



REQUEST FOR PROPOSAL NO. 03-2026

Hiring of Consulting Services for:

DETAILED DESIGN AND RESIDENT SUPERVISION

Procuring Agency: UNIVERSITY OF AGRICULTURE, FAISALABAD

ESTABLISHMENT OF R&D/OUTREACH CENTERS AT NAROWAL

Civil Work Components under following Development Projects:

- 1. Model Seed Research & Outreach Station Narowal under the project titled “Quality Seed Production and Supply to the Farming Community for Ensuring Food Security in Pakistan (Revised)”*
- 2. “Establishment of Pak Korea Nutrition Centre (PKNC) to improve Child & Community Nutrition (Revised)”*

Issued on: September 15, 2026

 Executive Engineer	UNIVERSITY OF AGRICULTURE, FAISALABAD Office of the Executive Engineer Engineering Construction Department (Projects)
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REQUEST FOR PROPOSAL No. 03-2026

The University of Agriculture, Faisalabad (UAF) invites **E-Tenders / Requests for Proposal (RFPs)** from consulting firms duly registered with the Pakistan Engineering Council (PEC) and included in the Prequalified List of the Planning & Development Board, Government of the Punjab (Sector: Infrastructure & Structural Engineering, Sub-Sector: Building) for the current financial year. The consultancy services are required for **Detailed Design, Master Planning, and Resident Supervision** of the following development projects (Civil Works Component) through the **Punjab e-Procurement System**, implemented by PPRA with effect from **01-07-2026**.

Sr. No	Title of work	Tentative Cost of Civil Work (Rs in Million)	Estimated Cost of Consultancy (Rs. in Million)		Bid Security @ 2% (In Rupees)
			For Design Phase	For Resident Type Supervision	
1	Establishment of R&D/Outreach Centers at Narowal				
A	Model Seed Research & Outreach Station Narowal under the project titled “Quality Seed Production and Supply to the Farming Community for Ensuring Food Security in Pakistan (Revised)”	542.914	5.429	10.858	325,740/-
B	PKNC Regional Outreach Research Center at Narowal under the Project titled “Establishment of Pak Korea Nutrition Centre (PKNC) to improve Child & Community Nutrition (Revised)”	161.071	1.610	3.221	96,620/-

Terms & Conditions

- Selection of the consulting firm(s) shall be made under the **Least Cost Based Selection (LCBS)** method as specified in the RFP documents.
- The procurement shall be carried out through the Single Stage, Single Envelope procedure. Firms are required to submit their Financial Proposals in accordance with the scope of services and deliverables prescribed in the Terms of Reference (TORs) of the RFP. Proposals must be submitted on or before **01-10-2026 at 11:00 AM**.
- A Bid Security equal to 2% of the estimated consultancy cost shall be submitted along with the proposal in the form of a Bank Draft, Pay Order, or Call Deposit Receipt issued by any scheduled bank in favor of Executive Engineer (ECD-P), UAF.
- The bids shall be opened on the same day **at 11:30 AM**.
- The scope of work may vary subject to the requirements and financial position of the University.
- All prospective bidders shall submit their bids through the **Punjab e-Procurement System**.
- After submission through the Punjab e-Procurement System, bidders shall download the submitted financial proposal and submit a hard copy along with the Original Bid Security in a sealed envelope.
- Submission of false information or fake/fabricated bid security shall result in disqualification under applicable PPRA Rules. Such cases may also be referred to PEC and PPRA for appropriate legal action.
- Conditional bids and bids submitted without the required Bid Security shall be rejected.
- The Competent Authority reserves the right to reject any or all bids prior to acceptance in accordance with PPRA Rule 35.
- Bidding documents can be downloaded from the **UAF website (free of cost)**. (http://uaf.edu.pk/directorates/dpiv/dpiv_tenders.html) and **PPRA website**.

12. The URL of PPRA website is (<https://ep.punjab.gov.pk/admin/procurement/procurement-plan>). Response time shall be calculated exclusively from the date of publication of advertisement on PPRA website.
13. In case of official holiday on the submission date, the next working day will be treated as closing and opening date.

Note: The bidding process will be governed under the **Punjab Procurement Rules, 2014**. Consulting firms are advised to carefully read the RFP before submission.

-Sd-

Executive Engineer

Engineering Construction Department (Projects)

Email: ecdp@uaf.edu.pk Ph# 041-9200842

Section 2. Instructions to Consultants and Data Sheet

A. GENERAL PROVISIONS

1. Definition:

- (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:

- (a) 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.
- (b) The Prequalified Consultants of P&D Board Punjab are invited to submit the 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.
- (c) 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.
- (d) 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.
- (e) The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Procuring Agency’s interest paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.
- (f) 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.
- (g) 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.
- (h) 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.
- (i) 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 are mentioned in **Bid Data Sheet** and is given as under: -

- (a) The bidder/consulting firm shall not be blacklisted or debarred by PPRA, the University of Agriculture Faisalabad (UAF), or any Government/Semi-Government Organization. An affidavit on judicial stamp paper to this effect shall be provided.
- (b) The firm shall be duly registered with the Pakistan Engineering Council (PEC) and shall be included in the Prequalified List of the Planning & Development Board, Government of the Punjab under:
 - I. Sector: Infrastructure Engineering
 - II. Sub-Sector: Buildings
- (c) The firm shall be an active taxpayer and shall provide copies of the following:
 - i. Registration with the Securities and Exchange Commission of Pakistan (SECP) or Registrar of Firms.
 - ii. National Tax Number (NTN) Certificate issued by FBR.
 - iii. Sales Tax Registration Certificate, where applicable.
 - iv. Punjab Sales Tax Registration Certificate issued by PRA.
 - v. Professional Tax Clearance Certificate.
 - vi. The firm shall submit audited financial statements or certified financial accounts for the last three (03) years demonstrating sound financial capacity.
 - vii. The firm shall provide an undertaking that all proposed key personnel shall remain available for the assignment and shall not be replaced without prior approval of the Client.
- (d) Firms and Consultants of a country or goods manufactured in a country may be ineligible if so, indicated in Section 5 (Eligible Countries).
- (e) Government-owned enterprises or institutions shall also be eligible as per provisions of PPR-14/ UAF Procurement Rules.
- (f) 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

4.1 General Considerations:

- 4.1.1 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.

4.2 Cost of Preparation of Proposal:

- 4.2.1 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

4.3 Language:

- 4.3.1** 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**.

4.4 Document Comprising the Proposal:

- 4.4.1** The Proposal shall comprise the documents and forms listed in the Data Sheet.
- 4.4.2** 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)
- 4.4.3** 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

4.5 Proposal Validity:

- 4.5.1** Proposals shall remain valid for the period specified in the Data Sheet after the Proposal submission deadline prescribed by the Procuring Agency.
- 4.5.2** 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.
- 4.5.3** 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.
- 4.5.4** 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.
- 4.5.5** Any Proposal not accompanied by a Bid Security shall be rejected by the Procuring Agency as **non-responsive**.

- 4.5.6 The Bid Security of a Joint Venture/ Consortium must be in the name of the Joint Venture/ Consortium submitting the Proposal

5. Performance Security:

- 5.1 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**.
- 5.2 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 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

6. Extension of Validity Period:

- 6.1 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.
- 6.2 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.
- 6.3 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

7. Substitution of Key Experts at Validity Extension:

- 7.1 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
- 7.2 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.

8. Sub-Contracting:

- 8.1 The Consultant shall not sub-contract the whole of the Services.

9. Clarification and Amendment of RFP:

- 9.1 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.
- 9.2 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.
- 9.3 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.
- 9.4 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.

10. Preparation of Proposal:

- 10.1 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.
- 10.2 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**.

- 10.3 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]
- 10.4 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.
- 10.5 The Technical Proposal shall not include any information regarding Financial Proposal. A Technical Proposal containing material financial information shall be declared **non-responsive**.
- 10.6 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**.
- 10.7 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.
- 10.8 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**
- 10.9 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.
- 10.10 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.
- 10.11 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

11. Submission, Sealing, and Marking of Proposals

- 11.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause (Basic Eligibility Criteria) & Clause (Documents Comprising Proposal). The submission can be done through **E-Procurement System**.
- 11.3 The bidder shall submit a complete single package consisting the separately sealed Technical Proposal along with the bid security and Financial Proposal in the office of the Executive Engineer (ECD, P) University of Agriculture, Faisalabad
- 11.4 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.
- 11.5 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)**
- 11.6 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.
- 11.7 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.
- 11.8 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]."
- 11.9 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."
- 11.10 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]".

11.11 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.

11.12 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.

12. Confidentiality

12.1 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.

12.2 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.

12.3 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.

13. Opening of Technical Proposals

13.1 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.

13.2 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.

14. Proposals Evaluation

- 14.1 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.
- 14.2 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.

15. Evaluation of Technical Proposals

- 15.1 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.

16. Financial Proposals for QBS

- 16.1 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.
- 16.2 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.

17. Public Opening of Financial Proposals (for QCBS and LCS methods)

- 17.1 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.

- 17.2 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 breakdown 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 total prices read aloud and recorded. Copies of the record shall be sent to all Consultants who submitted Proposal

18. Correction of Errors

- 18.1 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

- 18.2 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

- 18.3 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 below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.

19. Taxes

- 19.1 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.

20. Conversion to Single Currency

- 20.1 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.

a. Quality and Cost Based Selection (QCBS)

- 20.2 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)

- 20.3 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

- 20.4 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

21. Conclusion of Negotiations

- 21.1 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.
- 21.2 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.
- 21.3 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.
- 21.4 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.
- 21.5 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.
- 22. Bid Security [if Applicable]**
- 22.1 The procuring agency may decide to demand bid security from 0to 5% of the estimated price along with the proposal to be submitted by consultant.
- 23. Stamp Duty**
- 23.1 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	Name of the Procuring Agency: The University of Agriculture, Faisalabad.					
	Method of selection: Least Cost Based Selection method (LCBS)					
	Type of Contract: Lump Sum Contract					
	Name of the Assignment:					
	Sr. No	Title of work	Tentative Cost of Civil Work (Rs in Million)	Estimated Cost of Consultancy (Rs. in Million)		Bid Security @ 2% (In Rupees)
				For Design Phase	For Resident Type Supervision	
	1	Establishment of R&D/Outreach Centers at Narowal				
2	A	Model Seed Research & Outreach Station Narowal under the project titled “Quality Seed Production and Supply to the Farming Community for Ensuring Food Security in Pakistan (Revised)”	542.914	5.429	10.858	325,740/-
	B	PKNC Regional Outreach Research Center at Narowal under the Project titled “Establishment of Pak Korea Nutrition Centre (PKNC) to improve Child & Community Nutrition (Revised)”	161.071	1.610	3.221	96,620/-
3	A Pre-Proposal Conference/meeting will be held: Yes or No <u> ✓ </u>					
4	The language of the Bid is ENGLISH All correspondence shall be in ENGLISH The language for translation of supporting documents and printed literature is ENGLISH					

	Single Stage Single Envelope bidding procedure will be adopted for evaluation. Firms are invited to submit a Comprehensive bid in single package consisting Company Profile and Financial Proposal (Original) in sealed envelope. The Proposal shall comprise the following: <table border="1"> <tr> <td>TECH-3</td><td>Curriculum Vitae (CV) for Proposed Professional Staff</td></tr> <tr> <td>TECH-4</td><td>Work Schedule - (A monthly work plan illustrated with a bar chart of activities and graphics of the critical path method (CPM) or Project Evaluation Review Techniques (PERT) type).</td></tr> </table>	TECH-3	Curriculum Vitae (CV) for Proposed Professional Staff	TECH-4	Work Schedule - (A monthly work plan illustrated with a bar chart of activities and graphics of the critical path method (CPM) or Project Evaluation Review Techniques (PERT) type).
TECH-3	Curriculum Vitae (CV) for Proposed Professional Staff				
TECH-4	Work Schedule - (A monthly work plan illustrated with a bar chart of activities and graphics of the critical path method (CPM) or Project Evaluation Review Techniques (PERT) type).				
5	<u>FOR FINANCIAL PROPOSAL:</u> Inner envelope with the Financial Proposal: (1) FIN-1 (2) FIN-2				
6	Association of Sub-Contractors, Key Experts and Non-Key Experts with more than one Consultant/ Firm in a Proposal is not permissible .				
7	Proposals shall be valid for 180 days after the Proposal submission deadline				
8	The successful Consultant shall furnish a Performance Security equivalent to Five Percent (5%) of the Contract Price in the form of an unconditional Bank Guarantee issued by a scheduled bank in Pakistan within fourteen (14) days of the issuance of Letter of Acceptance. The Performance Security shall remain valid until the completion of consultancy services and fulfillment of all contractual obligations by the Consultant. The Performance Security shall be released after successful completion of consultancy services, approval of final deliverables, and issuance of the Project Completion Certificate by the Client.				
9	Clarifications may be requested not later than 07 days prior to the submission deadline. The contact information for requesting clarifications is: 1. Engr. Shahid Ayaz Wahla, Project Director, ECD (P), UAF E-mail: ecdp@uaf.edu.pk Ph# 041-9200841 2. Engr. Abdul Manna, Executive Engineer, ECD (P), UAF E-mail: Abdul.mannan@uaf.edu.ppk Ph# 041-9200842				
10	The Financial Proposal should state local costs in the Procuring Agency's country currency (local currency): Yes				
11	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.				

12	The Consultant must submit the Single Package Consisting the Company's Profile and Financial Proposal along with Bid Security.						
13	The Proposals must be submitted no later than: Date: 01-10-2026, Time: 11:00 AM The Proposal submission address is: Office of the Executive Engineer ECD(P), University of Agriculture, Faisalabad, Punjab, Pakistan Tel: 041-9200842, Email: ecdp@uaf.edu.pk						
14	The opening shall take place at: Office of the PROJECT DIRECTOR Engineering Construction Department (Projects) University of Agriculture, Faisalabad Date: 01-10-2026 Time: 11:30 AM						
15	The Firm will be evaluated considering Least Cost Based Selection method						
16	Expected date and address for Contract Negotiations: Date October 06, 2026. Address: Project Director Engineering Construction Department (Projects) University of Agriculture, Faisalabad The Negotiation will be carried by the already notified Consultant Selection Committee.						
17	The publication of the Contract award information following the completion of the Contract negotiations and Contract signing will be done within 14 days after the Contract signing.						
18	Time Duration: <table border="0"> <tr> <td>1. For Design Phase:</td> <td>02- Months</td> </tr> <tr> <td>2. For Resident Supervision:</td> <td>Total 20- Months</td> </tr> <tr> <td colspan="2">(15-Months Duration for SEED Component 05- Months duration of PKNC Component)</td> </tr> </table> *Note: <i>The Model Seed Research & Outreach Station, Narowal and PKNC Regional Outreach Research Center, Narowal shall be executed simultaneously at the same project site. Therefore, a single Resident Supervision Team shall be deployed by the Consultant for supervision of both projects.</i>	1. For Design Phase:	02- Months	2. For Resident Supervision:	Total 20- Months	(15-Months Duration for SEED Component 05- Months duration of PKNC Component)	
1. For Design Phase:	02- Months						
2. For Resident Supervision:	Total 20- Months						
(15-Months Duration for SEED Component 05- Months duration of PKNC Component)							

19	Basic Eligibility Criteria: (a) The bidder/consulting firm shall not be blacklisted or debarred by PPRA, the University of Agriculture Faisalabad (UAF), or any Government/Semi-Government Organization. An affidavit on judicial stamp paper to this effect shall be provided. (b) The firm shall be duly registered with the Pakistan Engineering Council (PEC) and shall be included in the Prequalified List of the Planning & Development Board, Government of the Punjab under: I. Sector: Infrastructure Engineering II. Sub-Sector: Buildings (c) The firm shall be an active taxpayer and shall provide copies of the following: i. Registration with the Securities and Exchange Commission of Pakistan (SECP) or Registrar of Firms. ii. National Tax Number (NTN) Certificate issued by FBR. iii. Sales Tax Registration Certificate, where applicable. iv. Punjab Sales Tax Registration Certificate issued by PRA. v. Professional Tax Clearance Certificate. vi. The firm shall submit audited financial statements or certified financial accounts for the last three (03) years demonstrating sound financial capacity. vii. The firm shall provide an undertaking that all proposed key personnel shall remain available for the assignment and shall not be replaced without prior approval of the Client. (d) Firms and Consultants of a country or goods manufactured in a country may be ineligible if so, indicated in Section 5 (Eligible Countries). (e) Government-owned enterprises or institutions shall also be eligible as per provisions of PPR-14/ UAF Procurement Rules. (f) 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.
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SECTION -3
TECHNICAL PROPOSAL SUBMISSION FORM

FORM TECH-3

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. Hbbbb, 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-4

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

Nº	Deliverables ¹ (D-..)	WEE											
		K											TOTAL
		1	2	3	4	5	6	7	8	9		n	
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: }												

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

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

FIN-2 Summary of Costs including Total Quoted Price.

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]*.

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 Commissionof Agents Gratuity	Amount and Currency	Purpose of or
_____	_____	_____
_____	_____	_____

{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

ESTABLISHMENT OF R&D/OUTREACH CENTERS AT NAROWAL					
Sr. No.	Name of Work	Name of Activity	Unit	Rate	Amount
1	Model Seed Research & Outreach Station Narowal Under the Project Titled “Quality Seed Production and Supply to the Farming Community for Ensuring Food Security in Pakistan (Revised)”	Design Phase	%age		
		Resident Supervision (For 16-Months)	Man-Month		
	Sub- Total (A)				
2	PKNC Regional Outreach Research Center at Narowal under the Project titled “Establishment of Pak Korea Nutrition Centre (PKNC) to improve Child & Community Nutrition (Revised)”	Design Phase	%age		
		Resident Supervision (For 05-Months)	Man-Month		
	Sub- Total (B)				
Grant Total (A+B)					
Total cost of Financial Proposal*					

Note:-

1. The total cost shall be inclusive of all taxes (whatsoever i.e. income tax, GST, PST etc.)
2. The lot will be awarded on total evaluated cost of all activities.
3. The total cost of financial proposal shall remain within the estimated cost of consultancy
4. The Cost of Financial Proposal of each activity shall not be exceeded from the estimated cost of consultancy mentioned in the RFP Notice.
5. The Model Seed Research & Outreach Station, Narowal and PKNC Regional Outreach Research Center, Narowal shall be executed simultaneously at the same project site. Therefore, a single Resident Supervision Team shall be deployed by the Consultant for supervision of both projects.
6. The cost of the Resident Supervision Team shall be apportioned between the two projects. An amount of Rs. 3.221 Million shall be charged to the PKNC Component, while the remaining cost of Resident Supervision shall be charged to the Seed Component. No separate supervisory staff shall be claimed for each project, and the Consultant shall be

responsible for providing adequate supervision resources for both assignments within the quoted cost.

7. The Final Cost of design phase of the consultant will be finalized on the basis of the completion cost of the Project.
8. The Total Contract amount shall be paid as per payment schedule given in TOR
9. At completion of the project, the construction cost will be considered as the completion cost of the project and all consultancy payments of design phase will be adjusted thereof. Any variation/increase in the completion cost due to change in scope of work / drawings as per client's instructions will be entertained for payment to the consultant as per his approved rates.
- 10.** No payment will be made to the consultants regarding increase in completion cost due to the variation in quantities occurring due to miscalculation of quantities / incorrect estimation by the consultants.

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 (TORs)

Civil Work Components under following Development Projects:

1. *Model Seed Research & Outreach Station Norowal under the Project titled “Quality Seed Production and Supply to the Farming Community for Ensuring Food Security in Pakistan (Revised)”*
2. *PKNC Regional Outreach Research Center at Narowal under the Project titled “Establishment of Pak Korea Nutrition Centre (PKNC) to improve Child & Community Nutrition (Revised)”*



UNIVERSITY OF AGRICULTURE, FAISALABAD

1. Introduction:

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

1.1 Background of the Project.

The University of Agriculture, Faisalabad, intends to establish the R&D/Outreach Centers at UAF Constituent college Narowal by executing the Civil work Components under the following development Projects.

1. *Model Seed Research & Outreach station Narowal under the Project titled “Quality Seed Production and Supply to the Farming Community for Ensuring Food Security in Pakistan (Revised)”*
- 2.
3. *PKNC Regional Outreach Research Center at Narowal under the Project titled “Establishment of Pak Korea Nutrition Centre (PKNC) to improve Child & Community Nutrition (Revised)”*

1.2 Detail of Civil Work Component

Name of Task		Covered area / assignment	Remarks
<u>Scope as per PKNC Project</u>			Environmental Impact Assessment (EIAs). Master Planning including existing and futuristic development (e.g. Admin Block, Academic Block, Student Hostels, Sports Facilities, Processing Plant, watch tower, animal shed, Student Facilitation Centers, Processing Plants, Farm Development and rain water Harvesting etc.) Soil Investigation Topographic Map Conceptual Plans Detailed Engineering /Architectural Design Submission of Design of Electrification proposal duly vetted from the approved consultants of DISCOS and Preparation of BOQs, Bidding Documents, Bid Evaluation Reports, Resident Supervision, Progress reports and Completion Report of the Project.
01	PKNC Regional Outreach Center (01x20905)	20905 Sft	
<u>Scope as per SEED Project</u>			
1	Seed Outreach centers (01x20468)	20468 Sft	
2	Construction of Boundary Wall with Razor Cut Wire	17600 Rft	
3	Seed Shed	10000 Sft	
3	Residences for BPS 20-21 (01x4025)	4025 Sft	
4	Residences for BPS 18-19 (01x2750)	2750 Sft	
5	Residences for BPS 15-17 (03x1650)	4950 Sft	
6	Residences for BPS 11-14 (03x1360)	4080 Sft	
7	Residences for BPS 01-10 (05x990)	4950 Sft	
8	Faculty Hostel	6860 Sft	
9	Farm Development	Lump Sum	

10	External Development	Lump Sum	
11	Master Planning (1147 Kanal 1 Marla $\approx$ 143.38 Acres.	Lump Sum	

Note:

- Payments for Resident Supervision services shall be made on monthly bases on certified progress and acceptance of site reports.
- The Model Seed Research & Outreach Station, Narowal and PKNC Regional Outreach Research Center, Narowal shall be executed simultaneously at the same project site. Therefore, a single Resident Supervision Team shall be deployed by the Consultant for supervision of both projects.
- The cost of the Resident Supervision Team shall be apportioned between the two projects. An amount of **Rs. 3.221 Million** shall be charged to the **PKNC Component**, while the remaining cost of Resident Supervision shall be charged to the **Seed Component**. No separate supervisory staff shall be claimed for each project, and the Consultant shall be responsible for providing adequate supervision resources for both assignments within the quoted cost

2 Scope of Services

1.1 General Scope:

The Consultant shall provide professional services to prepare complete, code-compliant, flood-resilient, energy-efficient and environmentally responsible design and tender documentation for campus buildings, allied infrastructure, farm integration and future expansion zones at the Narowal site, and shall provide Resident Supervision services during construction as set out in these Terms of Reference.

1.2 Specific Inclusions:

The Consultant shall perform and deliver the Design Phase services and the Resident Supervision services set out in Clause 16 of these Terms of Reference.

3 Design Standards, Targets and Constraints: -

3.1 Applicable Codes and Standards:

Consultant shall adopt the latest applicable national and international standards including but not limited to: Building Code of Pakistan, Green Building Code of Pakistan, ACI structural codes, AASHTO where applicable, relevant electrical and DESCO technical standards, and applicable environmental regulations.

3.2 Performance Targets:

At Inception the Consultant shall confirm and refine the following targets with the Employer: energy reduction target, on-site renewable energy fraction target, water use reduction target, and design flood elevation and resilience criteria for monsoon scenarios.

3.3 Site Constraints:

The Consultant shall design for annual monsoon flooding, high seasonal water table,

predominately agricultural surroundings, and continuity of farm use where feasible.

4 Deliverables and Schedule

4.1 Deliverable Milestones:

The Consultant shall submit the deliverables listed in the Deliverable Table below in electronic (Editable Soft files) and hard copy formats as specified by the Employer. Each deliverable shall include a transmittal letter, a summary of changes since the previous submission, and a compliance checklist.

Deliverable	Contents Summary	Target Timing from Mobilization
Inception Report (02-Copies)	Scope confirmation; targets; work program; stakeholder plan	1 st weeks
Site Investigation Reports (02-Copies)	Topography; geotechnical; hydrology/flood risk; energy baseline	1 st weeks
EIA (02-Copies)	Scoping; baseline; impact assessment; mitigation; stakeholder minutes	2 nd weeks
Concept Master Plan and Schematic Design (02-Copies)	Master plan including existing and futuristic development (e.g. Admin Block, Academic Block, Student Hostels, Sports Facilities, Processing Plant, watch tower, animal shed, Student Facilitation Centers, Processing Plants, Farm Development and rain water Harvesting etc.)	5 th weeks
Detailed Design and Calculations (02-Copies)	Full structural calculations; detailed MEP; HVAC; Solar , civil/drainage; specifications	7 th weeks
Tender Documents	Working drawings; BOQs; specifications; procurement packages including bidding documents.	8 th weeks
Final Design Package and Handover (02-Copies)	All final documents including As-Build Drawings in Hard and Soft Form (Editable Soft file of AutoCAD), Completion Report etc.	At contract completion
Resident Supervision Reports (02-Copies)	Monthly site reports; inspection records; test certificates; variation records	During construction

4.2 Review Periods:

Employer shall provide consolidated review comments within **15 working days** of each submission. Consultant shall respond to comments and resubmit within the period agreed in the work program.

5 Consultant Team, Key Personnel and Responsibilities

5.1 Minimum Team Composition:

The Consultant shall provide qualified personnel including: Lead Architect, Lead Structural Engineer, Geotechnical Engineer, MEP Engineer with renewable energy experience and Resident Engineer(s) for on-site supervision, Quantity Surveyor, Site Inspectors (Civil, MEP).

5.2 Key Personnel:

Key personnel proposed in the Consultant's proposal shall not be replaced without Employer's prior written consent except for reasons beyond Consultant's control. Replacement personnel shall have equal or better qualifications.

5.3 Coordination and QA

Consultant shall conduct interdisciplinary coordination, use BIM or 3D coordination and perform clash detection. Independent peer review of structural design and energy model validation shall be arranged by the Consultant.

6 Environmental and Social Requirements

6.1 EIA Compliance

Consultant shall prepare EIA documents to meet national regulatory requirements and shall support Employer during regulatory submission and approval.

6.2 Stakeholder Engagement

Consultant shall conduct community and stakeholder consultations, record minutes, and incorporate feedback into design and mitigation measures.

6.3 Construction Environmental Management

Consultant shall prepare a Construction Environmental Management Plan (CEMP) and recommend contractual clauses for contractor compliance.

7 Flood Resilience and Agricultural Integration

7.1 Flood Design Criteria

Consultant shall adopt conservative flood elevations and design critical infrastructure and services above the agreed design flood level. Lower levels may be sacrificial where appropriate.

7.2 Agricultural Continuity

Master plan shall minimize permanent loss of productive land, provide for farm plots, irrigation and soil conservation, and integrate research farm requirements of constituent college.

8 DISCO and Utility Coordination

8.1 DISCO Design Book

Consultant shall prepare a DESCO Design Book formatted to DESCO requirements and shall coordinate with DESCO to confirm connection capacity, metering and protection requirements.

8.2 Utility Approvals Consultant shall assist Employer in obtaining utility approvals and provide required documentation for connection applications.

9 Fees, Payment and Reimbursable Expenses

9.1 Contract Price

The Consultant's fee shall be as per the Contract. Any variation shall be agreed in writing as per contract agreement.

9.2 Payment Milestones

Payments shall be made on submission and acceptance of deliverables as follows:

1	Upon submission of Inception report, Site Investigation report, EIA, preliminary drawings / designs of the project (after approval) including Master Plan including existing and futuristic development (e.g. Admin Block, Academic Block, Student Hostels, Sports Facilities, Processing Plant, watch tower, animal shed, Student Facilitation Centers, Processing Plants, Farm Development and rain water Harvesting etc.)	25% of the Contract Price for Design Phase.
2	Upon submission of final drawings/ designs of the project including detail structure design and drawings, detail architectural drawings with 3D Views, electrical designs, Green Energy/Solar Installation Design, plumbing designs, Sui Gas, Sewerage, Internet, Telephone and HVAC design etc and other Allied Services and after approval from the University.	20% of the Contract Price for Design Phase.
3	Upon submission of detail working /construction drawings.	15% of the Contract Price for Design Phase.
4	Upon submission of detail documents, tender & bid documents, BOQs, drawings and specification etc on the format agreed with client.	10% of the Contract Price for Design Phase.
5	Upon submission of bid evaluation report	10% of the Contract Price for Design Phase.
6	Upon submission of As-Built Drawings both in Hard and Soft Form (Editable Soft Copy in AutoCAD)	10% of the Contract Price for Design Phase.
7.	Upon successful Handing Over of completed project to Client	10% of the Contract Price for Design Phase.

- Payments for Resident Supervision services shall be made on monthly bases on certified progress and acceptance of site reports.
- The Model Seed Research & Outreach Station, Narowal and PKNC Regional Outreach Research Center, Narowal shall be executed simultaneously at the same project site. Therefore, a single Resident Supervision Team shall be deployed by the Consultant for supervision of both projects.
- The cost of the Resident Supervision Team shall be apportioned between the two projects. An amount of **Rs. 3.221 Million** shall be charged to the **PKNC Component**, while the remaining cost of Resident Supervision shall be charged to the **Seed Component**. No separate supervisory staff shall be claimed for each project, and the Consultant shall be responsible for providing adequate supervision resources for both assignments within the quoted cost

10 Intellectual Property and Confidentiality

10.1 Intellectual Property

All design documents, drawings and reports produced under this Contract shall become the property of the Employer upon full payment, subject to Consultant's right to retain copies for professional records.

10.2 Confidentiality

Consultant shall keep confidential all Employer information and shall not disclose without prior written consent except as required by law.

11 Liability, Insurance and Termination

11.1 Liability

Consultant shall be liable for professional negligence and shall correct any defects arising from design errors at its own cost.

11.2 Insurance

Consultant shall maintain performance security as required by the Contract.

11.3 Termination

Employer may terminate the Contract for cause or convenience in accordance with the Contract terms. On termination Consultant shall deliver all completed and in-progress documents and shall be paid for work performed to date.

12 Dispute Resolution and Governing Law

12.1 Dispute Resolution

Parties shall attempt amicable settlement. If unresolved, disputes shall be referred to arbitration in accordance with the Contract. The Vice Chancellor, University of Agriculture, Faisalabad will act as Arbitrator for dispute resolution.

12.2 Governing Law This Contract shall be governed by the laws of Pakistan.

13 Acceptance Criteria

13.1 Design Compliance

All design deliverables shall comply with agreed codes, Employer targets and the requirements of these Terms of Reference.

13.2 Regulatory Acceptance

EIA shall be acceptable for submission to the competent authority and DESCO Design Book shall be acceptable for connection application.

13.3 Tender Readiness

Tender package shall be complete, coordinated and ready for procurement.

14 Resident Supervision Phase (Construction Supervision and Contract Administration)

14.1 Scope Overview

The Consultant shall provide Resident Supervision services during construction to ensure works are executed in accordance with the Contract Documents, approved designs, specifications, applicable codes, environmental and safety requirements, and Employer instructions.

14.2 Duration

Resident Supervision shall commence on the Contractor's mobilization date and continue until issuance of the Final Completion Certificate.

14.3 Resident Engineer and Site Team

14.3.1

The Consultant shall provide a Resident Engineer (RE) as the on-site lead and a site team including, as a minimum: Site Architect, Site Structural Engineer, Site MEP Engineer, QA/QC Engineer, Environmental/Safety Officer, and Surveyor.

14.3.2

Qualifications and minimum experience for each role shall be specified. Key on-site personnel shall not be replaced without Employer's prior written consent except for reasons beyond Consultant's control.

14.4 Roles and Responsibilities

The Resident Supervision team shall:

- Act as the Employer's technical representative on site.
- Review and approve Contractor's method statements, work programs, and quality plans.
- Inspect and verify materials, workmanship and compliance with drawings and specifications.
- Witness and certify tests and inspections (materials testing, structural tests, electrical protection tests, PV commissioning tests, etc.).
- Maintain daily site diaries, photographic records and a register of non-conformances.
- Issue Site Instructions and Non-Conformance Reports (NCRs) and monitor corrective actions.
- Review and certify interim payment applications and prepare measurement records.
- Manage and record variation orders and prepare technical recommendations for Employer approval.
- Monitor Contractor compliance with CEMP, health & safety plan, traffic management and environmental mitigation measures.
- Coordinate with DESCO and other utilities for on-site inspections and final connections.
- Coordinate and supervise pre-commissioning, commissioning and handover activities in liaison with the Commissioning Agent.

14.5 Quality Assurance and Testing

- Establish and implement a site QA/QC regime consistent with the Design Phase QA requirements.

- Ensure all materials and workmanship are tested per specifications and that test certificates are filed.
- Engage independent testing laboratories where required and review test results.

14.6 Health, Safety and Environmental Compliance

- Monitor Contractor's compliance with health and safety regulations and the CEMP.
- Record incidents, near misses and corrective actions.
- Ensure protection of adjacent agricultural land and implement erosion and sediment control measures during works.

14.7 Progress Monitoring and Reporting

- Submit **weekly** site progress reports and **monthly** consolidated progress reports to the Employer including progress photographs, updated program, manpower and equipment summary, quality and safety status, outstanding issues and recommended actions.
- Maintain and submit a live risk register and decision log.

14.8 Contract Administration and Certification

- Verify and certify interim payment certificates based on measured works and agreed rates.
- Prepare technical evaluation of Contractor claims, extensions of time and variation proposals and recommend Employer action.
- Maintain a record of all contractual correspondence and approvals.

14.9 Commissioning, Testing and Handover

- Supervise and witness pre-commissioning and commissioning tests for all systems including PV, battery storage, BMS, HVAC, electrical protection and water systems.
- Ensure completion of snagging lists and verification of remedial works.
- Verify as-built drawings and O&M manuals submitted by the Contractor.
- Assist Employer in taking over completed works and prepare Final Completion Certificate recommendations.

14.10 As-Built Documentation

- Ensure Contractor provides complete as-built drawings, test certificates, warranties and spare parts lists.

14.11 Defects Liability and Final Acceptance

- Monitor and record defects during the defects liability period and verify Contractor's remedial actions.
- Recommend release of retention and final acceptance upon satisfactory completion of defects rectification.

14.12 Payment for Resident Supervision Services

- Resident Supervision fees shall be paid monthly based on certified progress and acceptance of site reports. Payment shall include agreed rates for Resident Engineer and site team.

14.13 Authority and Limits

- Resident Engineer may issue Site Instructions within the delegated authority defined in the Contract. Any instruction with cost or time implications beyond delegated limits shall be referred to the Employer for approval.

14.14 Records and Handover

- At completion of the Resident Supervision Phase the Consultant shall deliver a Final Site Supervision Report summarizing works executed, test results, variations, outstanding items, and recommendations for final acceptance.

15. Staffing Requirements:

The Engineering Construction Department of the University of Agriculture Faisalabad shall administer the Civil Work contracts. The consultants will help the project management office in decision making and shall be responsible for the quality and quantity control as per agreed laid down standards/specifications. Resident Supervision shall be provided for all activities throughout the construction period without break through qualified & experienced supervisory staff that shall perform their duties with due diligence and efficiency.

15.1 Core Team for Designing

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

Sr #	Designation	Qualification/Experience	No. of Posts
1	Senior Architect	M. Arch member of PCATP in good standing having 15 years or above of total experience of working on similar building projects of which 5 years must be as a team leader. or Bachelor of Architect with 20 years relevant experience on similar building projects of which 8 years must be as team leader.	1
2.	Senior Structural Engineer	Master's Degree having minimum 10 years of experience/ Bachelor's degree with minimum 20 years' experience on design of multistory buildings, culverts, retaining and protective structures especially in High Seismic and Floody Areas (as per building code of Pakistan).	1
3.	Senior Quantity Surveyor	DAE Civil in good standing, Having 15 years or above of total experience of working on similar building projects.	1
4.	Electrical Engineer	Qualified BSC Engineer (Electrical) member in good standing Having 10 years or above of total experience of working on similar building projects. The Electrical Engineer must have expertise in HVAC and Solar (Green Energy) related projects.	1
5.	Mechanical Engineer	Qualified BSC Mechanical Engineer member in good standing Having 10 years or above of total experience of working on similar building projects in the field of HVAC design and Execution.	

6.	Projects Manager	M.Sc.(Project/ Construction/ Engineering Management) with minimum 20 years' experience of managing design and construction of multistorey frame structured building projects including infrastructure works. Having 05 years or above of experience of working with existing firm on similar projects.	1
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15.2 Core Team for Resident Supervision

Supervisory staff should have the following minimum qualifications and experience: -

Sr #	Description	Nos	Qualification/Experience
1	Resident Engineer	1	Qualified B.Sc. Engr. (Civil) member of PEC in good standing Having 12 years or above of total experience working on similar building projects of which 05-years must be as a Resident Engineer.
2.	Assistant Resident Engineer	1	Qualified B.Sc. Engr. (Civil) member of PEC in good standing Having 07 years or above of total experience working on similar building projects.
3.	Site Inspector Civil	1	Qualified DAE Civil member in good standing. Having 10 years or above of total experience of working on similar building projects
4	Site Inspector Electrical, Networking (Intermittent) two visit per month or as per site/Client requirement).	1	Qualified BSC Engineer (Electrical) member in good standing Having 05 years or above of total experience of working on similar building projects. The Electrical Engineer must have expertise in HVAC and Solar (Green Energy) related projects.
5	Site Inspector (Mechanical) (Intermittent) two visit per month or as per site/Client requirement).	1	Qualified BSC Mechanical Engineer member in good standing Having 05 years or above of total experience of working on similar building projects in the field of HVAC design and Execution.

16. Time Duration:

1. For Design Phase: 02- Months
2. For Resident Supervision: Total 20- Months
(15-Months Duration for SEED Component, 05- Months duration of PKNC Component)

***Note:**

The Model Seed Research & Outreach Station, Narowal and PKNC Regional Outreach Research Center, Narowal shall be executed simultaneously at the same project site. Therefore, a single Resident Supervision Team shall be deployed by the Consultant for supervision of both projects.