

REQUEST FOR PROPOSAL (RFP)

PROCUREMENT OF SERVICES OF “DESIGN, SUPERVISION & MONITORING CONSULTANCY FIRM/ CONSORTIA FOR THE SCHEMES OF RURAL GROWTH CENTRE UNDER POVERTY REDUCTION STRATEGY- (CHACHRO DISTRICT THARPARKAR)”

The Project Management and Implementation Unit (PMIU) for Establishment of Rural Growth Centre (RGC) under Poverty Reduction Strategy (PRS), Planning & Development Department, Government of Sindh, to hire a Design, Supervision & Monitoring Consultancy firm/ consortia for the schemes of the establishment and Implementation of RGC in Tharparkar district.

Terms of Reference (TORs) of the assignment will include the following. The detailed TORs and scope of work are also included in the RFP document.

Design Component	Supervision & Monitoring Component
<ol style="list-style-type: none"> 1. Identification of potential sub-projects; 2. Feasibility Studies of sub-projects, if required; 3. Environmental and Social Safeguard Assessment; 4. Preparation of GIS Base map; 5. Surveys (Topography, Geotechnical, Hydrological & Water quality) 6. Preliminary Conceptual Designs; 7. Architectural/ Engineering/Urban Designs; 8. Construction drawings; 9. Preparation of bidding documents including tender documents/drawings, BoQs etc; 10. Preparation of PCIs of identified sub-projects; 11. Assist Client in prequalification and selection of Contractors. 	<ol style="list-style-type: none"> 1. Construction Supervision and Contract Management; 2. Engineering and Administration; 3. Quality of materials and Works; 4. Measurement and Payment; 5. As-built Drawings and Documentation; 6. Compliance of Environmental and Social (ES) Obligations.

Interested firms / consortia are requested to submit their Technical and Financial proposals on the prescribed RFP through EPADS. Manual bid will not be accepted. The RFP document may also be downloaded from following websites www.urbandirectorate.gos.pk and <http://www.pprasindh.gov.pk/>

A Bid Security of PKR 1,000,000/- in favor of the “Project Management and Implementation Unit (PMIU) for Establishment of Rural Growth Centre (RGC) under the Poverty Reduction Strategy (PRS)”, Planning & Development Department, Government of Sindh, must be submitted through EPADS as well as in hard copy at the address given below, no later than 2:00 p.m. on 11th December 2025. The tenders will be opened through EPADS at 2:30 p.m. on the same day. Please note that the selection of the firm/consortium will be carried out in accordance with SPPRA Rules 2010 (as amended to date).
Note:

(I)-In case the date of submission and opening of Proposals is declared as a public holiday by the Government due to any reason, the next official working day shall be considered to be the date of submission and opening of Proposals at the same time.

(II)-Pre-bid meeting will be held on 01st December, 2025 at 11:00 a.m. at the following address.

(III)-Quality and Cost Based Selection (QCBS) method will be adopted

Project Director,
Project Management and Implementation Unit (PMIU)-RGC, under PRS
Planning and Development Department, Govt. of Sindh.
Bungalow No. 37 E/2, P.E.C.H.S., Block 6, Karachi, Pakistan.
Phone No. 02199330207-09 Website: www.urbandirectorate.gos.pk email: info@urbandirectorate.gos.pk

No. (PMIU)/P&DD/06(02)2024/

Karachi, dated: 12th November, 2025

Project Management & Implementation Unit for Establishment of Rural Growth Centre under Poverty Reduction Strategy,
Planning & Development Department, Government of
Design, Supervision and Monitoring Consultancy firm/ Consortium of firms

Annual Procurement Plan 2025-26

S#	Item/Scheme Title	Quantity (where applicab le)	Estimate d Unit Cost (where applicab le)	Estimated Total Cost in Million	Funds Allocate d in Million	Source of Funds	Proposed Procuremen t Procedure	Tentative Time of Procurement				Remarks
								1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	
1	Hiring of Design, Supervision and Monitoring Consultancy Firm for package-II Tharparkar	N/A	N/A	73 M	Subject to the Budget Provisi on	Govt of Sindh	Single Stage - Two Envelope & QCBS method	-			-	Consultancy



(Syed Jawad Muzaffar)
Project Director
PMIU-PRS, P&DD Govt of Sindh



GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT

NOTIFICATION

NO: SO(ADMN-I) (P&D)12(97)2012 In pursuance of Rule 31 of SPPRA Rules, 2010 (Amended upto now), a Complaint Redressal Committee (CRC) to receive any grievance during the hiring of services consultant in respect of Project Management & Implementation Unit (PMIU), Poverty Reduction Strategy (PRS), Planning & Development Department, Government of Sindh for establishment of Rural Growth Centers (RGCs) in four Districts of Sindh i.e. Thatta, Badin, Tharparkar and Larkana is hereby constituted with following composition/TORs:-

01	Secretary (Planning), Planning & Development Department	Chairman
02	Representative of Accountant General, Sindh	Member
03	An Independent Professional from relevant field (To be nominated by Head of Procuring Agency)	Member

TERMS OF REFERENCES (TORs)

- The Complaint Redressal Committee (CRC) upon receiving a complaint from an aggrieved bidder may, if satisfied;
- Prohibit the Procurement Committee from acting or deciding in a manner, inconsistent with these rules and regulations;
- Annul in whole or in part, any unauthorized act or decision of the Procurement Committee; and
- Provided while re-issuing tender, the procuring agency may change the specifications and other contents of bidding documents, as deemed appropriate.
- Recommend to the Head of Department that the case be declared a mis-procurement if material violation of Act, Rules, Regulations, orders, instructions or any other law relating to public procurement has been established.
- Reverse any decision of the Procurement Committee or substitute its own decision for such a decision; Provided that the complaint Redressal committee shall not make any decision to award the contract.

**-NAJAM AHMED SHAH-
CHAIRMAN, P&D BOARD, SINDH**

NO: SO(ADMN-I) (P&D)12(97)2012

Karachi Dated 3rd October, 2024

A copy is forwarded for information and necessary action to:

- The Accountant General Sindh, Karachi.
- The Chairman/All Members of Committee.
- The Director General, Directorate of Urban Regional Policy & Strategic Planning, Planning & Development Department, Government of Sindh
- The Project Director, Project Management & Implementation Unit, Poverty Reduction Strategy (PRS), Planning & Development Department, Government of Sindh.
- S to Chairman P&D Board Sindh, Karachi..
- S to Secretary (Planning), P&D Board Sindh Karachi.

**(SAEED S. KEERIO)
SECTION OFFICER (ADMIN-I)
PH: 021-991211926**

Inward
1523
09-10-24 03:30 PM
Directorate of Urban, Regional Policy & Strategic Planning
P&D Department Govt of Sindh



**GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT**

NOTIFICATION

NO: SO(ADMN-I) (P&D)12(97)2012 In pursuance of Rule 67 (2) of SPPRA Rules, 2010 (Amended upto now), the Consultant Selection Committee for hiring the services of consultant in respect of Project Management & Implementation Unit (PMIU), Poverty Reduction Strategy (PRS), Planning & Development Department, Government of Sindh for establishment of Rural Growth Centers (RGCs) in four Districts of Sindh i.e. Thatta, Badin, Tharparkar and Larkana is hereby constituted with following composition/TORs:-

01	The Project Director, Project Management & Implementation Unit, Poverty Reduction Strategy (PRS), Planning & Development Department, Government of Sindh.	Chairman
02	Representative of Planning & Development Department, Government of Sindh (not below the rank of BS-18)	Member
03	Representative of Finance Department, Government of Sindh (not below the rank of BS-18)	Member
04	Representative of Works & Services Department or Public Health Engineering Department, Government of Sindh (not below the rank of BS-18)	Technical Member
04	Deputy Director PMIU/DURP&SP, GoS	Member /Secretary

TERMS OF REFERENCES (TORs)

- Approval of Request for Proposal before issuance;
- Shortlisting of consultants, responding to the Request for Expression of Interest, where applicable, in accordance with the criteria mentioned in Request for Expression of Interest;
- Evaluation of technical and financial proposal, according to the selection method and evaluation criteria, mentioned in the Request for Proposal;
- Finalization of recommendation based on evaluation as mentioned at sub-rule (3) above.

**-NAJAM AHMED SHAH-
CHAIRMAN, P&D BOARD, SINDH**

NO. SO(ADMN-I)(P&D)12(97)/12:

Karachi 3rd October, 2024

A copy is forwarded for information and necessary action to:

- The Secretary, Finance Department, Government of Sindh.
- The Secretary, Work & Services Department, Government of Sindh.
- The Secretary, Public Health Engineering & Rural Development Department, GoS
- The Director General, Directorate of Urban Regional Policy & Strategic Planning, Planning & Development Department, Government of Sindh
- The Chairman/All Members of Committee.
- The Deputy Secretary (Staff) to Chief Secretary Sindh
- P.S to Chairman P&D Board Sindh, Karachi.
- P.S to Secretary (Planning), P&D Board Sindh Karachi.

(SAEED S. KEERIO)
SECTION OFFICER (ADMIN-I)
PH: 021-991211926

Inward
Inward
1522
09-10-24 / 03:30 PM
Date
P&D Department
Government of Sindh



**Project Management & Implementation Unit
Rural Growth Centers under PRS
PLANNING & DEVELOPMENT DEPARTMENT
GOVERNMENT OF SINDH**



REQUEST FOR PROPOSALS (RFP)

FOR

**“HIRING OF DESIGN, SUPERVISION & MONITORING
CONSULTANCY FIRM FOR THE SCHEMES OF RURAL
GROWTH CENTRE UNDER POVERTY REDUCTION
STRATEGY OF PACKAGE 2 (CHACHRO IN DISTRICT
THARPARKAR)”**

November, 2025

FOREWORD

This Standard Request for Proposals is applicable to consultant assignments by the procuring agencies of Sindh province whose legal agreement makes reference to the Sindh Public Procurement Rules, 2010

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Introduction

Government of Sindh has notified Poverty Reduction Strategy (PRS) in 2018 with the support from European Union. The Directorate has been assigned the role of the Project Management and Implementation Unit (PMIU) for two key aspects of the PRS: addressing urban poverty and establishing Rural Growth Centers (RGCs) in four districts of Sindh namely Thatta, Badin, Tharparkar, and Larkano. The focus is on the Establishment & Implementation of Rural Growth Centers (RGCs).

The development of Rural Growth Centers (RGCs) in ‘**Chachro**’ is identified as proposed RGCs in district **Tharparkar** by the competent authority, the Chief Minister, Sindh.

The Project Management and Implementation Unit (PMIU), P&DD, Government of Sindh is publishing this Request for Proposal (RFP) document to invite Technical and Financial Proposals from the interested firms for “Hiring of Design & Supervision Consulting Firm for Rural Growth Centers ‘**Chachro**’ of district **Tharparkar** as **Package 2**, under Poverty Reduction Strategy for Sindh”.

The approved “Proposed Roadmap for Implementation of the Sindh Poverty Reduction Strategy” entails that for Strategy II “Addressing Urban Poverty” & Strategy III “Rural Growth Centers/ Service Hubs”, the Directorate of URPS will look after and manage its working processes.

Rural Growth Centers, or ‘Service Hubs’

- This strategy consists of a new approach in the way forward to address rural poverty and development. This involves identification of locational focal points or villages that can serve as a center for improved facilities and provision of services to the surrounding clusters of villages
- The intention is to consolidate services and facilities in these hubs, to provide growth and development opportunities.

Key Program Focus and Interventions

Sindh is characterized by many villages and small settlements dispersed across the province. It is a feature of rural poverty and the feudal agricultural economy. Providing opportunities for economic development and supporting the rural population with enhanced opportunities to improve their situation through gains in incomes and asset development, and a better quality of life through improved infrastructures and access to facilities and services, is very difficult.

The conceptual underpinnings of Strategy 3 – rural growth centers – include the following key points:

1. Identifying clusters of villages within specified proximity to each other & identifying a growth/service hub within the cluster where economic activities/resources and services can be

concentrated - to ensure opportunities for development, allow for economies of scale and improvement of services/facilities through consolidation.

2. The concept is essentially about ‘centralizing at a decentralized level’.
3. The growth centers will contribute to the creation of opportunities for raising household incomes by:
 - Providing the potential for savings on avoidable household expenditures, via improved access to services and facilities
 - Reducing transaction costs
 - Fiscal savings for the Government, through consolidation of services
4. Creation of a rural hub is a supply side development that is likely to have a catalytic effect on promotion of economic activities. Service delivery from such a hub is a demand side development expected to follow.
5. Sectors focused under Rural Growth Center (RGC) Establishment includes:
 - Village up-gradation plan includes internal drains, water supply & internal roads
 - High school for students from villages in the cluster (Education sector)
 - Vocational center and other community facilities, such as RSP Center (Education sector)
 - Rural Health Centre (Health sector)
 - Drinking water plants (Public Health sector).

The detailed Terms of Reference of the assignment are given in **section-5** of this RFP document.

A single local consulting firm / consortium of firms would be hired to perform the above-mentioned tasks. It is estimated that envisaged study of Designing will be completed in about 4 months’ time from the date of firm’s mobilization and 20 months for the supervision & monitoring of schemes.

Section 1. Letter of Invitation

Letter of Invitation

Dear Mr. /Ms.:

1. The Project Management and Implementation Unit (PMIU) for Establishment of Rural Growth Centre (RGC) under Poverty Reduction Strategy (PRS), Planning & Development Department, Government of Sindh (hereinafter called "Procuring Agency") now invites proposals to provide the following consulting services:

"Hiring of Design, Supervision & Monitoring Consultancy firm for the schemes of Rural Growth Centre (RGC) under Poverty Reduction Strategy (PRS) at 'Chachro' in district Tharparkar as Package 2"

The details on the services are in the Terms of Reference section of this RFP.

2. This Request for Proposal (RFP) has been addressed to the interested consulting firms / consortium of firms.
3. A firm / consortium will be selected under **Quality and Cost-Based Selection (QCBS) Method** and procedures described in this RFP, in accordance with the SPP Rules 2010.
4. The RFP includes the following documents:

Introduction

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

Yours sincerely,



Syed Jawad Muzaffar,

Project Director,

Project Management and Implementation Unit (PMIU)-RGC,

Planning and Development Department, Govt. of Sindh.

Section 2. Instructions to Consultants

Instructions to Consultants

Definitions

- (a) “Procuring Agency (PA)” 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 specific assignment conditions.
- (e) “Day” means calendar day including holiday.
- (f) “Government” means the Government of Sindh.
- (g) “Instructions to Consultants” (Section 2 of the RFP) means the document which provides shortlisted/Pre-qualified (as the case may be) 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 agency to the Consultant.
- (i) “Proposal” means the Technical Proposal and the Financial Proposal.
- (j) “RFP” means the Request For Proposal prepared by the procuring Agency 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 agency and the Consultant, and expected results and deliverables of the assignment.

2. Introduction

- 2.1 The Procuring Agency named in the Data Sheet will select a Consultant (from the short list prepared through Request for Expression of Interest or from list of qualified consultant prepared through prequalification process), in accordance with the method of selection specified in the Data Sheet.
- 2.2 The eligible Consultants (prequalified/shortlisted) 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 agency'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 Agency 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 Agency may provide facilities and inputs as specified in Data Sheet.

3. Conflict of Interest

- 3.1.1 Consultants are required to provide professional, objective, and impartial advice and holding the Procuring Agency 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 Agency, 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

agency 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 Agency.
- (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Procuring Agency's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision 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;
 - (ii) They are not being hired by the agency they were working for, six months prior to going on leave; and
 - (iv) 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 Agency follows the instructions contained in Sindh Public procurement Rules 2010 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 35 of SPPR2010, “The PA can interalia blacklist Bidders found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the SPPRA. Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard”.

- 5. Integrity Pact** Pursuant to Rule 89 of SPPR 2010 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.
- 6. Eligible Consultants**
- 6.1 If a pre-qualification process has been undertaken, as outlined under Rule 27 and 28 of SPPR2010 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.
- 6.3 National consultant in case of NCB (National Competitive bidding) and international consultant in case of ICB (International competitive Bidding) shall comply with applicable laws concerning Federal, Provincial & Local taxes and specific eligible parameters defined in the Data sheet, terms of reference ToRs; and consultant from eligible source countries (for ICB) as defined under the rules, laws statutes or relevant instructions of Federal/Provincial Government are eligible.
- 7. Eligibility of Sub-Consultants** A prequalified/shortlisted Consultant would not be allowed to associate with Consultants who have failed to qualify the pre- qualification/short listing process.
- 8. Only one Proposal** Prequalified/Shortlisted Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub-Consultant, including individual experts, to more than one proposal is not allowed.
- 9 Proposal Validity**
- 9.1 The Data Sheet indicates Proposals validity that shall not be more than 90 days in case of National Competitive Bidding (NCB) and 120 days in case of International competitive Bidding (ICB). During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Agency will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Agency 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

9.2 Consultants shall submit required bid security along with financial proposal defined in the data sheet.

10.1 Consultants may request for a clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within seven calendar days, provided they are received at least five calendar days prior to the date of opening of proposal. The procuring agency shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry. Should the PA deem it necessary to amend the RFP as a result of a clarification, it shall do so.

10.2 At any time before the submission of Proposals, the Procuring Agency may amend the RFP by issuing an addendum/corrigendum in writing. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Procuring Agency 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 Agency shall be written in English. However, it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of Islamic Republic of Pakistan.

13. Technical Proposal Format and Content

13.1 While preparing the Technical Proposal, consultants must give particular attention to the following:

- (i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy, as appropriate. The international consultants are encouraged to seek the participation of local consultants by entering into a joint venture with, or subcontracting part of the assignment to, national consultants.
- (ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the firm. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- (iv) Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under similar geographical condition.
- (v) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall be submitted for each position.

13.2 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

- (i) A brief description of the consultant organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.

- (ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the PA (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 _____ (PA may give number of years as per their requirement) years.
- (v) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).
- (vi) A detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment (Section 3D).
- (vii) Any additional information requested in the Data Sheet.

13.3 The Technical Proposal shall not include any financial information.

14. Financial Proposals

14.1 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (in the field and at the Consultants' office), and (b) reimbursable expenses indicated in the Data Sheet. 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,

16.1 Proposal shall contain no interlineations or overwriting.

**Receipt, and
Opening of
Proposals**

Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4. All pages of the original Technical and Financial Proposals will be initialed by an authorized representative of the Consultants (Individual Consultant). The authorization shall be in the form of a written power of attorney accompanying the Proposal

16.2 All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

16.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by name of the assignment, and with a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

16.4 The Proposals must be sent to the address indicated in the Data Sheet and received by the PA no later than the time and the date indicated in the Data Sheet, or any extension to this date. Any proposal received by the PA after the deadline for submission shall be dealt unopened.

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

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

**17. Proposal
Evaluation**

**18. Evaluation of
Technical Proposals**

18.1 Notwithstanding any method used pursuant to Rule 36 (a-d) of PPR 2010, 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:
(QCBS, Fixed-Budget, and Least-Cost Selection Methods
Only)**

- 18.2 After the technical evaluation is completed, the PA 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 In QCBS and Least Cost, Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants, and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.
- 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 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. However in least cost the technically qualified consultant with lowest proposed cost shall be selected.

19.4 In the case of Fixed-Budget and Quality Based Selection, the Procuring Agency 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 PA 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 PA 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 PA 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 PA 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

23.1 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the PA

staff/experts

expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the PA will require assurances that the Professional staff will be actually available. The PA 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 Agency shall award the Contract to the selected Consultant and within seven of the award of contract, Procuring Agency shall publish on the website of the Authority and on its own website, if such a website exists, the result of the bidding process, identifying the bid through procuring identifying number, if any and the following information, evaluation report, form of contract and letter of award, bill of quantity or schedule of requirement, as the case may be.
- 24.2 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.

26. Clarification of Proposals

No bidder shall be allowed to alter or modify his proposals after the expiry of deadline for the receipt of proposals.

- (i) Provided that Procuring agency may ask the bidders for clarifications needed to evaluate the proposals but shall not permit any bidder to change the substance of price of the proposal.
- (ii) Any request for clarification in the proposal, made by the procuring agency, shall invariably in writing. The response to such request shall also be in writing

Data Sheet

Clause Reference	
1.1	<p>Name of the Assignment: " Hiring of Design, Supervision & Monitoring Consultancy firm for the schemes of Rural Growth Centre (RGC) under Poverty Reduction Strategy (PRS) of Package 2 ('Chachro' in district Tharparkar)</p> <p>The Name of the PA's official (s):</p> <p><u>Project Director,</u> Project Management and Implementation Unit (PMIU) of RGC under Poverty Reduction Strategy (PRS), Planning & Development Department, Government of Sindh.</p> <p>Address: <u>Bungalow No. 37E/2, Block-6, P.E.C.H.S, Karachi.</u></p> <p>Telephone: <u>021-99330207-09</u> E-mail: <u>info@urbandirectorate.gos.pk</u></p>
1.2	<p>The method of selection is: Quality and Cost-Based Selection (QCBS)</p> <p>The weights given to the Technical and Financial proposals are: Technical (70%) Financial (30%).</p> <p>The Edition of the Guidelines is: <u>The Sindh Public Procurement Rules, 2010.</u> The procedure for opening of proposals will follow the principles of SPPRA Single Stage-two envelope procedure.</p>
1.3	<p>Financial Proposal to be submitted together with Technical Proposal on EPADS:</p> <p><u>Yes</u></p>
1.4	<p>The PA will provide the following inputs and facilities: <u>Dedicated staff for liaison & coordination.</u></p>

1.5	<p>Proposals must be submitted no later than 11th December, 2025 and till 2:00 PM on the prescribed RFP through EPADS. Manual bid will not be accepted. The RFP document may also be downloaded from following websites: www.urbandirectaorate.gos.pk http://www.pprasindh.gov.pk/</p> <p><u>Technical proposal shall be opened at 2:30 PM on same date i.e. 11th December 2025 on EPADS at the venue (Bungalow No. 37 E/2, Block-6, P.E.C.H.S, Karachi).</u></p>
1.6	<p>Expected date for commencement of consulting services for design: Within 15 days after signing of contract</p>
9.1	<p>Proposals validity shall not be more than 90 days in case of National Competitive Bidding (NCB) and 120 days in case of International competitive Bidding (ICB).</p>
9.2	<p>The consultants shall submit bid security of PKR 1,000,000/ along with financial proposal, in form of pay order / bank draft, and in favor of the “Project Management & Implementation unit (PMIU) for establishment of Rural Growth Centre (RGC) under Poverty Reduction Strategy (PRS), Planning & Development Department, Government of Sindh” till 2:00 PM on 11th December, 2025</p>
10.1	<p>Clarifications may be requested not later than <u>five</u> days before the submission date.</p> <p>The address for requesting clarifications is: <u>Office of the Project Director,</u> <u>Project Management and Implementation Unit (PMIU) of RGC under Poverty Reduction Strategy (PRS), Planning & Development Department, Government of Sindh.</u> <u>Bungalow No. 37 E/2, Block-6, P.E.C.H.S, Karachi.</u></p> <p>Telephone: <u>021-99330207-09</u> E-mail: <u>info@urbandirectaorate.gos.pk</u></p>
12	<p>The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency 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.</p>
6.1	<p>Not Applicable.</p>
11.2	<p>The estimated number of professional staff-months required for the design assignment of 4 months is: 22 <u>including person months of support staff.</u></p> <p>However, the estimated number of professional staff-months required for the supervision/monitoring assignment of 20 months is: 144 <u>including person months of support staff.</u></p>

13.1	The format of the Technical Proposal to be submitted is: <u>Full Technical Proposal</u>																											
13.2 (vii)	Training is specific component of this assignment <u>No.</u>																											
14.1	Reimbursable expenses: (Refer form Fin 5 for Reimbursable expenses)																											
15.1	Amounts payable by the PA to the Consultant under the contract to be subject to local taxation, stamp duty and service charges, if applicable <u>Yes</u>																											
16.2	Consultant must submit Technical Proposal and Financial Proposal on EPADS.																											
13.1	<p>The evaluation committee appointed by the Client shall carry out its evaluation. There are three essential elements for judging the capability of any firm to perform credibly on a given project. These are its previous experience on similar projects, its professional staff having the specific expertise to meet its obligations during the assignment & approach/methodology of consultant and its financial capability. The weight-age of the respective component shall be as under;</p> <table><tr><th>#</th><th>Component</th><th>Weightage</th></tr><tr><td>1</td><td>Experience on similar projects</td><td>20</td></tr><tr><td>2</td><td>Quality of Staff</td><td>60</td></tr><tr><td>3</td><td>Approach & Methodology</td><td>20</td></tr><tr><td></td><td>TOTAL</td><td>100</td></tr></table> <p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <p>Experience on similar Projects</p> <p>i. Similar Projects (Completed) 20 Marks</p> <p>Four (04) infrastructure design and supervision consultancy projects (Water , drainage and roads) , buildings & hospitals completed during last 10 years. The project consultancy cost must be more than <u>Rs. 60 million</u> to get the points. The consultancy cost which are less than Rs. 60 million will not be considered for points in this category. Attached completion certificates issued by the respective client.</p> <table><tr><th colspan="2">Similar Projects</th></tr><tr><th>Number of Similar & Relevant Projects</th><th>Weightage</th></tr><tr><td>1</td><td>25%</td></tr><tr><td>2</td><td>50%</td></tr><tr><td>3</td><td>75%</td></tr><tr><td>4</td><td>100%</td></tr></table>	#	Component	Weightage	1	Experience on similar projects	20	2	Quality of Staff	60	3	Approach & Methodology	20		TOTAL	100	Similar Projects		Number of Similar & Relevant Projects	Weightage	1	25%	2	50%	3	75%	4	100%
#	Component	Weightage																										
1	Experience on similar projects	20																										
2	Quality of Staff	60																										
3	Approach & Methodology	20																										
	TOTAL	100																										
Similar Projects																												
Number of Similar & Relevant Projects	Weightage																											
1	25%																											
2	50%																											
3	75%																											
4	100%																											

(ii) Key professional staff qualifications and competence for the assignment:

Design Component		
#	Key Staff	Marks
1	Lead Design Engineer (1)	10
2	Jr. Design Engineer (Civil) (1)	4
3	Jr. Design Engineer (MEP) (1)	4
4	Roads & Transportation Engineer (1)	8
5	GIS Specialist (1)	2
6	Environmental Specialist (1)	2
7	Procurement & Contract Management Specialist (1)	2
8	Sr. Surveyor (1)	4
9	Sr. Quantity Surveyor (1)	2
10	Support Staff (CAD Operators, Field workers, GIS Support staff) (6)	-
Supervision/Monitoring Component		
1	Chief Resident Engineer (1)	8
2	Assistant Resident Engineer (1)	6
3	site inspector Civil (1)	2
4	site inspector Electrical (1)	2
5	Site inspector Mechanical (1)	2
6	Instrument Engineer (1)	2
7	Quantity Surveyor (1)	-
8	Field Surveyor (1)	-
9	Lab Technician (1)	-
10	Computer Operator (1)	-
	Total	60

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:

- | | |
|--|------|
| 1) General qualifications
(Including registration with relevant professional bodies.) | 30% |
| 2) Adequacy for the assignment | 60% |
| 3) Experience in region and language | 10% |
| Total weight: | 100% |

ii. Adequacy of the proposed methodology and work plan in responding to the ToRs

	<p>Technical Approach and Methodology (10)</p> <p>Work Program (5)</p> <p>Staffing Schedule (5)</p> <p>The minimum technical score (St) required to pass is: <u>70</u> Points</p> <p>The Procedure of open competitive bidding will be single stage – two envelope.</p> <p>The type of contract will be Lump Sum Contract. Mode of Payment for Design stage will be deliverable based and for Supervision stage will be milestone based as given in section 6.5 of Form of Contract.</p> <p>In addition, the consultants will be required to submit the following, along with their technical proposal, for being “Eligible” for further evaluation process;(applicable to all associated firms in case of JV/consortia)</p> <ol style="list-style-type: none"> Average annual turnover (For the last three years duly certified) should not be less than PKR 100 million Affidavit that consultants have never been black listed; Firms’ Litigation History; Firms’ valid NTN, GST & SRB Registration Certificates. Firms’ Incorporation Certificates and Registration certificate with PEC Experts’ registration with relevant professional bodies Certificate that key professional staff for the proposed assignment will be available during the assignment
20.1	Expected date and address for contract negotiations: To be announced later.
24.2	Successful consultant is required to submit performance security in form of bank guarantee. The amount of performance security will be equivalent to 10% of the contract amount.
5.1	Consultant undertakes 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 13.1 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 13.2 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

Form TECH-1.	Technical Proposal Submission Form	25
Form TECH-2.	Consultant's Organization and Experience.....	26
A - Consultant's Organization		26
B - Consultant's Experience		27
Form TECH-3.	Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the PA	28
A - On the Terms of Reference		28
B - On Counterpart Staff and Facilities.....		29
Form TECH-4.	Description of Approach, Methodology and Work Plan for Performing the Assignment	30
Form TECH-5.	Team Composition and Task Assignments	31
Form TECH-6.	Curriculum Vitae (CV) for Proposed Professional Staff	32
Form TECH-7.	Staffing Schedule ¹	34
Form TECH-8.	Work Schedule.....	35

FORM TECH-1. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of PA]

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 envelope¹.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]²

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

[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 20 pages.]

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of PA:	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 PA

A - On the Terms of Reference

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

B - On Counterpart Staff and Facilities

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

FORM TECH-4. DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (maximum of 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 expected 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 PA), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

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

FORM TECH-5. TEAM COMPOSITION AND TASK ASSIGNMENTS

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task
Design Component				
Key Staff				
Supervision/Monitoring Component				
Key Staff				

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

1. **Proposed Position** *[only one candidate shall be nominated for each position]*: _____

2. **Name of Firm** *[Insert name of firm proposing the staff]*: _____

3. **Name of Staff** *[Insert full name]*: _____

4. **Date of Birth:** _____ **Nationality:** _____

5. **Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]*: _____

6. **Membership of Professional Associations:** _____

7. **Other Training** *[Indicate 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: _____

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

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 willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff] Date: _____
Day/Month/Year

Full name of authorized representative: _____

FORM TECH-7. STAFFING SCHEDULE¹

N ^o	Name of Staff	Staff input (in the form of a bar chart) ²													Total staff-month		
		1	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



Parttime

input

FORM TECH-8. WORK SCHEDULE

N°	Activity 1	Months												
		1	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 PA approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 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. 14 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	37
Form FIN-2. Summary of Costs.....	38
Form FIN-3. Breakdown of Costs by Activity ¹	39
Form FIN-4. Breakdown of Remuneration ¹	40
Form FIN-5. Breakdown of Reimbursable Expenses ¹	41

FORM FIN-1. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of PA]

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 figures¹].

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 below²:

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: _____

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

² If applicable, replace this paragraph with: “No commissions or gratuities have been or are to paid by us to agents relating to this Proposal and Contract execution.”

FORM FIN-2. SUMMARY OF COSTS

<i>Item</i>	<i>Indicate Local Currency</i>
Design Cost	
Supervision Cost	
Total Costs of Financial Proposal ¹	

1 Indicate the total costs including all applicable taxes.

FORM FIN-3. BREAKDOWN OF COSTS BY ACTIVITY¹

Group of Activities (Phase):	
Cost	[Indicate Local Currency]
Design Phase	
Remuneration ²	
Reimbursable Expenses ²	
Subtotals	
Supervision Phase	
Remuneration ²	
Reimbursable Expenses ²	
Subtotals	
Total	

1 Use the same columns and currencies of Form FIN-2.

2 For each currency, Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.

FORM FIN-4. BREAKDOWN OF REMUNERATION¹

Name ²	Position ³	Staff-month Rate ⁴	Total Man months	Total Remuneration
Design Phase				
	Lead Design Engineer			
	Jr Design Engineer (Civil)			
	Jr. Design Engineer (MEP)			
	Road & Transportation Engineer			
	GIS Specialist			
	Env. Specialist			
	Procurement & Contract Management Specialist			
	Sr. Surveyor			
	Sr. Quantity Surveyor			
	Support staff (CAD operator, Field workers, GIS support staff) (6)			
Supervision Phase				
	Chief Resident Engineer			
	Ass. Resident Engineer			
	Site Inspector Civil			
	Site Inspector Electrical mechanical			
	Site Inspector mechanical			
	Instrument Engineer			
	Field Surveyor			
	Quantity Surveyor			
	Lab Technician			
	Computer Operator			

- 1 Form FIN-4 shall be filled in for the same Professional and Support Staff listed in Form TECH-7. For man month refer section # 14 of ToR
- 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of the 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.

N°	Description	Unit	Unit Cost
	Design Phase		
	Topographic survey	Lump-sum	
	Soil investigation	Lump-sum	
	Water quality testing	Lump-sum	
	Hydrology & hydrologic study report	Lump-sum	
	Drafting, reproduction of reports	Lump-sum	
	Travelling of staff and per diem	88 No.	
	Supervision Phase		
	Travelling of staff and per diem	to be provided by Contractor	
	Establishment of Site office for 20 months	to be provided by Contractor	

1 Indicate unit cost and currency (PKR).

Section 5. Terms of Reference

1. SCOPE OF SERVICES

The overall scope of services comprises of 2 components:

Component-1 includes Design Services

Component-2 includes Supervision & Monitoring Services

Component 1: The overall scope of services comprises of **design component** which includes but not necessarily be limited to the following:

1. Identification of potential sub-projects;
2. Feasibility Studies of sub-projects, if required;
3. Environmental and Social Safeguard Assessment;
4. Surveys (Topography, Geotechnical, Hydrological & Water quality) Report;
5. Preparation of GIS Base map;
6. Preliminary Conceptual Designs;
7. Architectural/ Engineering/Urban Designs;
8. Detailed Design Reports & Construction drawings of each scheme;
9. Preparation of PCIs of identified sub-projects;
10. Preparation of bidding documents including tender documents/drawings, technical specifications, method of statements, BoQs, engineering estimates etc;
11. Assist Client in prequalification and selection of Contractors

The design should be such that it allows completion of the Project within the completion period. Consultants are advised not to waste space, time, money etc. and not design something that shall be hit by lack of construction expertise in Pakistan.

1. Identification of potential sub-projects:

The consultants will identify sub-projects through need assessment and stakeholder consultation at the concerned district level. The activities cover but not limited to the following;

- Identify potential beneficiaries with a particular focus on vulnerable groups; women and youth. Where possible, detailed data such as number of beneficiaries, social characteristics, gender segregated data should be collected.
- Gather relevant data and information of infrastructure, including existing facilities, resources, and services, as well as the needs and demands of the target population.
- Identify key stakeholders that can include clients, concerned administrative departments, district administration, public representatives and local academia, community organizations and NGOs, etc.
- Develop necessary materials for the consultation process including need assessment reports.
- Conduct stakeholder consultation process and schedule meetings and workshops as required. Take detailed notes or record the stakeholder consultations.

- Prioritize Potential Sub-Projects: Evaluate the potential sub-projects and prioritize the sub-projects on the basis of stakeholders' feedback, need assessment.
- The proposed intervention/ sub-projects shall include, but not limited to:

WASH Sector	WASH sector i.e. water supply networks, sewage and stormwater systems, and water & wastewater treatment plants.
Minor Roads and Streets	Minor roads, streets, traffic intersections, junctions, roundabouts, pavements and sidewalks, pedestrian paths, lighting, street furniture, and landscaping.
Social Sector buildings	Education buildings, medical facilities (hospitals, BHUs, RHCs), Public libraries, community centers, municipal markets, public toilets, etc (Consultant will only have to assist in drawings of any intervention if needed)

2. Feasibility Studies of sub-projects:

- The consultant will carry out feasibility studies of sub-projects to determine the viability and practicality of implementing specific interventions.
- It includes evaluating technical, financial, environmental, and social aspects to identify potential risks, benefits, and constraints associated with the proposed sub-projects.
- Feasibility studies will enable client/ decision-makers to make judgments on whether to proceed with the sub-projects.
- The Consultant will also test the available water sources in the town and provide a justified recommendation on the most suitable potable water supply option for the town's residents.
- For any waste water treatment plant if proposed, then their justification should be provided with detailed online sampling and testing.

3. Environmental and Social Safeguard Assessment:

- As per Sindh Environmental Protection Agency (Environmental Assessment) Regulations, 2021, following criteria for the environmental compliance of each project according to its nature and size has to be followed:
- Environmental Screening: A proponent of a project falling in any category listed in Schedule-I shall file environmental Screening checklist with the Agency and the provisions of section 17 shall apply to such projects.
- Initial Environmental Examination (IEE): A proponent of a project falling in any category listed in Schedule-II shall file an IEE with the Agency, and the provisions of section 17 shall apply to such projects.
- Environmental Impact Assessment (EIA): A proponent of a project falling in any category listed in Schedule-III shall file an EIA with the Agency, and the provisions of section 17 shall apply to such projects.
- A project not falling in any category listed in Schedules-I, II and III shall not be required to file an EC,

4. Preparation of PCIs of identified sub-projects:

- The consultant will prepare PC-Is of identified sub-projects including its objectives, scope, deliverables, timeline, and estimated budget.
- Also describe the potential impact of each sub-project, including its benefits, risks, and sustainability considerations.
- The PCI document should be comprehensive, providing a clear understanding of each identified sub-project and its significance within the broader infrastructure development context.

5. Preparation of Topographic Survey & GIS Base map:

- Conduct Geo-technical investigations (including soil testing, bearing capacity, sub-surface profiling) and hydrological assessment of the groundwater table to determine soil stability, groundwater depth, seasonal variations, and potential risks for proposed infrastructure interventions.
- Use GPS, GNSS, or total stations to capture precise data points for terrain and elevation.
- Conduct measurements at regular intervals and key features to ensure comprehensive coverage.
- Use aerial data to capture extensive coverage of the RGC, especially for inaccessible areas.
- The Consultant shall conduct a land survey, assessment of public spaces, and data collection for the purpose of producing accurate base maps for the purpose of architectural/ engineering/ urban design for the proposed sub-projects.
- The consultants will prepare GIS base maps for identified sub-projects on high resolution (preferably 0.6meter) satellite imagery of area of interest.
- The consultant will also gather relevant data such as topographic maps, aerial imagery, and existing infrastructure data.
- The base maps shall capture key information including, but not limited to the following:
 - (i) public-private boundaries (e.g. road reservation, boundary lines between public and privately owned buildings, park boundaries etc.);
 - ii) pedestrian crossings, curb lines to demarcate between pedestrian sidewalks and road, as well as areas dedicated for parking;
 - (iii) building lines, footprints and height;
 - (iv) existing street fixtures (e.g. lighting posts, electrical boxes, street furniture, mature trees etc.);
 - (v) underground/on-ground services (e.g. sewerage, water, electricity, etc.)The base map may identify the baseline of social, economic, and physical connection of the area including no. of beneficiaries of any proposed intervention,
- Then, digitize and geo reference these data using GIS software.
- The consultants will also collect additional data specific to each sub-project, such as land use, transportation networks, utility infrastructure, etc, and integrate this data into the base maps to create detailed layers and attribute information.
- Also, validate and update the maps through field surveys and stakeholder feedback to ensure accuracy and usability for the infrastructure development projects.

6. Preliminary Conceptual Designs:

- The consultant will prepare conceptual designs of identified sub-projects based on the specific needs and objectives of each sub-project.
- Thorough research and analysis should be conducted by the consultants to gather relevant data and information, such as site conditions, environmental factors, technical considerations, etc.
- Employ advanced design tools and software to create 2D and 3D models, allowing for visualization and evaluation of the proposed designs.
- Feedback sessions will also be carried out by the consultants to aid in refining the conceptual designs.
- Preliminary designs should include the documents i.e. drawings, diagrams, rough cost estimates, and explanatory notes, to provide a clear visual representation and description of the proposed sub-projects.

7. Architectural/ Engineering/Urban Designs (Detailed Design);

- The consultant will prepare the architectural and engineering design of the proposed sub-projects based on a thorough analysis of the project requirements, including site conditions and budget.
- This will provide a clear understanding of the project's scope and constraints.
- Gather relevant data and conduct site surveys to assess the existing infrastructure, environmental factors, and any regulatory considerations.
- Carry out topographic surveys, including horizontal and vertical alignment and cross sections, establishment of horizontal control points, benchmarks and permanent reference beacons as required for detailed Engineering design to enable construction quantities to be calculated to the accuracy of (+) (-) 10 %.
- Assess/ quantify potential problems that are related to the land acquisition, cutting of trees, relocation of utilities etc and should be addressed before construction contracts are awarded.
- Investigate the suitability of locally available construction material and where necessary, locate new queries and borrow pits and assess the quantity of material and hauling distance.
- In case of sub-project being road construction/ rehabilitation, the consultant will examine materials found along the road alignments, taken at suitable intervals.
- Conducting subsoil investigations and collecting necessary environmental and social baseline information required for the impact analysis for final sites of sub-projects.
- Utilize advanced design software and technologies to prepare detailed architectural plans, engineering drawings, and urban layouts.
- Produce comprehensive design documentation, including technical drawings, specifications, bill of quantities, and engineering estimates.

8. Preparation of bidding documents including tender documents/drawings, etc:

- The consultant will prepare bidding/ tender documents, drawings, specifications, bill of quantities and technical details of proposed sub-projects.

- Ensure that these documents are comprehensive and accurately reflect the sub-project's needs.
- The consultants will develop a clear and concise bid package that outlines the project scope, evaluation criteria, and submission guidelines as per SPPRA Rules.
- Ensure that the bidding documents are reviewed and approved by all relevant stakeholders, and make them available to potential bidders through a transparent and fair process.
- Preparation of Tender Documents along with Engineer's Cost Estimate. Tender Documents include Instruction to Tender, Condition of Contract, Tender Drawings, Bill of Quantities, Technical Specifications & Appendices etc.
- Conduct pre-bid meeting with the potential bidders, issue meeting minutes and addendum along with clarifications of Bidding Documents • Participation as member in Tender Opening Committee Meeting • Evaluation of bids after tendering process and submission of bids evaluation report to NBP within Fifteen days • Preparation of working/construction drawings for issuance to successful bidder for execution of works • Providing revised amended drawings as per site requirement as and when required till the completion of project

9. Assist Client in prequalification and selection of Contractors:

- The consultant will assist and guide the client in prequalification and selection of contracts for proposed sub-projects.
- Ensure that they meet the necessary qualifications, experience, and capabilities.
- This includes conducting comprehensive assessments of contractors' technical expertise, financial stability, past performance, and compliance with relevant regulations.
- By providing valuable insights and recommendations to enable the client to make decisions and select contractors who are best suited to successfully deliver the proposed sub-projects.

10. Design Deliverables:

During the performance of the services laid down, the consultant shall submit the deliverables to the Client for review and then finalize as per the input received. The Table below indicates the description, numbers, and time frame requirements for submission of reports, the payment will be made on satisfactory submission of each deliverable after the approval of client, the breakdown of payment will be made on the total design fee including remuneration and reimbursable cost.

Component- (Duration: 04 months)

	Deliverables	Format/Documents	Estimated duration
1.	Inception Report		10 days after the Commencement

2.	Identification of potential sub-projects	3 printed reports in A4, maps in A3/A1 size. A PowerPoint presentation. Electronic copy (in editable and non-editable format) of all reports, maps and related GIS and CAD files.	1 month after the mobilization of Consultants
3.	Feasibility Studies of sub-projects		2 months after the mobilization of consultants
4.	Environmental and Social Impact Assessment		
5.	Preparation of bidding documents including tender documents/drawings BOQ, etc;		3 months after the mobilization of Consultants
6.	Preparation of GIS Base map & Survey (Topography, Geotechnical, Hydrological & Water quality) Report;		3 months after the mobilization of Consultants
7.	Preliminary Conceptual Designs;		3 months after the mobilization of Consultants
8.	Architectural/ Engineering/Urban Designs;		3.0 months after the mobilization of Consultants
9.	Preparation of PCIs of identified sub-projects;		4.0 months after the mobilization of Consultants
10.	Assist Client in prequalification and selection of Contractors;		
11	Issue construction drawings to selective contractor for construction		

Note:

- i. The consultancy firm shall prepare the PC-1 document following the latest government-approved standards.
- ii. The consultancy firm will draft the contract conditions, tender conditions, and all necessary tender documentation to meet the standards suitable for national competitive bidding, in accordance with SPPRA rules and standards.
- iii. The PMIU will handle the bidding process for the construction contract. However, the consultant will assist the PMIU as needed during the bidding process by addressing questions and concerns from potential bidders and helping evaluate the proposals submitted by contractors.
- iv. Upon completion of the design phase, the procuring agency reserves the right to assess the performance of the design consultancy firm up to that point.

Component-2:

11. Construction Supervision/Monitoring and Contract Management:

Depending on the construction of sub-projects developed under component-I, of project implementation, the scope of construction supervision and contract management services may consist of different construction contracts/packages. The Supervision Consultant, however, shall supervise the works of all construction contracts/packages under one consultancy services package. The Consultant's Team shall liaise and coordinate with concerned authorities and shall be familiar with relevant local government laws and regulations

11.1 The objectives of the consultancy services under this phase are:

- Proper management of projects including field measurements and quality assurance work.
- Comprehensive supervision of project implementation activities carried out by the contractors to ensure complete compliance with the drawings, technical specifications, ESMP and various stipulations contained in the Contract Documents.
- Efficient construction supervision by personnel who are experienced in the modern methods of construction supervision and contract management.
- Ensure high standards of quality assurance in the supervision/execution of work.
- Ensure completion of the works within the stipulated period and/or identify ahead of time impediments to this effect.

11.2 The main features of Contract Management Framework (CMF) envisaged for the execution of the proposed construction of works are:

- For administration of the contract under the project, the PMIU will be the Employer. The Employer will have a project management implementation unit (PMIU), which are the in-charge of the works. The PMIU shall be headed by the Project Director, who is assisted by appropriate professional and support staff.
- The Consultant shall nominate a Representative who shall be called the Team Leader and will act as the 'Chief Resident Engineer' (CRE). The Chief Resident Engineer shall have a team of experienced professional and support staff for the execution of the Consultancy Service under the Contract.
- The supervision Consultant will make the necessary measurements and control the quality of works. While the supervision Consultant shall make all Engineering, decisions required during the implementation of the Contract in accordance with the contract conditions

11.3 The scope of Consulting Services for construction supervision phase in accordance with the provision under civil works contract(s) shall include but not necessarily be limited to the following:

11.3.1 Engineering and Administration:

- i. Assist Employer in contract administration and management of the civil work contract(s).
- ii. Act as 'Project Manager' for the purpose of civil works contract(s).
- iii. Interpretation of the Technical Specifications and Contract Documents.
- iv. Scrutinize and approve the Contractors' detailed work programme, suggest modifications if any, after a careful study keeping in view the overall interest of the project. After having approval, the same will be issued to the Contractor for implementation with copy to the Employer.
- v. Scrutinize and/ or review Contractor's superintendence, personnel and suggest modifications, if any.
- vi. Initiate advance actions for handing over of site and / or issue of drawings, and / or advise Employer.
- vii. Scrutinize the Construction Methods proposed by the Contractor for carrying out the works to ensure that these are satisfactory with particular reference to the technical requirements, project implementation schedule and environmental aspects as well as safety of works, personnel and the general public.

- viii. The Project Manager is to approve the working drawings/detailed drawings prepared earlier under design phase or by the Contractor or any other agency and also setting out data and issue the same to the contractor.
- ix. Liaison and co-ordination through client with the local authorities for shifting of utilities, wherever required.
- x. Certify 'As constructed' drawings for each component of the works finished by the Contractor.
- xi. Review and ensure conformity of Contractor's securities in approved formats.
- xii. Maintain a day-to-day diary recording all events to the works.
- xiii. **Design Modifications and Issuance of Revised Drawings: The consultant shall be responsible for making any necessary modifications or alterations to the design during the construction period to address unforeseen site conditions or specific construction requirements. This includes preparing, issuing, and obtaining approvals for revised drawings and specifications to ensure the design aligns with project needs and complies with all regulatory standards. The consultant is expected to respond promptly to any design modifications required during construction to avoid delays and ensure seamless project execution.**

11.3.2 Construction Supervision:

- i. Carry out detailed checking and verification of the setting-out data for the work including lines, levels and layout to ensure conformity with the working drawings.
- ii. Carry out inspection of the contractor's equipment, machinery, installations, housing and medical and mandatory facilities etc. And ensure that they are adequate and are in accordance with the terms and conditions of the contract.
- iii. Direct the Contractor to carry out all such works to do such things as may be necessary to avoid or to reduce the risk in case of any emergency affecting the safety of life or to reduce the risk in case of any emergency affecting the safety of life or of the adjoin property and advise the Employer as soon thereafter as is reasonably practicable.
- iv. Inspect Works on substantial Completion before taking over and indicate the Employer any outstanding work to be carried out by the contractor during the defect notification period.
- v. Supervise the contract in all matters concerning safety and care of the work with strict compliance of Environmental and Social Management Plan.

11.3.3 Quality of materials and Works:

- i. Evolve and implementing a system for the quality assurance of the works. The systems of control of quality of materials and completed works shall also include sampling methods and criteria and accepting and acceptance criteria. The sampling methods and the acceptance criteria shall be based on statistical methods and the recommendations of the relevant codes, standards and international practices. Any other aspects for proper quality control shall be finalized and executed accordingly.
- ii. Inspect the performance of works with regard to workmanship and compliance with the specifications, order / supervise/ perform tests on materials and / or work and approve / disapprove the Contractor's plant and equipment.
- iii. Review and approve the test results/certificates of all construction materials and / or sources of materials

and carry out additional tests as necessary to establish their quality.

- iv. Associate with the work tests being carried out by the contractor and undertake additional tests as necessary to assess the quality of works.
- v. Carry out technical supervision of the works to ensure their quality and conformity with the standards and specifications as per contract. In addition to assessing and checking the laboratory and field tests carried out by the Contractor, the Consultants shall carry out independent tests as necessary to establish their quality.
- vi. In the event any material or item of works is found to be substandard and unacceptable, the Consultant shall initiate actions so that such cases do not recur.
- vii. Maintain a permanent record of all measurements for the work quantities to be paid for and the results of all tests carried out for monitoring the quality of works.

11.3.4 Measurement and Payment:

- i. Take field measurements of all items of work and of quantities of materials incorporated in the work and maintain up-to-date books containing such computations or other information concerning the use of construction materials, properly segregated into sections of construction.
- ii. Maintain up-to-date records of remaining quantities to be incorporated into the work and monitor the expected project cost based on the remaining quantities. General records of all labour and specified materials used in the works, including copies of orders, delivery notes, and invoices for such materials, and details of wage rates paid by the contractor shall be maintained.
- iii. Prepare a schedule for placing the orders for specified materials, in consultation with the contractor, to minimize the financial effects of escalation in the price of those materials.
- iv. Processing and certification of Interim and Final payment certificates
- v. Furnish the certificate to the Employer that the items included in the Contractor's bills satisfy the required quality of work and are acceptable with regard to the standards and specifications prescribed in the Contract.
- vi. Check and certify all requests for payments, all monthly bills, interim bills, and final bills of the Contractor.
- vii. Scrutinize and advise the Employer upon the claims raised by the Contractor, if any.
- viii. To perform repeat tests or check measurements, if directed by the Employer. These repeat tests or measurements may be conducted in the presence of the Employer or his representatives as may be directed.
- ix. In case of conflicts, perform tests or measurements of any or all of the items in the presence of the Employer.

11.3.5 Progress of Work:

- i. Implement a system for monitoring the progress of work based on computer project management techniques.
- ii. Systematically check the progress of the Work and order the initiation of the work, which is part of the

Contract.

- iii. Maintain an up-to-date status of all construction activities against the original schedule for completion of works.
- iv. Investigate and initiate early action with regard to the delays in the execution of works. The Resident Engineer shall explain in his monthly progress and special reports the reasons for delays and explain the actions to be taken / already taken to correct the situation. All reports prepared by the Consultants' Team shall be objective and shall substantiate any event/ recommendation with factual data and information. The progress Reports shall contain the pertinent data and chart form and shall clearly bring out the comparison between the projected and the actual work done using "S" curves and /or any other widely accepted superior methods of representation.

11.3.6 As-built Drawings and Documentation:

The Consultant will review certification and submit to the Client As-built drawings prepared by the Contractors in draft form, one month before the completion of each contract. These documents will be finalized two weeks after receiving comments from the Client.

11.3.7 Compliance of Environmental and Social (ES) Obligations:

The Consultant shall ensure that the Contractors deliver their ES obligations under their contracts. This includes, but is not limited to the following:

- i. Review the Contractor's Environment and Social Management Plan (C-ESMP), including all updates and revisions at frequencies specified in the Contractor's contract (normally not less than once every 6 months);
- ii. Review and consider the ES risks and impacts of any design change proposals and advise if there are implications for compliance with ESIA, ESMP, consent/permits and other relevant project requirements;
- iii. Undertake, as required, audits, supervisions and/or inspections of any sites where the Contractor is undertaking activities under its contract, to verify the Contractor's compliance with ES requirements (including, where appropriate, its SEA and SH prevention and response obligations);
- iv. Undertake audits and inspections of the Contractor's accident logs, community liaison records, monitoring findings and other ES-related documentation, as necessary, to confirm the Contractor's compliance with ES requirements;
- v. Determine remedial action/s and their timeframe for implementation in the event of non-compliance with the Contractor's ES obligations;
- vi. Ensure appropriate representation at relevant meetings including site meetings, and progress meetings to discuss and agree appropriate actions to ensure compliance with ES obligations;
- vii. Ensure that the Contractor's actual reporting (content and timeliness) is in accordance with the Contractor's contractual obligations;
- viii. Review and critique, in a timely manner, the Contractor's ES documentation (including regular reports and incident reports) regarding the accuracy and efficacy of the documentation;
- ix. Undertake liaison, from time to time and as necessary, with project stakeholders to identify and discuss

- any actual or potential ES issues;
- x. Establish and maintain a grievance redress mechanism including types of grievances to be recorded and how to protect confidentiality.

11.3.8 Defects Notification/Liability Period:

During the 12-month Defects Notification Period, there are a number of obligations of the Contractor, which require attendance by the Consultant. During this period, the Contractor is obliged to carry out any outstanding work that is specified in the (Partial) Completion Certificates, issued when (a part of) the works have been substantially completed and handed over to the Client. These tasks comprise, but are not limited to, the following:

- i. Check all construction and installation that has to be remedied and finalized, as identified in the (Partial) Completion Certificates.
- ii. Instruct the Contractor to rectify, and check the proper remediation of, any defects that appear during the Defects Liability Period.
- iii. Scrutinize and verify all statements of completion including financial statements submitted by the Contractor during the Defects Liability Period and advise the Client on their acceptability or on rectification required.
- iv. Upon completion of the Defects Liability Period and remediation and completion of all works to the satisfaction of the Client, prepare a Defects Liability Certificate for issuance to the contractor, indicating that he has satisfactorily carried out the works, and is entitled to final payments under the contract.
- v. Depending on the details of the conditions of the Construction contract, the Contractor then submits his Final Statement indicating the final values of the work constructed and the final sums to which he is entitled. The consultant will thus scrutinize and verify this Final Statement and, upon acceptance by the Client, prepare a Final Certificate to be issued to the contractor.
- vi. Advise the Client on any outstanding claim, variation, or change order.
- vii. Advise the Client on the handling of any case of arbitration and litigation subsequent to the construction contract.
- viii. Review and recommend any outstanding issues related to the Operation and Maintenance manuals for the equipment and installations, as prepared by the Contractor.
- ix. Review and advice on any outstanding issues related to final As-Built drawings, as prepared by the Contractor.
- x. Prepare and submit a Final Completion Report to the Client, summarizing the important features of the works, including construction schedules, reasons for deviations from the schedules, overviews of claims and variation orders, and the inventory of documents and records prepared during the construction period, that are handed over to Client.

12. COUNTERPART SUPPORTING FACILITIES

The following documents are the key sources of information for this assignment:

- i. Document/Report of Poverty Reduction Strategy (PRS) for Sindh
- ii. PC-I of PRS
- iii. Socio-economic Survey of concerned sites
- iv. Other relevant documents.

The following services and documents will be provided by the Client without cost to the Consultant:

- a) Data: Any Data, if not available with the PMIU, it will provide necessary Authority letters to the Consultant in acquiring it from the relevant agency.
- b) Access: Access to the key officials in the relevant authorities concerned with subjects related to the assignment will also be arranged by the Client.

Consultants must include in their proposal (s) information regarding facilities to be provided by the Contractor for the execution of selected projects/ schemes at the respective sites, such as provision of site offices, transportation, office furniture, equipment, etc.

13. PROJECT IMPLEMENTATION SCHEDULE

It is envisaged that the planning, design, and construction supervision for the sub-projects shall be as follows:

- i. Planning & Design Phase (Component-I) 04 Months
- ii. Construction Phase Supervision/monitoring (Component-II) 20 Months

Total 24 Months

14. PROJECT STAFFING REQUIREMENTS

The consultant firm must be specialized in design of the construction works, supervision of these works, contract management and environment & social management services.

The composition of the required staff with indicative time input is listed below:

(a) Design Phase:

A	DESIGN PHASE (COMPONENT-1)		
S.No	Position	No. of Positions	Man Months
	Key Staff		
1	Lead Design Engineer	1	4.0
2	Jr. Design Engineer (Civil)	1	3.0
3	Jr. Design Engineer (MEP)	1	3.0
4	Roads & Transportation Engineer	1	2.0
5	GIS Specialist	1	1.0
6	Environmental Specialist	1	1.0
7	Procurement & Contract Management Specialist	1	2.0
8	Sr. Surveyor	1	2.0

9	Sr. Quantity Surveyor	1	2.0
13	Support Staff (includes CAD Operators, Field Workers, GIS Support Staff)	6	2.0
	Total man months	15	22

Note:

- The design (component-I) phase will be completed in 04 months
- The payment to the consultants during this phase shall be made on a Lump sum basis against the list of deliverables mentioned above in section 10. Design Deliverables and also in payment schedule in the contract agreement.

(b) Construction Phase:

B	CONSTRUCTION SUPERVISION/ MONITORING PHASE (COMPONENT-2) FOR 1 RGC		
S.No	Position	No. of Positions	Man Months
	Key Staff		
1	Chief Resident Engineer	1	20
2	Assistant Resident Engineer	1	20
3	Site inspector civil	1	20
4	Site inspector electrical	1	10
5	Site inspector mechanical	1	10
6	Instrument Engineer	1	8
	Non-Key Staff		
6	Quantity Surveyor	1	18
7	Field Surveyor	1	18
8	Lab Technician	1	10
	Support Staff		
9	Computer Operator	1	10
	Total Man Months		144

Note:

- The construction phase will be completed in 20 months' time.
- The above-mentioned team is proposed for RGC of district (Tharparkar).

Note: In case the firm / consortium currently working with PMIU as Design, Supervision & Monitoring Consultancy for RGCs must ensure that no repetition of human resources will be followed and separate team should be engaged by the consulting firm.

B. QUALIFICATION AND EXPERIENCE FOR THE KEY EXPERTS

Design Team Consultant	
1) Lead Design Engineer:	<p>Qualification BE Civil Engineering (16 years of education), preferably master's in civil engineering, Construction Management, Project Management / MBA or related field</p> <p>Experience At least 15 years of experience and required to have familiarity with the construction practices of infra structures like schools, hospitals, roads, water and drainage structure etc., knowledge of project management and environmental & social safeguards</p>
2) GIS Specialist	<p>Qualification and Experience: Master degree in GIS / Remote Sensing or any other relevant field having at least 10 years' of relevant experience; should be competent in mapping and GIS.</p>
3) Roads & Transportation Engineer	<p>Qualification and Experience: Master degree in Environmental Planning /engineering/management and any other relevant field having at least 7 years of relevant experience, including experience in multilateral or bilateral financed projects.</p>
4) Procurement & Contract Management Specialist	<p>Qualification Bachelor (16 years of education)/master's degree with a major in Civil Engineering, procurement, Law or Business Administration or related field</p> <p>Experience At least 10 years of experience in Procurement and Contract Administration</p>
5) Environmental Specialist	<p>Qualification and Experience: Bachelor's degree (Master degree preferable) in Environmental Sciences/Management/Engineering or a related discipline Experience At least 5-7 years of experience in conducting EIA or IEE for infrastructure projects in rural or arid areas. This includes evaluating the environmental effects of roads, water supply systems, sanitation, and hospital or school buildings.</p>
6) Surveyor	<p>Qualification and Experience: Graduate in Civil Engineering / Surveying / Geography or any other relevant field with min 10 years' experience in undertaking field survey, mapping and topographical and land use survey. Experience in government financed projects will be considered favorably, work experience in Sindh province preferred.</p>

7) Jr. Engineer

Qualification and Experience: Bachelor's Degree in Civil / Electrical / Mechanical Engineering or any other relevant field with 2 years' relevant experience

Supervision Consultant

1) Chief Resident Engineer

a. Qualification: Bachelor's Degree in Civil Engineering or Master's in Civil Engineering or similar discipline.

b. Experience: 15 years for bachelors OR 10 years for master's post qualification professional experience in project planning, designing, construction supervision, and project management. Working experience in multilateral or bilateral financed projects will be considered favorably, work experience in Sindh province will be preferred. Registered with relevant professional bodies.

2) Assistant Resident Engineer

a. Qualification: Bachelor's Degree in Civil Engineering or similar discipline.

b. Experience: 05 years of post-qualification professional experience in project planning, construction supervision, and project management. Working experience in multilateral or bilateral financed projects will be considered favorably, work experience in Sindh province will be preferred. Registered with relevant professional bodies.

3) Site Inspector (Civil, Electrical & Municipal)

a. Qualification: Diploma of Associate Engineering (DAE) or Bachelor's Degree Engineering (Civil /Electrical / Mechanical) or similar discipline.

Experience: 02 years for bachelors OR 03 years for DAE post qualification professional experience construction supervision and project management. Working experience in multilateral or bilateral financed projects will be considered favorably, work experience in Sindh province will be preferred. Registered with relevant professional bodies.

4) Instrument Engineer

Qualification: Bachelor's degree in Engineering — preferably in Instrumentation & Control Engineering, Electrical/Electronics Engineering, Mechatronics, or another relevant engineering discipline.

Experience: Minimum 3–5 years of relevant experience for a mid-level role (or 5–8 years for senior supervision) in WASH Sector projects.

Section 6. Forms of Contract

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 Sindh Public Procurement Act, thereunder Rules 2010.
- (b) “Procuring Agency PA” 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 PA’s country.
- (h) “GC” means these General Conditions of Contract.
- (i) “Government” means the Government of Sindh.
- (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 PA or the Consultant, as the case may be, and “Parties” means both of them.

- (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 PA 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 PA under this Contract, including without limitation the receiving of instructions and payments from the PA.

**1.7 Authorized
Representa-**

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the PA or the

tives Consultant may be taken or executed by the officials specified in the SC.

- 1.8 Taxes and** 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.

Duties

- 1.9 Fraud and Corruption** If the PA 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 PA 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 SPPR 2010.

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.

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 both 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 PA

The PA 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 PA 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 PA may have subsequently approved in writing.

(b) If the Consultant becomes insolvent or bankrupt.

(c) If the Consultant, in the judgment of the PA 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 PA, 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 PA, 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 PA 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 PA 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 (c), 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 dependents.

3.1 General

3. OBLIGATIONS OF THE CONSULTANT

**3.1.1 Standard of
Performance**

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

**3.2 Conflict
of
Interests**

The Consultant shall hold the PA's interests paramount, without any consideration for future work, and strictly avoid conflict with other

assignments or their own corporate interests.

- 3.2.1 Consultants not to Benefit from Commissions, Discounts, etc.** The payment of the Consultant pursuant to Clause GC 6 shall constitute the Consultant's only payment in connection with this Contract or the Services, and the Consultant shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultant shall use their best efforts to ensure that the Personnel, any Sub-Consultants, and agents of either of them similarly shall not receive any such additional payment.
- 3.2.2 Consultant and Affiliates not to be Otherwise Interested in Project** The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-Consultants and any entity affiliated with such Sub-Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.
- 3.2.3 Prohibition of Conflicting Activities** The Consultant shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.
- 3.3 Confidentiality** Except with the prior written consent of the PA, 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** 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 PA, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the PA's request, shall provide evidence to the PA showing that such insurance has been taken out and maintained and that the current premiums have been paid.
- 3.5 Consultant's Actions Requiring PA's Prior Approval** The Consultant shall obtain the PA'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 PA the reports and documents specified in (PA may insert appendix) hereto, in the form, in the numbers and within the time periods 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 PA** (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 PA, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the PA, together with a detailed inventory thereof.
- (b) The Consultant may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SC.
- 3.8 Accounting, Inspection and Auditing** 3.8.1 The Consultant shall keep, and shall cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Contract, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify relevant time changes and costs.
- 3.8.2 The Consultant shall permit, and shall cause its Sub-consultants to permit, the PA and/or persons appointed by the PA 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 PA if requested by the PA. 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 PA'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 PA's prevailing sanctions procedures.).

4. CONSULTANT'S PERSONNEL

- 4.1 Description of Personnel** The Consultant shall employ and provide such qualified and experienced Personnel and Sub-Consultants as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated periods 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 PA.
- 4.2 Removal** (a) Except as the PA may otherwise agree, no changes shall be made

**and/or
Replacement
of Personnel**

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 PA 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 PA's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the PA.
- (c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. OBLIGATIONS OF THE PA

- 5.1 Assistance and Exemptions** The PA 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 (a) or (b), as the case may be.
- 5.3 Services and Facilities** The PA shall make available free of charge to the Consultant the Services and Facilities listed under Appendix F.

6. PAYMENTS TO THE CONSULTANT

- 6.1 Security** The consultant has to submit bid security and the performance security at the rate mention in SC.
- 6.2 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 6.2 if the Parties have agreed to additional payments in accordance with

Clause 2.4.

- 6.3 Contract Price** The price payable in Pak Rupees/foreign currency/ is set forth in the SC.
- 6.4 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.
- 6.5 Terms and Conditions of Payment** Payments will be made to the account of the Consultant and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of an advance payment guarantee for the same amount, and shall be valid for the period stated in the SC. Such guarantee shall be in the form set forth in Appendix G hereto, or in such other form, as the PA 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 PA specifying the amount due.

7. GOOD FAITH

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

8. SETTLEMENT OF DISPUTES

- 8.1 Amicable Settlement** The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
- 8.2 Dispute Resolution** Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.

III. Special Conditions of Contract

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

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
{1.1}	Sindh Public Procurement Act and Sindh Public Procurement Rules 2010.
1.3	The language is English.
1.4	<p>The addresses are:</p> <p>Procuring Agency: _____ Attention: _____</p> <p>Facsimile: _____ E-mail: _____</p> <p>mail: _____</p> <p>Consultant: _____</p> <p>_____</p> <p>Attention: _____ Facsimile: _____</p> <p>E-mail: _____</p>

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

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

1.7 The Authorized Representatives are:

For the PA: _____

For the Consultant: _____

1.8 *PA 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 PA wishes to apply.

The PA warrants that the Consultant, the Sub-Consultants and the Personnel shall be exempt from (or that the PA shall pay on behalf of the Consultant, the Sub- Consultants and the Personnel, or shall reimburse the Consultant, the Sub- Consultants and the Personnel for) any indirect taxes, duties, fees, levies and other impositions imposed, under the Applicable Law, on the Consultant, the Sub- Consultants 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 PA and which is treated as property of the PA;
- (d) any property brought into the province by the international Consultant, any Sub-Consultants or the Personnel or the eligible dependents of such Personnel for their personal use and which will subsequently be withdrawn there from by them upon their respective departure from the Government's country, provided that:

- (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 PA if they were paid by the PA 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.

Special Condition of Contract

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 PA.}

{The PA 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 PA may provide under Clause 5.1. If there is no such assistance or exemptions, state “not applicable.”*

6.1 Procuring Agency shall indicate bid security of 2% and Performance security shall not exceed 10% of contract amount

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

Contract

6.5 The accounts are:

for local currency: *[insert account]*

Payments shall be made according to the following schedule on satisfactory submission of deliverables:

	Deliverables	Format/Documents	Estimated duration	Payment
Component- (Duration: 04 months)				
1.	Inception Report	3 printed reports in A4, maps in A3/A1 size. A PowerPoint presentation. Electronic copy (in editable and non-editable format) of all reports, maps and related GIS and CAD files.	10 days after the Commencement	5% of Design Contract cost
2.	Identification of potential sub-projects		1 month after the mobilization of Consultants	10% of Design Contract cost
3.	Feasibility Studies of sub-projects		2 months after the mobilization of consultants	15% of Design Contract cost
4.	Environmental and Social Impact Assessment		3 months after the mobilization of Consultants	5% of Design Contract cost
5.	Preparation of bidding documents including tender documents/drawings BOQ, etc;		3 months after the mobilization of Consultants	20% of Design Contract cost
6.	Preparation of GIS Base map & Surveys (Topography, Geotechnical, Hydrological & Water quality) Report;		3 months after the mobilization of Consultants	10% of Design Contract cost
7.	Preliminary Conceptual Designs;		5.0 months after the mobilization of Consultants	20% of Design Contract cost
8.	Architectural/ Engineering/Urban Designs;		4.0 months after the mobilization of Consultants	10% of Design Contract cost
9.	Preparation of PCIs of identified sub-projects;			
10.	Assist Client in prequalification and selection of Contractors;			

Contract

11	Issue construction drawings to selective contractor for construction			5% of Design Contract cost
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Construction Supervision Phase (Duration: 20 months)

No.	Deliverable / Milestone	% of progress of respective scheme (as per IPC issued)	%age of Contract Amount for Supervision Component to be paid to Consultants
1.	Mobilization		10% against Performance security
2.	WASH & Other Schemes	10%	10%
3.		20%	10%
4.		40%	10%
5.		50%	10%
6.		70%	10%
7.		80%	15%
8.		100%	15%
9.			10% for DLP

Note: The above payment schedule is tentative and will be decided and make part of the contract agreement at contract preparation stage separately for design & supervision stage.

- 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:

Appendix A

(INTEGRITY PACT)

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN**

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 Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoS 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 GoS, 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 GoS 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 GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [name of Supplier] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times 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 GoS.

Name of Buyer:

Name of Seller/Supplier:

Signature:

Signature:

CONTRACT

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

WHEREAS, the PA 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 A, "Terms of Reference and Scope of Services," which is an integral part of this Contract ("the Services").
 - (ii) The Consultant shall provide the reports listed in B, "Consultant's Reporting Obligations," within the time periods 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 PA shall 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
 - 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 (Not Applicable)**
 - 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] *th* calendar month after the date of the Contract) by applying the following formula:

$$R_l = R_{l0} \frac{I_l}{I_{l0}}$$

where R_l is the adjusted remuneration, R_{l0} is the remuneration payable on the basis of the rates set forth in Annex C for payable remuneration, I_l is the official rate of inflation for the first month for which the adjustment is to have effect and, I_{l0} is the official rate of inflation for the month of the date of the Contract.”]

5. Project Administration

A. Coordinator

The PA designates Mr./Ms. [insert name] as PA’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 PA.

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 PA 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 PA 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 PA’s business or operations without the prior written consent of the PA.

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

Contract

- 9. Consultant Not to be Engaged in Certain Activities** The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.
- 10. Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage for their personnel and equipments.
- 11. Assignment** The Consultant shall not assign this Contract or Subcontract any portion thereof it without the PA'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 PA

FOR THE CONSULTANT

Signed by _____

Signed by _____

Title: _____

Title: _____