

DOCUMENTS REGARDING HIRING THE  
SERVICES OF AN INTERIOR DESIGNER  
TO ESTABLISH VARIOUS SECTION /  
GALLERIES UNDER THE FOOD &  
AGRICULTURE MUSEUM /  
AGRICULTURE HERITAGE MUSEUM  
UNDER PROJECT TITLED “PAK-KOREA  
NUTRITION CENTER (PKNC) TO  
IMPROVE CHILD AND COMMUNITY  
NUTRITION AT UAF”



## UNIVERSITY OF AGRICULTURE, FAISALABAD (REQUEST FOR PROPOSAL No.68/2024)

1. The University of Agriculture, Faisalabad (UAF) is going to hire the services of an Interior Designer to establish various Section / Galleries **single stage (two envelope procedure)** under the Food & Agriculture Museum / Agriculture Heritage Museum under project titled “**Pak-Korea Nutrition Center (PKNC) to Improve Child and Community Nutrition at UAF**”.
2. The RFP shall be received in the Directorate of Procurement and Inventory Control, University of Agriculture, Faisalabad (UAF) **upto 14<sup>th</sup> June 2024 at 10:30 a.m. and opened on same date and venue at 11:00 a.m.**
3. The prospective bidder may download the Request for Proposal (RFP) document carrying all details free of cost at the **Link for free Download:** [http://uaf.edu.pk/directorates/dpiv/dpiv\\_tenders.html](http://uaf.edu.pk/directorates/dpiv/dpiv_tenders.html) or may have RFP document from the **Directorate of Procurement & Inventory Control (DPIC), University of Agriculture, Faisalabad (UAF)** subject to production of deposit receipt of Rs.1000/- in the University Income Account (No.11-9/NBP, UAF Branch). The bidders shall drop the RFP in the Tender Box or sent through Courier as per schedule. The RFP will be opened at **DPIC** as per date & time mentioned above.
4. The UAF will not be responsible for any cost or expense incurred by the bidder in connection with the preparation or delivery of RFP. In case of official holiday on the day of submission, the next day will be treated as closing date.

**Note:** The RFP must be dropped in the Tender Box available in Director Room and not to be handed over to any person of the Directorate if the bid is sent by in person or through post, the same instructions be passed on to the Courier.

**DIRECTOR (DPIC)**  
**(For & On behalf of the Committee)**  
Phone#041-9200898, 9200161  
Extn.3503/3504/3505/3506/3507  
E.Mail: [dpic@uaf.edu.pk](mailto:dpic@uaf.edu.pk)  
[store\\_officer@uaf.edu.pk](mailto:store_officer@uaf.edu.pk)

## **II. INSTRUCTIONS TO CONSULTANTS**

### **1. FORM OF BID AND THE BIDDING PROCESS:**

Bids will be evaluated in accordance with Lease Cost Based Selection. The bidding process will be as under:

- a. The bid shall comprise sealed envelopes. One is about basic criteria details and offer of scope of work and deliverable and second is financial proposal.
- b. The envelope shall be marked as proposal for Hiring of Services of an Interior Designer in bold and legible letters and also bear the submission address and the title of the Assignment.
- c. Bidders may request a clarification of any of the RFP documents not later than 7 days before submission date. Any request for clarification must be sent in writing or by standard electronic means (e-mail at [store\\_officer@uaf.edu.pk](mailto:store_officer@uaf.edu.pk)) to the address indicated in this RFP;
- d. The Proposal shall be prepared using the attached Standard Form. It shall include all costs associated with the assignment including (a) fees for consultancy services (inclusive of all applicable taxes), and (b) out-of-pocket expenses relating to the consultancy services. The offer shall be all inclusive for the deliverables.
- e. The proposal which meets all eligibility criteria as well as special provisions and deliverables laid down in this document shall qualify for consideration of financial comparative. If the proposal does not meet any of the basic criteria or deliverables, it will not be eligible for financial consideration.
- f. If the Contract Offer is not accepted by the successful bidder, the Security deposit shall be forfeited. In such a case, UAF will either make the Contract Offer to the next highest bidder or re- initiate the procurement process through a fresh public advertisement.
- g. The amount of the security deposit will be returned to the successful bidder six months after satisfactory completion /termination of the contract and after adjusting the dues, if any, payable by the bidder.

## **2. SCOPE OF WORK**

- i. Conduct a Comprehensive assessment of the museum space, including dimensions, layout, lighting, and architectural features of Museum Building
- ii. Develop a creative concept and thematic approach for each section or gallery, considering the museum's mission, target audience, and exhibits
- iii. Design detailed floor plans, layouts, and 3D versions and AutoCAD drawings for each section or gallery, incorporating elements such as display cases, exhibit panels, signage, seating, and, interactive features
- iv. Propose appropriate materials, finishes, colors, textures, and furnishing to enhance the aesthetic appeal and functionality of each space, galleries and interior and outdoor display design.
- v. To provide BOQ with detailed specifications, quantities and estimated price of Museum Equipment (i.e. Artifacts, Collectibles, display designs/structures, sculptures, mechanical/animated models, furniture & fixture, display design/structures, sculptures, ICT Equipment etc.)
- vi. Oversee the implementation and installation of Museum equipment and Interior and Outdoor display components
- vii. Conduct quality assurance inspections and address any issue or discrepancies during the execution phase
- viii. Ensure compliance with relevant regulations, codes, standards, and best practices in museum design, accessibility, and conservation as per rules in vogue.

**Note:- Building can be seen at site with coordination of Convener Committee or DPIC**

## **3. DELIVERABLES :**

- i. conceptual design, proposal for each museum section of gallery (galleries) colored copy and 3D version and AutoCAD drawings.
- ii. 3D views of galleries and other allied spaces of museum along with materials settings and ambience of the said work.
- iii. to provide BOQ with scope of work.
- iv. MEP (Mechanical, Electrical and Plumbing) drawings

## **4. FORMAT OF ALL SECURITIES REQUIRED:**

- i. Bidder shall submit as part of its bid, a bid security of **Rs.100,000/-** in favor of Director Directorate of Procurement & Inventory Control in the form of CDR.
- ii. The Interior Designer will also give an undertaking in which confidentiality and completion of work will be ensured.

## 5. Eligibility Criteria:

- i. Active Membership with Pakistan Council of Architects and Town Planner (attached membership certificate or any other proof). **Yes/No**
- ii. NTN & STN Registration (Certificate of NTN & STN to be attached or PRA Registration (if applicable). **Yes/No**
- iii. Submission of undertaking that the firm not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or private Sector Organization anywhere in Pakistan. **Yes/No**
- iv. At least two qualified interior designers and one architect (CVs to be attached). **Yes/No**
- v. Completion of at least three projects: one related to establishing museums or preserving culture/heritage, and two related to the interior design of buildings. **Yes/No**  
(Three project references in the form of digital photographs and confirmation letters from the organizations or institutions where the projects were completed).

## 6. SPECIAL PROVISIONS

- i. Proposals shall be addressed to the Directorate of Procurement & Inventory Control, University of Agriculture, Faisalabad (UAF) as per schedule.
- ii. Bidder shall submit original Proposal duly signed by the competent authority of firm.
- iii. Proposals shall remain valid for (180) days from the date of submission.
- iv. The bidder shall be subject to taxes as per laws of Pakistan on amounts payable by the Client under the Contract. The bidder shall provide his Sales and Income Tax Numbers for deduction and payment of sales and income tax on his behalf. **It will be bidder's responsibility to include all applicable Federal, Provincial or city taxes, fees and levies in the Financial Proposal.**
- v. Bid Price shall be denominated in Pakistan Rupees.
- vi. All pages of proposal documents shall be signed by the bidder or his authorized representative, who has been given power of attorney (be enclosed with tender documents, if any), along with attested copy of his CNIC.
- vii. Offer shall not be considered if:
  - a. Received without security deposit.
  - b. Received after the time and date fixed for its receipt.
  - c. The tender is unsigned.
  - d. The offer is ambiguous.
  - e. The offer is conditional.
  - f. The offer is from an individual or firm which is blacklisted, suspended or removed from the approved list.
- viii. No incomplete, supplementary or revised offer shall be accepted after opening of the tender.
- ix. No cutting and erasing are allowed in the RFP. Only typed bids will be accepted.
- x. Any eligibility criteria document is not attached or not fulfilled.

- xi. The bidder must quote his price only as per the bid price proforma of the bidding document (as per **Annex-B**). The price quoted should be inclusive of all kind of taxes and must be quoted in figure as well as in words.
- xii. All documents, reports, designs, research work, and all deliverables prepared by the firm shall become and remain the property of the University.
- xiii. The interior design firm shall bear all costs associated with the preparation and submission of their proposals and Contract negotiation. UAF is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.
- xiv. The interior design firm shall provide professional and independent advice in the best interest of the UAF. The firm has an obligation to disclose any actual or potential conflict of interest that impacts their capacity to serve the best interest of UAF, or that may reasonably be perceived as having this effect. Failure to disclose such situations, as soon as the Consultant becomes aware of these, may lead to disqualification of the Consultant or termination of the Contract.
- xv. The interior design firm shall maintain confidentiality of data received and reports prepared and shall not divulge any information to any person.
- xvi. 90% of the payment will be released upon the completion and submission of deliverables. The remaining 10% will be withheld to oversee the implementation and installation of museum equipment and interior/outdoor display components, as well as to address any issues or discrepancies that arise during the execution phase.
- xvii. The interior design firm will be responsible for providing a preliminary draft, including all deliverables, within 40 days. An additional 10 days will be allocated for discussions. After the discussion phase, the firm will have 10 days to finalize drawings and BOQs to completion.
- xviii. If the draft proposal including deliverables not submitted within the due date up to 0.67% of the value of the contract late per day or a part of a period exceeding the original delivery period, subject to the provision that the total liquidated damages thus imposed will not exceed 10% of the total value of the contract.
- xix. If the firm encounters conditions that impede timely delivery of services and deliverables, they must promptly notify the Director (DPIC) in writing, stating the delay's nature, duration, and causes. The Director (DPIC) may extend the deadline at their discretion, with or without liquidated damages. Any extension will be formalized by an amendment to the contract, agreed upon by both parties.

## **7. FACILITIES TO BE PROVIDED BY THE CLIENT**

The University of Agriculture, Faisalabad will be responsible for providing the required information, data, and office space to the hired designer.

**CERTIFICATE**

1. Proposal duly signed must be furnished along with the following certificate: -

i. I/We hereby confirm to have read carefully all the terms & conditions of your Request for Proposal, due for opening after 15 days of publishing of advertisement for provision of services. In addition to the conditions we also agree to abide by all the special instructions mentioned in tenderdocument. We also hereby categorically confirm that we/I are/am fully capable to provide servicesof actuary as laid down in the terms of reference.

ii. I/We accept that if the required Security Deposit is not furnished or my/our offer is found lacking in any of the requirements of the proposal, shall be liable to be ignored.

Signature: \_\_\_\_\_

Name & Address of Tendere \_\_\_\_\_  
\_\_\_\_\_

Designation & CNIC No. \_\_\_\_\_

NTNGST No. \_\_\_\_\_

Date: \_\_\_\_\_

Official Stamp: \_\_\_\_\_

**WITNESS No. 1**

Signature: \_\_\_\_\_

Name \_\_\_\_\_

Full Address \_\_\_\_\_

CNIC No: Date: \_\_\_\_\_

**WITNESS No. 2**

Signature: \_\_\_\_\_

Name \_\_\_\_\_

Full Address \_\_\_\_\_

CNIC No: Date: \_\_\_\_\_



**BID PRICE PROFORMA – FINANCIAL PROPOSAL**

**NAME OF CONTRACT:**

Contract for provision of Services for Interior Designer to be submitted to the **Directorate of Procurement & Inventory Control, University of Agriculture, Faisalabad (UAF)** as per schedule

Sr. No.	Detail of services	Price (In Digit & Words)
1.		
	Total	

**Note:** The offer should be in Pak Rs.

Signature of the Bidder with stamp \_\_\_\_\_

Address: \_\_\_\_\_