancy charges shall be inclusive of all costs of topographic survey, subsurface investigations, geophysical surveys and construction materials investigations etc.
- 7) The consultants will provide undertaking for the effect that the key staff would not be employed on the other projects during the currency of this agreement. Any violation will liable the contract for termination.
- 8) If the consultant fails to complete any activity or part of activity the client reserve the right to execute the same at the consultant risk & cost.
- 9) If a project or part of project is dropped due to any reason, man months of the consultant key staff and logistics will be curtailed proportionally.
- 10) Unfeasible site will be replace through addendum with the same term and condition with same bid cost after approval of the client.

EVALUATION CRITERIA OF PROPOSALS

Proposals of the consultancy firms will be evaluated as under

S.No	Description	Maximum Marks
A	Qualification & experience of technical key personnel	50
B	Experience of firm in undertaking projects of dam & hydraulic structures of similar nature & complexity	30
C	Work Plan/Manning schedule & methodology	20
	Total	100

Note.

- Each page of the proposal must be numbered, sealed & signed by the owner of firm
- Passing marks in each category will be 60%
- Proposals must be stippled binded. Ring binding will not be considered.
- Client reserves the right to make any change in TORs & marking criteria which is commonly applicable to all proposals
- Any observation/clarification required should be brought in notice of the Client / Employer before submission of the proposal during clarification meeting.
- Proposals shall be submitted in two copies (Marked as Original & Copy)
- Any mis- statement or false information provided in the technical or financial proposal will

render the proposal as non-responsive and shall make the firm liable for punitive action under the relevant rules.

A. Qualification & Experience of Technical Key Personnel

ii. Marking criteria of Personnel

S.No	Description	Marks	Criteria
1	Qualification	20	B.Sc. Eng. or M.Sc. (16 Years Education)=80%, MS or M.Phil.=90%, Ph.D.=100%
2	Languages	05	Pashto=2 (R W S) Urdu=1.5 (R W S) English=1.5 (R W S)
3	Experience	30	
	General Experience	10	Experience after completion of 16 years education (15 years of general experience will carry full marks)
	Relevant Experience	15	Experience of relevant discipline (10 years of relevant experience will carry full marks)
	Similar Projects	05	Full marks for 02 Projects
4	Experience of Local Environment	05	Khyber Pakhtunkhwa=03 Pakistan=02
	Total	60	Will be adjusted to 50

iii. This proforma must be available on top of each CV in addition to the information to be provided as per standard format, Otherwise will not be considered.

1	2	3	4	5	6		
S#	Position	Proposed Personnel	Qualification	Knowledge of Languages	Experience		
					General	Relevant	Dam Projects
7	8	9					
Working Environment/Location	Cell No	Duration with firm					

Note.

- The proposals must contain salary details, last degree, PEC registration certificates of the key staff
- The Personnel & owner of the firm must sign each CV in Original.
- Personnel above the age of 70 will not be eligible.

B. EXPERIENCE OF FIRM.

S.No	Description	Maximum Marks
1	Relevant/Specific Experience of Firm (Completed/In progress Dam/Water Supply Projects in last 10 Years)	18 Feasibility Study= 30% marks, Detailed Design= 40% Marks, Procurement= 10% Marks Construction supervision= 20% Marks Total= 100% Marks
2	General Experience of Firm (Any completed Project of Hydraulic Structures in last 10 Years)	12 Feasibility Study= 30% marks, Detailed Design= 40% Marks, Procurement= 10% Marks Construction supervision= 20% Marks Total= 100% Marks

Note

- Five (05) Projects in each category will entitle the firm for full marks as per details stated below
- Consultancy Services of the Projects with cost less than Rs 300 million (Construction Cost) will not be considered.
- Award & completion documents must be available in support of projects claimed as experience
- Below proforma must be attached for any projects of S.No 1& 2 in addition to standard format.

1	2	3	4	5	6	7
S#	Name of Project	Location with Province & Country	Client	Address, Phone & Fax No of Client	Handled as: • Single Firm/ • Lead Firm/ : • Joint Venture Partner	Cost of Project
8	9	10		11		
Cost of Services	Scope of services • Feasibility • Detailed design • Procurement • Construction Supervision	Scope of Work				

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) Bylaws 1986 & registered with Khyber Pakhtunkhwa Revenue Authority

TERM OF REFERENCE (TORs)

A. FEASIBILITY STUDIES

1. Collection/evaluation of all available topographic, hydro-metro logical, geological, Geo-technical and agriculture data necessary for planning of the project.
2. Based on the existing data its review and site visit by the experts, preparation of a detailed review report showing finding/recommendations regarding the potential of the project. If the project is found having less or no potential, further studies shall be stopped and if the site is found potentially favorable for further studies , recommendations for Detail Design or otherwise shall be clearly made.
3. Collection/ Evaluation of topographic, chemical, biological Drinking water requirement data necessary for planning of the project.
4. Carry out detailed topographic survey for the dam, appurtenant structures, drinking water treatment plant and distribution networks at the scales and contour intervals as notified in the IMO or as directed by the client in addition to the survey carried out at Pre-feasibility stage, Reservoir area survey through cross-section at intervals suitable for capacity estimation. Installation of survey monuments along reservoir periphery , Irrigation system alignment, command area, approach road, relocated roads (if any) with establishment and fixing of temporary bend marks according to the standard Design and specification of

S.O.P at suitable intervals or as directed by the Engineer/Client.

5. Study of the catchment area sediment carrying potential, sedimentation in the reservoir and remedial Measures.
6. Carry out Hydrological studies, including water availability/accumulation, reservoir operation, floods/flood routing, Estimation of the maximum design flood estimation on 500 years and 1000 years return periods. The study also includes data collection, analysis, rainfall and runoff Gauges at appropriate places.
7. Detail geological mapping at the dam site, reservoir area and appurtenant structures.
8. Carry out detail sub-surface Geo-technical investigation at dam site and appurtenant structure, reservoir area, and distribution networks. The investigation shall include necessary drilling of bore holes with providing P.V.C pipes (core drilling) and collection of core samples excavation of test pits, trenches, collection of surface and sub-surface sampling and laboratory testing, complete in all respects as per Annex-I (Minimum requirements).
9. Identification of construction material suitability, transportation and loads etc.
10. Seismic risk evaluation to determine seismic design parameters for various project components.
11. Study for alignment of water distribution networks and proposal for its installation.
12. To study the possibility of providing irrigation water supply from the proposed dam through independent inlet/outlet/ water channel as per requirement for the command area.
13. To assess potential for Power Generation.
14. Detailed Chapter on Assessment of social implication of the project. To carry out environmental impact studies (Direct & Indirect employment, benefits income, health, sanitation, forestation etc). Recommended mitigation measures if any for the adverse impacts and proposed environmental management plan (EMP)/Resettlement Action Plan (RAP)
15. Including a comprehensive Chapter on the social aspect of the

acceptance/otherwise of the proposal for Small Dams by both the affectees and beneficiaries respectively.

16. To study the possibility of future raising of the dam and incorporation in the design criteria.
17. Prepare design criteria for various components of project
18. Feasibility level design of the dam, appurtenant structures, distribution network and water treatment plants.
19. Preparation of long section and x-section of Dam embankment, distribution network, Access/Relocate roads and its allied structures.
20. Determine capital cost, recurrent cost estimate of various components of the project using current MRS of Khyber Pakhtunkhwa with allowable premium.
21. Assess NPW & economic indicators (B/C Ratio and EIRR) including sensitivity analysis.
22. Preparation of construction Schedule and Cash Flows.
23. Assess managerial and staffing implications during construction and recurrent operational charges for all components of the project with indication of government agency in charge, also assessment of the employment opportunities during construction and after project completion.
24. Preparation of inception report.
25. Preparation of Draft Feasibility Report.
26. Preparation of Final Feasibility Report for individual project.
27. Preparation of Feasibility level PC-I Proforma for individual project in required number of copies.

C. DETAIL DESIGN

1. Carry out additional detail topographic survey for the detailed design of dam, appurtenant structures, reservoir area, distribution system and Access/Relocated roads at suitable scales for the project as per directions of the Engineer/Client.
2. Carry out additional sub-surface Geo-technical investigation if required and with approval of the client at dam site and appurtenant structure, reservoir area, and distribution network as per directions of the Engineer/Client. The investigation

will include necessary drilling of bore bores (core drilling) and collection of core samples excavation of test pits, trenches, collection of surface and sub-surface sampling field and laboratory testing. Complete in all respects as per Annex-I (Minimum Requirements).

3. Carry out detailed design of the Project components including dam, spillway, intake and outlet structures for drinking water supply, distribution network, intake structure for irrigation water supply (if any), Access/Relocated roads and buildings etc including future raising of dam and incorporation in the design criteria.
4. Application of Seismic impact in detailed Design of all the components of the Dam and System.
5. Prepare and submit draft design report, specifications, tender drawings and tender documents in required Nos. of copies.
6. Prepare and submit Final Design Report, specifications, tender drawings and tender documents in required Nos. of copies.
7. Revision of PC-I if cost of the project over runs beyond approved cost or if there is substantial changes in the scope or design , with or without any variation in the approved cost of work.
8. Prepare and submit construction drawings in required Nos. of copies.
9. Periodical review of the construction drawings due to Technical and site reasons as per requirement by the client.

COMPLETION TIME

Completion time will be six (06) months

Mode of Payment

Note: The mode of payment is tentative and is not to be considered as the cost of any activity but is progressive payment for the facilitation of consultant. Gap may occur during the execution of different stages.

A. Feasibility Study (40% of the total cost of consultancy, Completion Period 02 months)

- I. Upon Establishment of Project office. 15%

II.	Upon submission of review report.	15%
III.	Upon submission of Inception report.	20%
IV	Submission of draft feasibility report	25%
V.	Submission of final feasibility report and draft PC-I.	25%

B. Detail Design (60% of the total cost of consultancy, Completion Period 04 months)

I	Submission of draft design report, draft construction Drawing, draft tender documents and specifications.	30%
II.	Submission of final detail design report, construction Drawing, tender documents and specifications documents	30%
III.	Submission of Draft PC-I .	20%
IV.	Submission of final PC-I .	20%

REPORTING AND DOCUMENTATION

- a. Review report in five (05) copies.
- b. Preparation of an inception report (05) copies.
- c. Preparation of regular monthly progress report (10 copies), covering proposed modification, future actions as per client views.
- d. Preparation of draft feasibility study report (05 copies) of the project to enable client concurrence.
- e. Preparation of final feasibility study report (10 copies) of the project.
- f. Submission of draft design report, draft construction Drawing, draft tender documents and specifications. (05 copies)
- g. Submission of final detail design report, construction drawing, tender documents and specifications documents (05 copies)
- f. Preparation of draft PC-I Proforma (05 copies)
- g. Preparation of final PC-I Proforma (in required number) along with soft copy

PROFESSIONALS/ KEY PERSONNELS REQUIRMENTS

A. FOR FEASIBILITY STUDY.

S.No	Position	Man Months	Rate (Rs).	Amount
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1	Project Manager/Water Resource Engr.	2.0		
2	Hydrologist	2.0		
3	Hydraulic Engineer	2.0		
4	Mechanical Engineer	2.0		
5	Environmentalist	1.0		
6	Economist	1.0		
7	Geologist	2.0		
8	Sociologist	1.0		
9	Geotechnical Engineer	2.0		
10	Principle Surveyor	2.0		
Support Staff				
1	Auto cad Operator	4.0		
2	Computer Operator	4.0		
3	Peon Chowkidar (02 No)	4.0		
4	Driver (02 No)	4.0		
Total		16.0		

2	Direct Cost for Main Office, Field Office			
S.No	Description	Unit	Rate (Rs).	Amount
I	Project Office Peshawar			
1	Furnished Office Accommodation	2		
2	Electricity, Water & Gas Charges	2		
3	Office Supplies & Stationary	2		
4	Fax, Postage, Courier & Telephone Charges	2		
5	Transport Including running & Maintenance of vehicle	2		
	Sub-Total-I			
II	Site Office & Camp			
1	Furnished Office & Camp Accommodation	2		
2	Electricity, Water & Gas Charges	2		
3	Running & Maintenance of Office & Office equipment	2		
4	Office Supplies & Stationary	2		
5	Fax, Postage, Courier & Telephone Charges	2		
6	Topographic/ Contour Survey (For project Sites)	Lum Sum		
6	EPA Clearance Fees	Lum Sum		
	Sub-Total-II			

	Grand Total (I+II)	
	In Million	

Note; Payment of Geotechnical Investigation & Laboratory Tests (Annexure-I) will be made as per actual. Consultant should consider Annexure-I in financial Proposal. Otherwise bid will be rejected.

B. FOR DETAIL DESIGN

S.No	Position	Man Months	Rate (Rs).	Amount
1	Project Manager/Dam/Structure Engineer	4.0		
2	Hydrologist	2.0		
3	Hydraulic Engineer	2.0		
4	Mechanical Engineer	2.0		
5	Economist	2.0		
6	Geologist	2.0		
7	Seismic Specialist	2.0		
8	Geotechnical Engineer	2.0		
9	Principle Surveyor	4.0		
Support Staff				
1	Autocad Operator	4.0		
2	Computer Operator	4.0		
3	Peon Chowkidar (02 No)	8.0		
4	Driver (02 No)	8.0		
Total		24.0		

2	Direct Cost for Design Office, Field Office			
S.No	Description	Months	Rate (Rs).	Amount
I	Design Office			
1	Furnished Office Accommodation	4		
2	Electricity, Water & Gas Charges	4		
3	Office Supplies & Stationary	4		
4	Printing & Photocopying Charges	4		
5	Fax, Postage, Courier & Telephone Charges	4		
6	Transport Including running & Maintenance	4		
Sub-Total-I				
II	Site Office & Camp			
1	Furnished Office & Camp Accommodation	4		
2	Electricity, Water & Gas Charges	4		

3	Office Supplies & Stationary	4		
4	Fax, Postage, Courier & Telephone Charges	4		
5	Transport Including running & Maintenance & Driver	4		
	Sub-Total-II			
	Grand Total (I+II)			
	In Million			

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, man-month inputs for which are indicated above. The key personnel should possess the qualifications and experience as indicated against each position.

Project Manager/Team Leader

- ❖ Should have at least a Bachelor Degree in Civil Engineering from a recognized university. Additional qualification will carry extra marks
- ❖ Should be able to lead the team of consultations and assist Small Dams Organization in timely completion of the services with quality output.
- ❖ Overall experience should be 15-years with 5-years in design related activities and 05-years as Team Leader for the Projects.

Hydrologist

- ❖ Should have Master degree in Hydrology/WRE from recognized university.
- ❖ Post Master qualification in related discipline will be given additional weight age.
- ❖ He should have at least overall experience of 15-years with 05 years experience in exposure to the related activities.

Mechanical Engineer

- ❖ Should have Master degree in Mechanical from recognized university.
- ❖ Post Master qualification in related discipline will be given additional weight age.
- ❖ Should have at least overall experience of 15-years with 05-years experience in exposure to the design related activities.

Dam Specialist

- ❖ Should have Master degree in Dam Engineering/WRE from recognized university.

- ❖ Post Master qualification in related discipline will be given additional weight age.
- ❖ He should have at least overall experience of 15-years with 05-years experience in exposure to the design related activities.

Hydraulics Engineer

- ❖ Should have Master degree in Hydraulics from recognized university.
- ❖ Post Master qualification in related discipline will be given additional weight age.
- ❖ Should have at least overall experience of 15-years with 04-years experience in exposure to the design related activities.

Geo-tech Engineer

- ❖ He should have Master in Geo-tech Engineering from recognized university.
- ❖ Post Master qualification in related discipline will be given additional weight age.
- ❖ Should have at least overall experience of 15-years with 05-years experience in exposure to the design related activities.

Geologist

- ❖ Should have Master/M. Phil degree in Geology from recognized university.
- ❖ Post Master qualification in related discipline will be given additional weight age.
- ❖ Should have at least overall experience of 15-years with 5-years experience in exposure to the related activities.

Economist

- ❖ Should have Master/M. Phil degree in Economics or equivalent qualification in the field from recognized university.
- ❖ Post Master qualification in related discipline will be given additional weight age.
- ❖ Should have at least overall experience of 15-years with 05-years experience in exposure to the related activities.

Environmental Engineer/Environmentalist

- ❖ Should have Master degree in Environmental Engineering/ Environmental Sciences from recognized university.
- ❖ Post Master qualification in related discipline will be given additional weight age.

- ❖ Should have at least overall experience of 15-years with 05-years experience in exposure to the related activities.

Sociologist

- ❖ Should have Master degree in Sociology or equivalent qualification in the field from recognized university.
- ❖ Post Master qualification in related discipline will be given additional weight age.
- ❖ Should have at least overall experience of 15-years with 05-years experience to exposure to the related activities.

Principal Survey Engineer

- ❖ Should have at least a B.Sc degree in Civil Engineering from a recognized university.
- ❖ Should have at least 15-years with 05-years experience in exposure to the related projects.

Contract Specialist

- ❖ Should have a Bachelor Degree in Civil Engineering/Contract Management from a recognized university.
- ❖ Should have at least 15-years experience with at least 5-years experience in contracts and contract administration.

Seismic Specialist

- ❖ Should have at least 10-years experience with at least 5-years experience in relevant field.

I. DETAIL FOR (GEO-TECHNICAL INVESTIGATION)

1. DRILLING

Core drilling in all kind sub-surface formation, vertical and angle hole (at five locations).

- a. Abutments & Nullah Bed = 05 holes
- b. Spillway fall = 3 holes (crest, fall & exit)
- c. Upstream of main Dam axis in Nullah bed (300-500 meter u/s of the main center line of dam body).

NOTE:

All the bore holes shall be selected in consultation with the Engineer for the project. All kind of drilling activities/sub-surface investigations should be supervised by an experienced Geologist.

DRILLING MACHINE

Straight rotary rig (Portable)

HOLE DIA

N-Q size (76 mm inner dia)

CASING

Drilling through casing in overburden materials, using casing shoe bit (101 mm inner dia)

DRILLING DEPTH

- a. Both Abutments: - Height of dam.
- b. Nullah bed: - Up to top bed rock +5 meter penetration in bed rock or equal to Dam Height or at least 1-1/2 times the base width of Dam.
- c. Spillway: - At least 5 Meter penetration in bed rock.
- d. U/s of Dam body: At least 20 meter deep & if rock encountered at shallow depth then 6 meter penetration in bed rock.

DRILLING FLUID

Plain water is allowed whereas bentonite is not allowed as a drilling fluid however cement can be used as per site condition and as per instructions by the client.

FIELD TEST

- (a) At constant head (03-meters interval depth)
- (b) At falling head(03-meters interval depth)

Calculation of K Values

- ii. Water pressure test/LUGEON test at 03-meters interval.
- iii. Collection of UDS by Shelby/Denison/Pitcher sampler.
- iv. Standard penetration tests SPT using split spoon sampler.
- v. Assessment of %age core recovery.
- vi. RQD assessment.
- vii. Water samples collection.
- viii. Preservation of core samples in core boxes.
- ix. Preservation of soil samples in plastic jars.
- x. SPT, CPT or Denison test as per encountered sub-surface formation at 1-1.5 meters interval depth or as directed by the site Engineer/Geologist.

Preservation of rock core samples in core boxes, labeling packing and storage along with transportation of core boxes to core shed as directed by Engineer.

Transportation of selected rock core samples for testing to CMTL Laboratory WAPDA Lahore for the required test.

Taking of water samples from the bore hole and transportation to CMTL Laboratory WAPDA Lahore for chemical analysis.

Installation of 3-inch dia PVC pipe in line the drilled hole as a pizometer and or sounding purpose .

Excavation of test pits at 4-locations 6×6 feet up to maximum 15-feet deep below ground level or up to the bed rock/ground water, including back filling of pits to original ground level.

Collection of composite bulk samples from test pits including their labeling, packing, storage and transportation to testing Lab, CMTL, WAPDA Lahore.

Excavation of trenches 3-5 feet/up to bed rock and 10-feet long including back filling of the trenches to original ground condition.

Collection of disturbed samples from trenches including their labeling, packing, storage and transportation to testing lab, CMTL, WAPDA Lahore.

Providing photographs of core and core boxes.

GEOTECHNICAL INVESTIGATION (BILL OF QUANTITIES)

Sr.No	Description	Unit	Qty.	Rate (Rs)	Amount
A	FIELD INVESTIGATION				
A1	Mobilization and demobilization of drilling rig / geo-tech investigation machinery.	L.S/job	1		
A2	Drilling in soil / overburden through percussion boring with minimum bore dia of 12 inches (0-30m)	L.M	40		
A3	Drilling in soil / overburden through Straight rotary with minimum bore dia of 4 inches (0-30m)	L.M	40		
A4	Core Drilling in Rock with minimum of NX dia including preservation of core in core boxes and back filling of boreholes.				
	a) From 0 to 30m of depth	L.M	60		
	b) From 31 to 60m of depth	L.M			
	c) From 61 to 120m of depth	L.M			
A5	Inclined Core Drilling in overburden / Rock with required bore dia at any angle.	L.M	10		
A6	Collection of Rock Core samples from drill holes including their waxing, labeling, packing, storage & transportation to an approved laboratory	No	18		
A7	Performance of Standard Penetration Tests (SPTs) in boreholes along with collection of SPT samples at 1 m interval in general, or as transportation to an approved testing laboratory.	No	14		
A8	Collection of Undisturbed Samples (UDS) from boreholes, including their labeling, packing, storage & transportation to an approved laboratory.	No	5		
A9	Performance of Permeability tests in boreholes.	No	5		
A10	Performance of Water pressure tests with 3 to 5 m column in drilled holes	No	20		
A11	Excavation of test pits up to 3.0 m depth below ground level including back filling of pits to original condition.	L.M	25		
A12	Performance of in situ density tests in test pits by sand replacement method including sampling for moisture content determination, their labeling, packing,	No	8		

	storage & transportation to an approved laboratory.				
A13	Collection of Undisturbed Samples (Block Samples) from test pits, including their labeling, packing, storage & transportation to an approved laboratory.	No	5		
A14	Collection of composite bulk samples from test pits including their labeling, packing, storage & transportation to an approved laboratory.	No	15		
A15	Installation and development of Piezometers in drilled holes.	No	5		
Sub-Total A					

J. LABORATORY TESTING CONSTRUCTION MATERIAL STUDIES.

S.NO	DESCRIPTION	QTY	Rate (Rs)	Amount
1	Sieve Analysis/Gradation of coarse & fine Aggregates	15		
2	Flakiness and Elongation Index	8		
3	Atterberg Limits (LL, PL, PI)	8		
4	Specific Gravity wet and dry	6		
5	Sodium sulphate soundness test	6		
6	Los Angeles Abrasion Test (Coarse Aggregate)	6		
7	Un- confined compression and direct shear tests of clay samples	6		
8	Crushing Strength of rock and rip rap some samples	5		
9	Direct shear (rock and soil)	6		
10	Swell potential of soil samples	6		
11	Uniaxial Compressive strength test with Modulus of Elasticity	6		
12	Water Absorption test of coarse and fine aggregates	4		
13	Alkali Silica Reaction tests	4		
14	Organic impurity test	4		
15	Complete chemical analysis of water sample i/c TDC, CI, SO ₄ and pH	4		
16	Coefficient of permeability	4		
17	Abrasion test	4		

LABORATORY TESTING CONSTRUCTION MATERIAL STUDIES.

S.NO	DESCRIPTION	QTY	Rate (Rs)	Amount
1	Grain Size Analysis	8		
2	Hydrometer Analysis	8		
3	Atterberg Limits (LL, PL, PI)	5		
4	NMC	6		
5	Un- confined compression test	Dry condition	6	
		Saturated condition	6	
6	Unconsolidated Un-drained Traixial Test (UU0	4		
7	Consolidated Un-drained Test (CU)	4		
8	Consolidation Characteristics	4		
9	Swell Potential of Dam Core Materials	4		
10	Standard Proctor Compaction	4		
11	Modified Proctor Compaction	4		
12	Geo physical survey(refraction survey) parallel to Dam axis & at least 2 cross section at the valley floor perpendicular to Dam axis (300-500 meter in depth)	01		
13	Providing photographs of core & core boxes.	01		