

REQUEST FOR PROPOSAL

Hiring of Consulting Services for:

DETAILED DESIGN AND TOP SUPERVISION

Procuring Agency:

UNIVERSITY OF AGRICULTURE, FAISALABAD


Project or Procurement:

Supply, Installation, Testing & Commissioning of HVAC (Multi Split) System, including all ancillary works (Mechanical, Electrical, Civil), complete in all respects for the Confucius Institute Building at University of Agriculture Faisalabad.



Issued on: 14th January, 2026

SECTION 1. LETTER OF INVITATION

 Executive Engineer	UNIVERSITY OF AGRICULTURE, FAISALABAD Office of the Executive Engineer Engineering Construction Department (Projects)
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REQUEST FOR PROPOSAL

The University of Agriculture, Faisalabad intends to Hire the Services of HVAC (Heating Ventilation & Air-Conditioning) Consultant/(s) prequalified from P&D Board Punjab in relevant category for Design and Top Supervision for following work: -

Date of Receiving and Opening: 30-01-2026			Receiving Time 11:00AM		
			Opening Time 11:30AM		
Sr #	Name of work	Tentative Cost of Consultancy	Bid Security @ of 2% of the Estimated Cost	Tender Fee (Rs.)	Time Limit
1	Supply, Installation, Testing & Commissioning of HVAC (Multi Split) System, including all ancillary works (Mechanical, Electrical, Civil), complete in all respects for the Confucius Institute Building at University of Agriculture Faisalabad.	2,428,000/-	48,560/-	500/-	06-Months

1. The Consulting firm shall be registered in PEC and Prequalified from P&D Board in relevant Category.
2. It is an Open Competitive Bidding of Single Stage Two Envelope procedure as per PPRA Rule-2014.
3. The bid shall be a Single Package consisting of Two Separate Envelopes, containing Separately Technical and Financial Proposals. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal”
4. The Technical Proposal shall be accompanied with following documents: -
 - i. Name of the firm, address, status, telephone and fax numbers, years of experience (complete profile).
 - ii. Valid Registration Certificate with Federal Board of Revenue.
 - iii. Valid Registration Certificate with Punjab Revenue Authority.
 - iv. Valid Registration Certificate of Security & Exchange Commission of Pakistan or Register of Firms (where applicable).
 - v. Valid Registration Certificate with Pakistan Engineering Council in relevant Category.
 - vi. Status of Firm (Sole Proprietorship, Partnership, Company etc)
 - vii. List of projects completed during last 05 years, with the letter from employers clearly indicating cost of projects, locations, starting & completion dates along with contact details of employers.

- viii. Undertaking on Stamp Paper that the firm has never been Blacklisted for any Government or Semi-Government department.
- ix. Undertaking on Stamp Paper that the firm has never been involved in litigation with any Government/Semi Government or Private Department.
5. All Prospective Bidders are requested to submit their Bids through E-Procurement on “e-Pak Acquisition and Disposal System (e-PADS)”.
6. After submission of bid through e-PADS in the form of PDF file (with clearly mentioned Firm’s Seal and Authorized Signature) the bidder(s) shall submit the Original Bid Security deposit (in shape of CDR/ Bank Guarantee/Call Deposit Receipt) in favor of Executive Engineer, ECD issued by Scheduled Bank with Firm Letter Head Pad in the office of the undersigned up till tender opening date before closing time. Otherwise, the contractor bid will be declared non-responsive in the present tendering by the Tender opening committee.
7. In case of false information, fake bid security, Firm will be liable to disqualify as per PPRA Rules and will not be eligible to participate in upcoming tenders of UAF, Faisalabad. Further his case may be forwarded to the PEC and PPRA for initiation of strict legal action as per law.
8. Conditional tenders and tenders without Bid Security shall be rejected.
9. The Competent Authority shall have the right to reject all bids/Tenders before the acceptance of Bids in accordance with the PPRA Rule 35.
10. The technically responsive bidders will be evaluated on the basis of **Least Cost Based Selection** Method.
11. Tender documents can be obtained on payment of prescribed tender fee into the account No, 11-9 /NBP (NDIA), Agri, University Branch through E-Challan issued by the office of Treasure, UAF from the office of the Executive Engineer (ECD-P) UAF or free download from the UAF website http://uaf.edu.pk/directorates/dpiv/dpiv_tenders.html and PPRA website.
12. The URL of the website of the PPRA is (<http://eproc.punjab.gov.pk/ViewTender.aspx>) and response time shall be calculated exclusively from the date of publication of the advertisement on the website of the PPRA.

Sd
Executive Engineer
Engineering Construction Department (Projects)
University of Agriculture, Faisalabad.
ecdp@uaf.edu.pk

Section 2. Instructions to Consultants and Data Sheet

A. GENERAL PROVISIONS

1. Definitions:

- (a) **“Affiliate(s)”** means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with, the Consultant.
- (b) **“Applicable Law”** means the laws and any other instruments having the force of law in the jurisdiction of the province of Punjab (University of Agriculture, Faisalabad), as they may be issued and in force from time to time.
- (c) **“Consultant”** means individual consultant, a legally established professional consulting firm or an entity that may provide or provides the Services to the Procuring Agency under the Contract and Pre-Qualified by the P&D Board Punjab in relevant category.
- (d) **“Contract”** means a legally binding written agreement signed between the Procuring Agency and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).
- (e) **“Data Sheet”** means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific country and assignment conditions to supplement, but not to override, the provisions of the ITC.
- (f) **“Day”** means a calendar day.
- (g) **“Experts”** means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub- Consultant/ Sub-Contractor or Joint Venture/ Consortium member(s).
- (h) **“Joint Venture (JV)”** means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Procuring Agency for the performance of the Contract.
- (i) **“Key Expert(s)”** means an individual professional whose skills, qualifications, knowledge and experience are Critical to the performance of the Services under the Contract.
- (j) **“ITC”** (Section 2 of the RFP) means the Instructions to Consultants that provides the Consultants with all information needed to prepare their Proposals.
- (k) **“LOI”** (Section 1 of the RFP) means the Letter of Invitation.
- (l) **“Non-Key Expert(s)”** means an individual professional provided by the Consultant or its Sub-Consultant and who is assigned to perform the Services or any part thereof under the Contract.

- (m) **“Proposal”** means the Technical Proposal and the Financial Proposal of the Consultant.
- (n) **“RFP”** means the Request for Proposal to be prepared by the Procuring Agency for the selection of consultants, based on the STANDARD RFP.
- (o) **“Services”** means the work to be performed by the Consultant pursuant to the Contract.
- (p) **“STANDARD RFP”** means the Standard Request For Proposal, which must be used by the Procuring Agency as the basis for the preparation of the RFP.
- (q) **“Sub-Consultant”** means an entity to whom the Consultant intends to sub-contract any part of the services while remaining responsible to the Procuring Agency during the performance of the Contract.
- (r) **“TORs”** (Section of the RFP) means the Terms of Reference that explain the objectives, scope of work, activities, and 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 intends to hire a Consultant from already prequalified consultants of P&D Board Punjab, in accordance with the method of selection specified in the Data Sheet.
- 2.2. The Prequalified Consultants of P&D Board Punjab are invited to submit the financial Proposal, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.
- 2.3. The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals; including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultants' expense.
- 2.4. The Procuring Agency will timely provide, at the bidder's expense to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the Data Sheet.
- 2.5. The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Procuring Agency's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.
- 2.6. The Consultant has an obligation to disclose to the Procuring Agency any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Procuring Agency. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Authority.
- 2.7. Without limitation on the generality of the foregoing, the Consultant shall not be hired under the circumstances set forth below:

- i. Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the Procuring Agency to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services.
- ii. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified or works or non- consulting services resulting from or directly related to the consulting services for such preparation or implementation.
- iii. A Consultant (including its Experts and Sub Contractors) 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 for the same or for another Procuring Agency.
- iv. A Consultant (including its Experts and Sub-Contractors) that has a close business or family relationship with a professional staff of the Procuring Agency, or of a recipient of a part of the financing in case the project is financed by some financing institution) who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Authority throughout the selection process and the execution of the Contract.

2.8. Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Procuring Agency shall indicate in the Data Sheet and make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.

2.9. The Authority requires compliance with its Regulatory Framework in regard to corrupt practices as set forth in Section 6. In further pursuance of this Regulatory Framework, Consultants shall permit and shall cause their agents (where declared or not), sub-Contractors, sub- Contractors, Consultants, suppliers, and personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any shortlisting process, Proposal submission, and Contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Agency.

3. Eligibility:

- 3.1. Unless stated otherwise in the Data Sheet, The Procuring Agency permits Consultants (individuals and firms, including Joint Ventures, Consortium and their individual members from all countries (**which fulfill the required criteria and registered with relevant authorities**) except (countries to mentioned as per policy of the government) to offer consulting services for the project. Furthermore, it is the Consultant's responsibility to ensure that its Experts, Joint Venture/ Consortium members, Sub-Contractors, agents (declared or not), sub-Contractors, Consultants, suppliers and/or their employees meet the eligibility requirements.
- 3.2. **The Basic Eligibility criteria** is mentioned in **Bid Data Sheet** and is given as under: -
 1. As per term and condition (Point No.07) of RFP Notice 01-2026 Published vide IPL-87, after submission of bid through e-pads in the form of PDF file. The bidder(s) shall submit the original bid security deposit (in shape of CDR) in favor of Executive Engineer ECD-P issued by the scheduled bank with firm letter pad in the office of the Executive Engineer (ECD, Power House) UAF till Opening date before closing time. Otherwise, the bid will be declared non-Responsive in the presence of the consultant selection committee. (The CDR should be uploaded through e-PADS and hard copy submit in the office of Executive Engineer, ECD on due date and time)
 2. The bidder should not be blacklisted from PPRA and University of Agriculture, Faisalabad
 3. The bidder shall submit the Technical Proposal along with the CDR in the office of the Executive Engineer (ECD, Power House).
 4. The Technical Proposal shall be accompanied with following documents: -
 - i. Name of the firm, address, status, telephone and fax numbers, years of experience (complete profile).
 - ii. Valid Registration Certificate with Federal Board of Revenue.
 - iii. Valid Registration Certificate with Punjab Revenue Authority.
 - iv. Valid Registration Certificate of Security & Exchange Commission of Pakistan or Register of Firms (where applicable).
 - v. Valid Registration Certificate with Pakistan Engineering Council in relevant Category.
 - vi. Status of Firm (Sole Proprietorship, Partnership, Company etc.)
 - vii. List of projects completed during last 05 years, with the letter from employers clearly indicating cost of projects, locations, starting & completion dates along with contact details of employers.
 - viii. Undertaking on Stamp Paper that the firm has never been Blacklisted for any Government or Semi-Government department.

- ix. Undertaking on Stamp Paper that the firm has never been involved in litigation with any Government/Semi Government or Private Department.
- 4.3. A firm or a Consultant declared blacklisted by the Procuring Agency or the Authority and shall be ineligible to participate in the procurement process or to be awarded a Contract, during such period of time as determined in the Blacklisting Order or determined by the Authority whichever is later. The list of debarred firms and individuals is available at the electronic address specified in the Data Sheet.
- 4.4. Firms and Consultants of a country or goods manufactured in a country may be ineligible if so, indicated in Section 5 (Eligible Countries).
- 4.5. Government-owned enterprises or institutions shall also be eligible as per provisions of PPR-14/ UAF Procurement Rules.
- 4.6. Government officials and civil servants are not eligible to be included as Experts in the Consultant's Proposal unless such engagement does not conflict with any employment or other laws, regulations, or policies of the Government. However, they are eligible if they: -
 - i. are on leave, or have resigned or retired; are not being hired by the same agency they were working for before going on leave, resigning, or retiring (in case of resignation or retirement, a period of at least two years, or the period established by statutory provisions applying to civil servants or government employees whichever is longer, should pass before working as consultants for the same agency).
 - ii. Would not create a conflict of interest if hired.

B. PREPARATION OF PROPOSALS

5. General Considerations:

- 4.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

6. Cost of Preparation of Proposal:

- 5.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Procuring Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Procuring Agency is not bound to accept any proposal, and reserves the right to annul the selection process in accordance with the procurement regulatory framework at any time prior to Contract award, without thereby incurring any liability to the Consultant

7. Language:

- 6.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Procuring Agency shall be written in the language(s) specified in the **Data Sheet**.

8. **Document Comprising the Proposal:**

- 7.1 The Proposal shall comprise the documents and forms listed in the Data Sheet.
- 7.2 The Consultant shall furnish information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form (**Section-4**)
- 7.3 The Consultant (including the individual members of any Joint Venture/ Consortium) shall submit only one Proposal, either in its own name or as part of a Joint Venture/ Consortium in another Proposal. If a Consultant, including any Joint Venture / Consortium member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This condition also applies on a Sub-Consultant, or the Consultant's staff, Key Experts and Non-Key Experts not to associate with more than one Consultant

9. **Proposal Validity:**

- 8.1 Proposals shall remain valid for the period specified in the Data Sheet after the Proposal submission deadline prescribed by the Procuring Agency.
- 8.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.
- 8.3 If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting and debarment in accordance with Clause 5 of this ITC.
- 8.4 The Proposal Securing Declaration/Bid Security [to be decided by the procuring agency] is required to protect the Procuring Agency against the risk of Consultant's conduct which would warrant the Consultant to face the blacklisting or debarment proceedings in accordance with regulatory framework.
- 8.5 Any Proposal not accompanied by a Bid Security shall be rejected by the Procuring Agency as **non-responsive**.
- 8.6 The Bid Security of a Joint Venture/ Consortium must be in the name of the Joint Venture/ Consortium submitting the Proposal

10. **Performance Security:**

- 9.1 The successful Consultant's Bid Security will be discharged upon signing of the Contract with the Successful Consultant, and furnishing the performance security in accordance with Rule-56 of

- PPR-14 as specified in **Data Sheet**.
- 9.2 A Consultant shall be suspended from being eligible for tendering in any Contract with the Procuring Agency for the period of time indicated in the Bid Security.
- I. if the Consultant withdraws its Proposal, except as provided in ITC 8.6 or
- II. in the case of a successful Consultant, if the Consultant fails within the specified time limit to: -
- (a) sign the Contract, or
- (b) furnish the required performance security
11. **Extension of Validity Period:**
- 10.1 If considered necessary, an extension can be made in case of exceptional circumstances (beyond the control of the Procuring Agency) after recording the reason(s) in writing. Such extension should be determined keeping in view of the circumstances under which such extension is deemed to be necessary, however, the same shall not be more than the original bid validity period or 180 days whichever is more. The request and the responses shall be made in writing. Moreover, any such extension shall be solicited and procured in advance prior to the expiry of original (or initial) bid validity period.
- 10.2 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.
- 10.3 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.
12. **Substitution of Key Experts at Validity Extension:**
- 11.1 If any of the Key Experts become unavailable for the extended validity period or during the continuation of consultancy services, the Consultant shall provide a written adequate justification and evidence satisfactory to the Procuring Agency together with the substitution request. Finally, the Procuring Agency shall decide whether to accept the substitute or otherwise. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert
- 11.2 If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Procuring Agency, such Proposal will be rejected.
13. **Sub-Contracting:**
- 12.1 The Consultant shall not sub-contract the whole of the Services.
14. **Clarification and Amendment of RFP:**

- 13.1 The Consultant may request a clarification of any part of the RFP to be received by the Procuring Agency at least Seven (07) days before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Procuring Agency's address indicated in the Data Sheet. The Procuring Agency will respond in writing, or by standard electronic means, and will send the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should the Procuring Agency deem it necessary to amend the RFP as a result of a clarification or at its own initiative, it shall do so following the procedure described below.
- 13.2 At any time before the proposal submission deadline, but not later than three (03) Working Days prior to the Proposals' submission deadline, the Procuring Agency may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all prequalified Consultants and will be binding on them. The prequalified Consultants shall acknowledge receipt of all amendments in writing, or by standard electronic means.
- 13.3 If the amendment is substantial, the Procuring Agency may extend the Proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals.
- 13.4 The Consultant, who has already submitted the Proposal prior to any amendments in the RFP, may submit a modified Proposal or a modification to any part of it based on the respective amendment in the RFP or even otherwise at any time prior to the Proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

15. **Preparation of Proposal:**

- 14.1 An Association (Joint Venture/ Consortium or Sub Contractors) will only be allowed if expressly mentioned in the Expression of Interest or the RFP, as the case may be.
- 14.2 The Procuring Agency has indicated in the **Data Sheet** whether the Contract would be "Lump Sum Contract" [in which the content, duration of the services and the required output are unambiguously defined]; "Time Based Contract" [when it is difficult to define the scope and the length of services]; "Hourly or Daily Rates Contracts" [for small projects, especially when the assignment is for less than a month]; and any other, based on combination of the above. The method to be used for selection of consultant is also mentioned in the **Data Sheet**.

- 14.3 For assignments under the “lump sum Contracts”, total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the Data Sheet, and the Financial Proposal shall not exceed this budget. For time-based Contracts, input time for the key experts may also be indicated. [to be decided by the procuring agency as per requirement]
- 14.4 A Procuring Agency may specify any other requirement related to the assignment or Contract, where required, not contrary to the PPR-14/ UAF Procurement Rules.
- 14.5 The Technical Proposal shall not include any information regarding Financial Proposal. A Technical Proposal containing material financial information shall be declared **non-responsive**.
- 14.6 Consultant shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal **non-responsive**.
- 14.7 Depending on the nature of the assignment, the Consultant is required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP) as indicated in the **Data Sheet** and using the Standard Forms provided in **Section 3** of the RFP.
- 14.8 The Financial Proposal shall be prepared using the Standard Forms provided in **Section 4** of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the **Data Sheet**
- 14.9 The Consultant and its Sub-Contractors and Experts are responsible for meeting all **tax liabilities arising out of the Contract** unless stated otherwise in the Data Sheet. Information on taxes in the Procuring Agency’s country is provided in the RFP.
- 14.10 The Consultant may express the price for its Services in the currency or currencies as stated in **the Data Sheet**. If indicated in the **Data Sheet**, the portion of the price representing local cost shall be stated in the national currency.
- 14.11 Payment under the Contract shall be made in the currency or currencies in which the consultant is required to submit the **financial proposal**

C. SUBMISSION, OPENING AND EVALUATION

16. Submission, Sealing, and Marking of Proposals

- 15.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 03 (Basic Eligibility Criteria) & Clause 07 (Documents Comprising Proposal). The submission can be done through **E-PAD**.

- 15.1.1 As per term and condition (Point No.07) of RFP Notice 01-2026 Published vide IPL-87, after submission of bid through e-pads in the form of PDF file. The bidder(s) shall submit the original bid security deposit (in shape of CDR) in favour of Executive Engineer ECD-P issued by the scheduled bank with firm letter pad in the office of the Executive Engineer (ECD, Power House) UAF till Opening date before closing time. Otherwise, the bid will be declared non-Responsive in the presence of the consultant selection committee.
- 15.1.2 The bidder shall submit the Technical Proposal along with the CDR in the office of the Executive Engineer (ECD, Power House
- 15.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.
- 15.2.1 A Proposal submitted by a Joint Venture / Consortium shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative. In case of foreign bidder, who is part of the consortium or submitted its proposal independently, the authorized person of the bidder should submit its power of attorney duly attested by the foreign office. [Details of attestation to be mentioned by the procuring agency] **(JV/Consortium is not allowed in this procurement)**
- 15.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.
- 15.4 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.
- 15.5 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "TECHNICAL PROPOSAL", for "[Name of the Assignment]", reference number, name and address of the Consultant, and with a warning "DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE]."

- 15.6 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”
- 15.7 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant’s name and the address, and shall be clearly marked “DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]”.
- 15.8 If the envelopes and packages with the Proposal are not sealed and marked as required, the Procuring Agency may reject the proposal and will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
- 15.9 The Proposal or its modifications must be sent to the address indicated in the Data Sheet and received by the Procuring Agency no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Procuring Agency after the deadline shall be declared late and rejected, and promptly returned unopened.

17. Confidentiality

- 16.1 From the time the Proposals are opened to the time the Evaluation Report is published, the Consultant should not contact the Procuring Agency on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Evaluation Report.
- 16.2 Any attempt by shortlisted Consultants or anyone on behalf of the Consultant to influence improperly the Procuring Agency in the evaluation of the Proposals may result in the rejection of its Proposal, and may be subject to the application of prevailing blacklisting procedures.
- 16.3 Notwithstanding the above provisions, from the time of the Proposals’ opening to the time of publication of evaluation report, if a Consultant wishes to contact the Procuring Agency on any

matter related to the selection process, it should do so only in writing.

18. **Opening of Technical Proposals**

17.1 The Procuring Agency's evaluation committee shall conduct the opening of the Technical Proposals in the presence of the Proposer Consultants' authorized representatives who choose to attend (in person, or online if this option is offered in the Data Sheet). The opening date, time and the address are stated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored, until they are opened in accordance with relevant Clause of the ITC.

17.2 At the opening of the Technical Proposals, the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint Venture / Consortium, the name of the Joint Venture/ Consortium, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to Proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the Data Sheet.

19. **Proposals Evaluation**

18.1 Subject to provision of Clauses of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

18.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Procuring Agency will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

20. **Evaluation of Technical Proposals**

19.1 The Procuring Agency's evaluation committee shall evaluate the Technical Proposals on the basis of their **responsiveness to the Terms of Reference and the RFP**, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet.

21. **Financial Proposals for QBS**

- 20.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top- ranked Consultant is invited to negotiate the Contract.
- 20.2 Only the Financial Proposal of the technically top-ranked Consultant (as predefined in the Evaluation Criteria) is opened by the Procuring Agency's evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed. In case of failure to sign the contract with the highest ranked bidder provision of Rule-53(2) of PPR-14 may be invoked and procuring agency may proceed with next highest ranked bidder.
22. **Public Opening of Financial Proposals (for QCBS and LCS methods)**
- 21.1 After the technical evaluation is completed, the Procuring Agency shall issue the **Technical Evaluation Report containing** all the information regarding responsiveness or non-responsiveness of the Consultant along with the technical scores. The Financial Proposals of **non- responsive Consultants will be returned unopened** after completing the selection process and Contract signing. The Procuring agency shall notify in writing those Consultants that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the Consultants sufficient time to make arrangements for attending the opening. The Consultant's attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the Data Sheet) is optional and is at the Consultant's choice.
- 21.2 The Financial Proposals shall be opened by the Procuring Agency's evaluation committee in the presence of the representatives of those Consultants whose proposals have passed the minimum technical score & Basic Eligibility Criteria. At the opening, the names of the Consultants, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals 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. Copies of the record shall be sent to all Consultants who submitted Proposals.
23. **Correction of Errors**
- 22.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.
- a. **Time-Based Contracts**
- 22.1.1 If a Time-Based Contract form is included in the RFP, in case of discrepancy between (i) a partial amount (sub- total) and the total amount, or (ii) between the amounts derived by multiplication of

unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Procuring Agency's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.

b. Lump-Sum Contracts

22.1.2 If a Lump-Sum Contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal. The total price, net of taxes understood as per Clause ITC 23 below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.

24. Taxes

23.1 The Procuring Agency's evaluation of the Consultant's Financial Proposal shall include applicable taxes and duties in accordance with the instructions in the Data Sheet as the same are constant for all. However, complete list of all taxes, direct and indirect, be made part of the Contract for ready reference and, later on, deduction from the remunerations to deposit with relevant tax authorities.

25. Conversion to Single Currency

24.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.

26. Combined Quality and Cost

a. Quality and Cost Based Selection (QCBS)

25.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

b. Quality Based Selection (QBS)

25.2 In the case of QBS, full weightage is given to Technical Proposal only. The Consultant obtaining highest marks in technical evaluation is selected and invited for negotiations, as per rule 53 of PPR-14

c. Least-Cost Selection

25.3 In the case of Least-Cost Selection (LCS), the Procuring Agency will select the Consultant with the lowest evaluated total price

among those Consultants that achieved the minimum required technical score, and invite such Consultant to negotiate the Contract.

D. Negotiations and Award

27. Conclusion of Negotiations

- 26.1 The negotiations are concluded with a review of the finalized draft Contract, which shall then be initialed by the Procuring Agency and the Consultant's authorized representative.
- 26.2 If the negotiations fail, the Procuring Agency shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Procuring Agency shall terminate the negotiations informing the Consultant of the reasons for doing so; and the Procuring Agency will invite the next-ranked Consultant to negotiate the Contract. Once the Procuring Agency commences negotiations with the next-ranked Consultant, the Procuring Agency shall not reopen the earlier negotiations.
- 26.3 **Grievance Period:** The contract shall not be awarded earlier than the expiry of the Grievance Period. The Grievance period shall be ten (10) days. The Grievance period commences the day after the date the client has transmitted to each consultant (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract.
- 26.4 **Notification of Intention to Award:** The client shall send to the Consultant (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract to the successful Consultant. The Notification of Intention to Award shall contain, at a minimum, the following information:
 - i. the name and address of the Consultant with whom the client successfully negotiated a contract;
 - ii. the contract price of the successful proposal;
 - iii. the names of all consultants included in the short list, indicating those that submitted proposals;
 - iv. where the selection method requires, the price offered by each consultant as read out and as evaluated;
 - v. the overall technical scores and scores assigned for each criterion and sub-criterion to each consultant;
 - vi. the final combined scores and the final ranking of the consultants;
 - vii. a statement of the reason(s) why the recipient's proposal was unsuccessful, unless the combined score in (f) above already reveals the reason;
 - viii. Instruction on how to request a debriefing and/or submit a complaint during the Grievance period.

26.5 Notification of Award: Upon expiry of the grievance period and upon satisfactorily addressing any complaint that has been filed within that period, the client shall, send a notification of award to the successful consultant, confirming the client's intention to award the contract to the successful consultant and requesting the successful consultant to sign and return the draft negotiated contract after receipt of such notification.

28. **Bid Security [if Applicable]**

27.1 [The procuring agency may decide to demand bid security from 0 to 5% of the estimated price along with the proposal to be submitted by consultant.]

27.2 [if the Procuring Agency decides to receive bid security it shall provide complete details regarding receipt and released of bid security in this clause as well as in Data Sheet and shall also harmonized the same with ITC e.g. as follows:

- Bid security should submit with technical proposal.
- Release of bid security of unsuccessful bidders should be after publication of evaluation report. etc.]

29. **Stamp Duty**

28.1 Successful consultant shall be required to submit Stamp duty under stamp duty act 1899 updated to date for signing of contract as specified in Data Sheet.

E. Bid Data Sheet

1	<p>Name of the Procuring Agency: The University of Agriculture, Faisalabad.</p> <hr/> <p>Method of selection: Least Cost Based Selection (LCBS)</p> <p>Type of Contract: Lump Sum Contract</p>
2	<p>Name of Assignment:</p> <p><i>Supply, Installation, Testing & Commissioning of HVAC (Multi Split) System, including all ancillary works (Mechanical, Electrical, Civil), complete in all respects for the Confucius Institute Building at University of Agriculture Faisalabad.</i></p> <p>Estimated Cost of Consultancy: Rs. 2.428 Million</p> <p>Bid Security @ 02 % of the estimated cost = Rs. 48,560/-</p>
3	<p>A Pre-Proposal Conference/meeting will be held: Yes or No <u> ✓ </u></p>
4	<p>The language of the Bid is ENGLISH</p> <p>All correspondence shall be in ENGLISH</p> <p>The language for translation of supporting documents and printed literature is ENGLISH</p>
5	<p>The Proposal shall comprise the following: <u>For TECHNICAL PROPOSAL:</u> 1st Inner Envelope with the Technical Proposal: (1) Power of Attorney to sign the Proposal (2) TECH-1 (3) TECH-2 (4) TECH-5 (5) TECH-6 (6) TECH-7</p> <p><u>FOR FINANCIAL PROPOSAL:</u> (1) FIN-1 (2) FIN-2 (3) FIN-3</p>
6	<p>Association of Sub-Contractors, Key Experts and Non-Key Experts with more than one Consultant/ Firm in a Proposal is not permissible.</p>
7	<p>Proposals shall be valid for 180 days after the Proposal submission deadline</p>
8	<p>The successful consultant shall be under an obligation to submit performance security <u>@2% of the contract amount within 14-days</u> of the demand by the procuring agency.</p>

9	<p>Clarifications may be requested not later than 07 days prior to the submission deadline.</p> <p>The contact information for requesting clarifications is: Engr. Abdul Mannan, Executive Engineer, UAF E-mail: ecd@uaf.edu.pk Ph# 041-9200507</p>
10	<p>The Financial Proposal should state local costs in the Procuring Agency's country currency (local currency): Yes</p>
11	<p>As per PPRA Rule 25(7), "The bidder shall download the bidding documents from the website of the authority and participate in the procurement process without paying any cost or fee."</p>
12	<p>The Consultant must submit: (a) Technical Proposal: one (1) original Financial Proposal: one (1) original.</p>
13	<p>The Proposals must be submitted no later than: Date: 30th January, 2026, Time: 1100 Hours The Proposal submission address is: Executive Engineer Power House (ECD), University of Agriculture, Faisalabad, Punjab, Pakistan Tel: 041-9200507, Email: ecd@uaf.edu.pk</p>
14	<p>The opening shall take place at:</p> <p>PRINCIPAL OFFICER Engineering Construction Department University of Agriculture, Faisalabad Date: 30th January, 2026 Time: 1130 hours</p>
15	<p>The Firm will be evaluated considering least cost selection method after confirming the "Technically Responsiveness"</p>
16	<p>Expected date and address for Contract Negotiations: Date 13th February, 2026. Address: Principal Officer Engineering Construction Department University of Agriculture, Faisalabad</p>
17	<p>The publication of the Contract award information following the completion of the Contract negotiations and Contract signing will be done as following: www.uaf.edu.pk The publication will be done within 14 days after the Contract signing.</p>

18	Successful consultant shall be required to submit Stamp duty (under Stamp Duty Act 1899) updated to date within 20 days of the demand by the procuring agency for signing of contract.
19	<p>Basic Eligibility Criteria</p> <ol style="list-style-type: none"> 1. As per term and condition (Point No.07) of RFP Notice 01-2026 Published vide IPL-87, after submission of bid through e-pads in the form of PDF file. The bidder(s) shall submit the original bid security deposit (in shape of CDR) in favour of Executive Engineer ECD-P issued by the scheduled bank with firm letter pad in the office of the Executive Engineer (ECD, Power House) UAF till Opening date before closing time. Otherwise, the bid will be declared non-Responsive in the presence of the consultant selection committee. (The CDR should be uploaded through e-PADS and hard copy submit in the office of Executive Engineer, ECD on due date and time) 2. The bidder should not be blacklisted from PPRA and University of Agriculture, Faisalabad 3. The bidder shall submit the Technical Proposal along with the CDR in the office of the Executive Engineer (ECD, Power House). 4. The Technical Proposal shall be accompanied with following documents: - <ol style="list-style-type: none"> 1. Name of the firm, address, status, telephone and fax numbers, years of experience (complete profile). 2. Valid Registration Certificate with Federal Board of Revenue. 3. Valid Registration Certificate with Punjab Revenue Authority. 4. Valid Registration Certificate of Security & Exchange Commission of Pakistan or Register of Firms (where applicable). 5. Valid Registration Certificate with Pakistan Engineering Council in relevant Category. 6. Status of Firm (Sole Proprietorship, Partnership, Company etc.) 7. List of projects completed during last 05 years, with the letter from employers clearly indicating cost of projects, locations, starting & completion dates along with contact details of employers. 8. Undertaking on Stamp Paper that the firm has never been Blacklisted for any Government or Semi-Government department. 9. Undertaking on Stamp Paper that the firm has never been involved in litigation with any Government/Semi Government or Private Department.

Section 3. Technical Proposal – Standard Forms

[Notes to Consultant shown in brackets [] throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.]

FORM TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: *[Name and address of Procuring Agency]*

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. *[Select appropriate wording depending on the selection method stated in the RFP]* We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope *[or, if only a Technical Proposal is invited]* We are hereby submitting our Proposal, which includes this Technical Proposal only in a sealed envelope.

{If the Consultant is a Joint Venture/ Consortium, insert the following:} We are submitting our Proposal a Joint Venture/ Consortium with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy of the JV/ Consortium agreement signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said Joint Venture/ Consortium.

OR

{If the Consultant's Proposal includes Sub-Contractors, insert the following :} We are submitting our Proposal with the following firms as Sub-Contractors: {Insert a list with full name and address of each Sub-Consultant.}

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Procuring Agency.
- (b) Our Proposal shall be valid and remain binding upon us until {insert day, month and year in accordance with ITC 12.1}.
- (c) We have no conflict of interest in accordance with ITC 3.
- (d) *[Only if required in ITC10.2 (Data Sheet 10.2), include the following:]* In competing for and, if the award is made to us, in executing the Contract, we

undertake to observe the laws against fraud and corruption, including bribery, in force in the Province of the Procuring Agency.

- (e) Except as stated in the Data Sheet, Clause 12.7, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC Clause 12 and ITC Clause 28.4 may lead to the termination of Contract negotiations.
- (f) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 30.2 of the Data Sheet.

We understand that the Procuring Agency is not bound to accept any Proposal that the Procuring Agency receives.

We remain, Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant {Company's name or JV's/ Consortium name}: _____

In the capacity of: _____

Address: _____

Contact information {phone and e-mail}: _____

{For a Joint Venture/ Consortium, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

FORM TECH-2

CONSULTANT'S ORGANIZATION AND EXPERIENCE

Form TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a Joint Venture/ Consortium, or sub-Contractors, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-Contractors who participated, the duration of the assignment, the Contract amount {total and, if it was done in a form of an Association (Joint Venture/ Consortium or a sub-Contractors), the amount paid to the Consultant}, and the Consultant's role/involvement.

A - Consultant's Organization

1. Provide here a brief description of the background and organization of your company, and – in case of a Joint Venture/ Consortium or sub-Contractors – of each member for this assignment.
2. Include organizational chart, a list of Board of Directors etc, and beneficial ownership

B - Consultant's Experience

1. List only previous similar assignments successfully completed in the last **20 years**.
2. List only those assignments for which the Consultant was legally contracted by Procuring Agencies as a company or was one of the Joint Venture/ Consortium partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-Contractors, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Procuring Agency.

(DEVELOPMENTAL WORKS OF WORTH OF RS. 100.0 MILLION & ABOVE

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Procuring Agency & Country of Assignme	Approx. Contract value (in Local Currency)	Role on the Assignmentt
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		nt		
{e.g., Jan.20--- Apr.20-- }	{e.g., “Improvement quality of ”: designed master plan for rationalization of; }	{e.g., Ministry of, country}	{e.g., PKR 1 mill/PKR 0.5 mill}	{e.g., Lead partner in a JV/ Consortium A&B&C}
{e.g., Jan-May 20--}	{e.g., “Support to sub- national government” : drafted secondary level regulations on.....}	{e.g., municipalit y of....., country}	{e.g., PKR 0.2 mil/PKR 0.2 mil}	{e.g., sole consultant}

FORM TECH-5

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

Form TECH-4: a description of the approach, methodology, and work plan for performing the Assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal}

b) Technical Approach, Methodology, and Organization of the Consultant's team.

{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team.}

{Please do not repeat/copy the TORs in here.}

[Note for Procuring Agency: add the environmental and social aspects to deliver the expected output(s), and the degree and detail of supervision structure for infrastructure Contracts such as Plant or Works and for other consulting services where the social risks are substantial or high]

b) Work Plan and Staffing. {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Procuring Agency), and tentative 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 and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}

c) Comments on the TORs and on counterpart staff and facilities

{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by the Procuring Agency. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}

FORM TECH-6

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

Nº	Deliverables ¹ (D-..)	WEEK											
		1	2	3	4	5	6	7	8	9	n	TOTAL
D-1	{e.g., Deliverable #1: Report A												
	1) data collection												
	2) drafting												
	3) inception report												
	4) incorporating comments												
	5).....												
	6) delivery of final report to Procuring Agency}												
D-2	{e.g., Deliverable #2:}												
n													

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Procuring Agency's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

FORM TECH-6

TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

No	Name	Expert's input (in person/month) per each Deliverable (listed in TECH-5)											Total time-input(in Months)			
		Position		D - 1	D - 2	D- 3	D-...					Home	Field	Total	
KEY EXPERTS																
K-1	{e.g., Mr. Abbbb}	{Team Leader}	{Home}	{2 month}	{1.0}	{1.0}										
			{Field}	{0.5 m}	{2.5}	{0}										
K-2																
n																
												Subtotal				
NON-KEY EXPERTS																
N-1			{Home}													
			{Field}													
N-2																
n																
												Subtotal				
												Total				

- 1 For Key Experts, the input should be indicated individually for the same positions as required under the Datasheet ITC21.1.
- 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
- 3 “Home” means work in the office in the expert’s country of residence. “Field” work means work carried out in the Procuring Agency’s country or any other country outside the expert’s country of residence.

Full Time Input Part Time Input



**FORM TECH-6
(CONTINUED)**

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	
Nature of Input(Full Time /Intermittent)	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous Procuring Agency's and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
{e.g., May 2005-present}	{e.g., Ministry of, advisor/Consultant to... For references: Tel/e-mail.....; Mr. Hbbbbb, deputyminister}		

Membership in Professional Associations:

Language Skills (indicate only languages in which you can work): _____

FORM TECH-6(CONTINUED)

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	
Nature of Input(Full Time /Intermittent)	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous Procuring Agency's and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
{e.g., May 2005-present}	{e.g., Ministry of, advisor/Consultant to... For references: Tel..... /e-mail.....; Mr. Hbbbbb, deputyminister}		

Membership in Professional Associations:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}	

Expert's contact information: (e-mail, phone)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Procuring Agency.

{day/month/year}

Name of Expert

Signature

Date

{day/month/year}

Name of authorized

Signature

Date

(the same who signs the Proposal)

FORM TECH-7

(AFFIDAVIT)

[To be printed on PKR 1200 Stamp Paper, duly attested by oath commissioner. To be attached with Technical Proposal]

Name: _____
(Applicant)

I, the undersigned, do hereby certify that all the statements made in the RFP and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by procuring agency if the Procuring agency, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *[name of Procuring Agency]* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the *[name of Procuring Agency]*. The undersigned further affirms on behalf of the firm that:

- (i) The consultant is neither currently blacklisted by any Department nor any litigation is pending before PPRA or any other court of law competence in this regard against any such blacklisting order.
- (ii) The documents/photocopies provided with proposal are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (iii) All the information is correct to the best of my knowledge and belief.
- (iv) Consultant is not blacklisted or subject to any pending litigation with any Government or Public Department

[Name of the Consultant] undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the company Title of

Officer: _____ Name of Company:

Date: _____

[The Procuring Agency may alter or modify the details of this form in accordance with PPR-14 (UAF Procurement Rules). keeping in view its requirements, nature of consultancy services contract i.e. lumpsum/time based etc. and selection method i.e. least cost/QCBS/QBS]

Section 4. Financial Proposal - Standard Forms

{*Notes to Consultant* shown in brackets { } to provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on 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 in Section 2.

FIN-1 Financial Proposal Submission Form FIN-2

Summary of Costs

FIN-3 Breakdown of cost by activity

FIN-4 Reimbursable expenses

Appendix: - Break Down of Remuneration Rates

FORM FIN-1
FINANCIAL PROPOSAL SUBMISSION FORM

To: {Name and address of Procuring Agency} {Location, Date}

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 amount of {Indicate the corresponding to the amount(s) currency (ies)} {Insert amount(s) in words and figures}, [Insert "including" or "excluding" all indirect local taxes in accordance with Clause 25.1 in the Data Sheet]. The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations, until [insert day, month and year in accordance with ITC 12.1].

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

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

{If no payments are made or promised, add the following statement: "No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution."}

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: _____
In the capacity of: _____ Address: _____

E-mail: _____

{For a Joint Venture/ Consortium, either all members shall sign or only the lead member/Consultant, in which case the power of attorney to sign on behalf of all members shall be attached}

FORM FIN-2 SUMMARY OF COSTS

Item	Cost (in Pak Rupees)
Total cost of Financial Proposal*	

***THE TOTAL COST SHALL BE INCLUSIVE OF ALL TAXES (WHATSOEVER I.E. INCOME TAX, GST, PST ETC.)**

**** THE TOTAL COST OF FINANCIAL PROPOSAL SHALL REMAIN WITHIN THE ESTIMATED COST OF CONSULTANCY (I.E. 2.428 MILLION)**

FORM FIN-3
(Breakdown of Cost by Activity)

Note: The Cost shall be inclusive of all sort of applicable taxes. Taxes shall be deducted from each running bill as per rate prescribed / applicable as per relevant Laws of Federal, Provincial & District Governments. (PST 16%, Income Tax & etc).

Sr. No.	Name of Activity	Cost of Activity (in Local Currency)
1	Design Phase	
2	Top Supervision	
3	Total Cost	

Section 5. Eligible Countries

All the Consultants (prequalified by the P&D Board Punjab Pakistan) are allowed to participate in the subject procurement without regard to nationality, except Consultants of some nationality, prohibited in accordance with policy of the Government.

Following countries are ineligible to participate in the procurement process:

1. India
2. Israel

Ministry of Interior, Government of Pakistan has notified List of Business Friendly Countries, Latest information may be confirmed from the relevant quarter.

SECTION 6. CORRUPT PRACTICES

“Corrupt practices” in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009: The Corrupt practices shall be dealt in accordance with the provisions in UAF Procurement Rules 2014 amended to date.

[(d) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:-

- I. coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
- II. collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
- III. offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
- IV. any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- V. obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit process.

Blacklisting & Debarment:

Blacklisted Consultants (from PPRA and University of Agriculture, Faisalabad) and those found involved in “Corrupt Practices” are not allowed to participate in bidding.

SECTION 7: TERMS OF REFERENCE (TOR)FOR

Supply, Installation, Testing & Commissioning of HVAC (Multi Split) System, including all ancillary works (Mechanical, Electrical, Civil), complete in all respects for the Confucius Institute Building at University of Agriculture Faisalabad.

UNIVERSITY OF AGRICULTURE, FAISALABAD

1. Introduction:

University of Agriculture, Faisalabad intends to hire the Design consultancy services of Firms prequalified by P&D Board in relevant Category. The scope of services includes Detailed Design of HVAC Infrastructure, Engineer's Estimates, Bid Documents Preparation/ Bids Evaluation for hiring of Contractor along with Top Supervision during execution of work.

1.1 Background of the Project.

University of Agriculture, Faisalabad, intends to execute the work "Supply, Installation, Testing & Commissioning of HVAC (Multi Split) System, including all ancillary works (Mechanical, Electrical, Civil), complete in all respects for the Confucius Institute Building at University of Agriculture Faisalabad".

2. Objective of Consultancy.

The objective of hiring Engineering/Architectural Consulting firm is to ensure technical viability of HVAC during design, execution and completion of work.

3. Scope of Work/Consultancy Services.

The consultant shall provide professional and technical expertise for the proper design and execution of services outlined below. The consultant team shall liaise and coordinate with all concerned University Authorities and shall be familiar with all local government by-laws and regulations. The scope of services to be performed and successfully completed by the Consultant to the entire satisfaction of the Client and in accordance with the Contract shall include but not limited to as described hereunder;

PART 1: DESIGN OF VRF/VRV SYSTEMS

PART II: TOP SUPERVISION OF VRF/VRV SYSTEM

3.1. Design Phase

In order to ensure good standard of design of works, latest design codes / standards prevalent in the world such as U.S Standards, British Standards, DIN Standards, European Standards ASHRE or China's HVAC Standards would be adopted by the Consultants for the design of all components covered under this consultancy and latest specifications would be adopted. During the design stage, the Consultants shall carry out the following activities and works.

- i. The Consultants shall prepare all VRF / VRV design drawings of project building/layout drawing (s) of the project to familiarize them with the project.
- ii. Survey site, collect and prepare all data required for design of VRF/VRV system.
- iii. The area to be covered under VRF/VRV shall be decided mutually by the client and the Consultant before undertaking the design of VRF/VRV System.
- iv. After having decided the area to be covered under the VRF/VRV System, the

consultant shall prepare design of the system and submit for approval of the competent forum.

- v. After approval, the consultant shall prepare the comprehensive design of the system and prepare the drawing (all types of drawings required for execution of project), detailed specifications of items of Work and BOQs, etc. and shall submit to the competent forum for approval and technical sanction by the competent authority.
- vi. Floor-wise electric load required to run the VRF/VRV System shall be calculated by the Consultant for all floors. This electrical load shall be submitted by the Consultant to the Client for approval. This electrical load shall be used towards the design of HT/LT Panels and Electric Sub Station accordingly. The Consultants shall be fully responsible for the accuracy of this electrical load being extremely important for the design of Panel Boards and Electrical Sub Station,
- vii. The consultant shall integrate his design of VRF/VRV and its related electrical component with existing system and the existing HT/LT panels installed in the building. This integration shall be considered for future installation of Solar System.
- viii. The consultant shall provide the design recommendations of solar system considering the full operational conditions of HVAC System along with existing infrastructure.
- ix. After the design is approved and is in the implementation stage, change in the area up to 10% to be covered under VRF/VRV shall be regarded as minor change. The amended design drawings shall be provided by consultants without any additional charges. The change in area more than 10% shall be regarded as additional scope and will be charged as per mutually agreed rate.
- x. Working & Shop drawings etc. for VRF/VRV shall be provided by Consultants for the execution of work at site.
- xi. In case of any minor change in the requirements by the Client or as per site, the design review and drawings shall be amended accordingly and submitted for approval of the client
- xii. The Cost Estimates of VRF/VRV System including detailed specifications of items of work shall be prepared and submitted for Approval/Technical Sanction of the Client for procurement of goods and works.
- xiii. Assist the Client in pre-qualification of the contractors for VRF/VRV Component right from invitation for EOI to Evaluation of the proposals submitted by short listed contractors. All documentation required in this process shall be prepared by the Consultants and submitted for approval of the Client.
- xiv. The approval of design by the Client does not relieve the consultants of their responsibilities for efficient working, safety and correctness of design. Preparation and submission of As-Built drawings.

3.2 All the documents including design work sheets/drawings will become the property of the Client.

3.3 Role of the Client

University of Agriculture Faisalabad will provide necessary inputs regarding design and supervision of the project component

3.4 Time Duration: -

Time duration for design phase 01 months

3.5 Core Team of Experts (Design Phase)

Design staff should have the minimum qualification & experience depicted as under: -

Sr #	Designation	Qualification/Experience	No. of Posts
1	Team Leader	BSc Engineering in Mechanical. Registered with PEC and having more than 15-Years of relevant experience in the field of VRF/VRV HVAC Design and Execution.	1
2	Mechanical Engineer	BSc Engineering in Mechanical. Registered with PEC and having more than 05-Years of relevant experience in the field of VRF/VRV HVAC Design and Execution.	1
3	Electrical Engineer	B.Sc. (Electrical Engineer) member of PEC in goodstanding. Having 05 years or above of total experience of working in the field of VRF/VRV HVAC Design and Execution.	1
4	Quantity Surveyor	DAE (Electrical) Having 05 years or above of total experience of working in the field of VRF/VRV HVAC for BOQs	1

4. TOP Supervision for VRF/VRV HVAC System:

- i. The consultant shall be responsible for resident supervision of all works related to VRF/VRV Components through Qualified Graduate Engineer (s) and other supervisory staff having appropriate qualification and sufficient relevant experience in the respective disciplines who shall perform their duties with due diligence, efficiency and in accordance with sound Engineering Practices and Specified Standards.
- ii. The Consultant shall deploy a team for supervision of works having the following minimum qualifications and work experience as mentioned against each for the approval of Client: -

Sr #	Designation	Qualification/Experience	No. of Posts
1	Team Leader/Resident Engineer (Intermittent)	<ul style="list-style-type: none"> BSc Engineering in Mechanical. Registered with PEC and having more than 10-Years of relevant experience in the field of VRF/VRV HVAC Design and Execution. No. of visits will be based on activities and schedule of work 	1
2	Site Inspector (Mechanical) (Intermittent)	<ul style="list-style-type: none"> DAE (Mechanical) Having 10 years or above of total experience of working in the field of VRF/VRV HVAC Design and Execution. No. of visits will be based on activities and schedule of work 	1
3	Site Inspector (Electrical) (Intermittent)	<ul style="list-style-type: none"> DAE (Electrical) Having 10 years or above of total experience of working in the field of VRF/VRV HVAC Design and Execution. No. of visits will be based on activities and schedule of work 	1
4	Quantity Surveyor (Intermittent)	<ul style="list-style-type: none"> DAE (Electrical) Having 10 years or above of total experience of working in the field of VRF/VRV HVAC for BOQs No. of visits will be based on activities and schedule of work 	1

- iii. The supervisory staff of consultants shall study the relevant Technically Sanctioned Estimate to familiarize them with the provisions of the work.
- iv. The Consultants shall ensure that the work is being carried out by the Contractor as per the design and layout provided by their own design team and the specifications of the work.
- v. Issues in execution at site would be resolved by the Resident Engineer through consultation with his design team, the Client and the Contractor in a most appropriate and manner.
- vi. The Consultants shall ensure and certify that all materials brought at site by the contractor and incorporated in the work are properly tested and comply with the specifications.
- vii. The Consultant shall certify each work/bill of the contractor and shall ensure, that the works have been executed in accordance with established standards, criteria, procedures and as per approved design, drawings, standards, specifications, technically sanctioned estimate and within the provisions of contract agreement.
- viii. The consultant shall supervise the contract in all matters concerning safety and care of work and advise the contractor and concerned Executive Engineer on any problem arising in construction work during its execution well in time.
- ix. The consultant shall monitor progress and maintain up-to-date progress schedule in the form of bar charts, critical path diagrams and other appropriate systems developed during the project processing indicating the major items of work being performed according to work schedule provided with the contract agreement and

- approved by the Engineer Incharge. The consultant shall submit monthly progress report to the concerned Executive Engineer.
- x. The Consultant shall certify and recommend under his seal, the contractor's running payment and final payment clearly indicating that the quantities of work executed/ recommended are according to specifications, design drawing, technically sanctioned estimates and contract agreement.
 - xi. The Consultants shall keep the record of daily Inspection reports and hand over the same to the Executive Engineer/Engineer Incharge on fortnightly basis.
 - xii. The Consultants shall inform the client / Engineer Incharge of problems of potential nature which might arise in connection with the construction contract and make recommendations for possible solution
 - xiii. The Consultants shall carry out any required revisions in plans and specifications as required by the Engineer Incharge/ Executive Engineer and prepare all variation orders and assist Executive Engineer in the negotiation necessary for the execution of changes. Revision shall only be encouraged where it improves the project performance.
 - xiv. The Consultants shall be 100% responsible for the accuracy of the measurement made on the work quantities executed by the contractor and certified for payment and shall maintain permanent record for all such measurements for the Engineer Incharge.
 - xv. The Consultants shall maintain permanent record of the results of all tests made on materials, Items of work involved in the project.
 - xvi. The Consultants shall assist client/ Executive Engineer with Interpretation of the drawings and contract documents, particularly with respect to any disputes with the contractor or other affected parties.
 - xvii. The Consultants shall evaluate and make recommendations to the Engineer Incharge for action to be taken against all contractor's claims, disputes, time extensions, and other changes beyond the scope of work.
 - xviii. The Consultants shall furnish timely assistance and directions to contractor in all matters relating to ground survey controls, quality control, testing and other matters relating to contract compliance and progress of the project.
 - xix. The Consultants shall assure the receipts and maintain permanent record in the shape of copies of all warranties required under terms of contract documents for materials including their sources and equipment accepted and incorporated in the project.
 - xx. The Consultants shall assist the client regarding procurement of all equipment's and machinery Including scrutiny of shipping documents and Inspection at port.
 - xxi. Ascertain genuineness of the equipment and shall prepare and submit technical specification compliance report of the equipment's brought at site to the Client.
 - xxii. The Consultants shall make arrangement for inspection of sites and ensure that all relevant information is available and up-to-date progress reports are provided before site inspection.
 - xxiii. One month prior to expiry of the maintenance period of the work, the consultant shall carry out the detailed final inspection of the work and submit a report to the Department pointing out the defects, if any, in the work.
 - xxiv. Prepare and submit project completion report giving all details of the project in

chronological order.

- xxv. The Consultants shall incorporate all changes that may be required by the Client/Employer for the economical completion or due to technical grounds / site requirements without any additional charges during the execution of project and shall also submit the above documents accordingly as per requirement of the Engineer Incharge.
- xxvi. The Client will have a right to increase or decrease scope of work.
- xxvii. The Consultants shall verify the completion certificate duly submitted by the Contractor.
- xxviii. Any other related task assigned by the Client / Engineer Incharge necessary for the completion of the project.
- xxix. Attendance report of all staff must be maintained for presentation to Engineer Incharge wherever required.
- xxx. The Consultant shall be responsible for top supervision of procurement and subsequent installations and will submit technical specification compliance report to the Client.

5. Submission of Documents and Drawings as per payment schedule: -

Sr. #	Description	No. of Copies	Schedule of payment
1	Detailed Design <ul style="list-style-type: none"> Design Calculations Layout Plans i/c integration of existing infrastructure and future installation of Solar System Detailed Engineering Drawings Final Design Reports 	2 2 2 2 2	25% of total design fee as per consultant deliverable
2	Final Design and Tender Documents <ul style="list-style-type: none"> Final Tender Drawings of HVAC System (Plans, Sections etc.) Final Tender Documents including Specifications, BOQ etc. Inspection Reports Final Cost Estimate 	2 2 2 2	25% of total design fee as per consultant deliverable
3	Tender Stage <ul style="list-style-type: none"> Tender evaluation and Recommendations 	2	10% of total design fee as per consultant deliverable
4	Execution Stage <ul style="list-style-type: none"> Working Drawings Inspection Reports Shop Drawings As Built Drawings 	2 2 2 2	25% of total design fee as per consultant deliverable
5	Completion Stage <ul style="list-style-type: none"> Completion Report Commissioning Report 	2 2	15% of total design fee as per consultant deliverable

6. Professional Liability:

Professional Liability as it stands in the prevalent conduct and practice of consulting engineers prescribed by the PEC and the provisions mentioned in the UAF Procurement Rules 2014 amended to date.

- i. The consultant selected and awarded a contract shall be liable for consequence of errors or omissions on the part of the consultant.
- ii. The extent of liability of the consultant shall form part of the contract and such liability shall not be less than remunerations nor shall it be more than twice the remunerations.
- iii. The procuring agency may demand insurance on part of the consultant to cover the liability of the consultant and necessary costs shall be borne by the consultant.
- iv. The consultant shall be held liable for all losses or damages suffered by the procuring agency on account of any misconduct by the consultant in performing the consulting services.

7. INTELLECTUAL PROPERTY RIGHTS: -

- i. All documents, reports, designs, research work and all deliverables prepared by the consultant shall become and remain the property of the Client.
- ii. Any future use of these documents and software by the consultant shall not be done without permission of Client.

8. MODE OF PAYMENT:

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- i. The consultant shall be paid for design fee separately on lump sum basis on deliverable basis but cost of design fee will be included in consultant's Bid.
- ii. The consultant's fee for Resident Supervision stage will be linked to the contractor's payment/physical progress of the work.
- iii. The payment/cost of each intermittent visit shall be borne by consultant from his quoted supervision fee.
- iv. The Consultant shall be paid on satisfactory performance of the scope and services.
- v. The consultants shall establish their site office and meet the running /operational expenses at their own level.