

MEDICAL TEACHING INSTITUTION **ABBOTTABAD**

PRE-QUALIFICATION DOCUMENT **FOR** **CONSULTANTS FOR** **AYUB COLLEGE OF DENTISTRY**

Details of work:

Civil Works

- Preparation of PC-I and estimates and bidding documents
- Plumbing Work
- Preparation of Technical Sanction
- Consultation / Designing
- Detail Supervision

Mechanical Work

- Preparation of PC-I and estimates and bidding documents
- Central cooling and heating system
- Medical gas system
- Preparation of Technical Sanction
- Detail Supervision

“Client”:

Ayub Teaching Hospital
Abbottabad

Brief of Project:

Ayub Teaching Hospital Abbottabad is a tertiary care Hospital delivering patient care to the vast area of Hazara, Northern areas and Kashmir.

Now it intends to Pre-qualify and hire consultants for the Ayub College Of Dentistry. The firms / bidders may apply for Civil and Mechanical works separately.

Consultant's duties involve in Designs, Drawings, BOQs, tender documents, Preparation of Technical Sanction & detail supervision for following works;

- Plumbing Work.
- Consultation and designing.
- Central heating and cooling system
- Medical gas system
- Preparation of estimates and PC-I and bidding documents.

Consultants are required to submit the following documents in details

- Company profile.
- List of full time technical and supervisory staff along with their brief CVs.
- Registration as Consultants with Pakistan Engineering council in relevant category.
- Income tax registration and clearance certificate.
- Active status on ATL.
- Registration with KPRA.
- Details of works/services of similar nature already completed or in hand with cost, and satisfactorily certificate from the concerned executive officer.
- Details of machinery and equipments.
- Financial stability certificate issued from the recognized banks.
- Affidavit regarding non-involvement in any arbitration/ litigation with any government agency/ department (latest).
- NTN registration and all registration copies.
- Any other relevant information to facilitate in decision making.
- The Consulting firms supplying wrong information are liable to legal action and disqualification
- Pre-qualification documents can be obtained from the procurement cell on any working day during office hours. Last date for submission of documents is 22-01-2019 upto 11:30 AM.

**Hospital Director,
Medical Teaching
Institution
Ayub Teaching
Hospital
Abbottabad**

To
Hospital Director,
Medical Teaching Institution
Ayub Teaching Hospital Abbottabad

Subject: Pre-qualification of consultants for the providing consulting services to Ayub Teaching hospital Abbottabad for Ayub College Of Dentistry.

Dear Sir,

Kindly find herewith the documents as required in the advertisement published in daily national newspapers for subject mentioned above.

1. We accept that if our technical proposal is accepted than may be called by the "Client" for financial proposal.
2. We undertake that you are not bound to accept the lowest or any proposal you may receive.
3. If our proposal are accepted than we are bound for services as required in the scope of work.
4. Unless and until formal agreement is prepared and executed this document together with your written acceptance thereof shall constitute a binding contract between us.
5. Ayub Teaching Hospital Abbottabad reserves the right to reject any application as per KPRRA rules provision. If any information furnished by the consultants proves to be false at later stage, the contract, if awarded, is liable for cancellation.

Dated this _____ days of _____ 2019

Name : _____

Firm: _____

Signature: _____

Seal:

Instructions to Consultants

01 Definition

- (a) “Client” means the Ayub Teaching Hospital MTI, Abbottabad with which the selected Consultant signs the Contract for the Services.
- (b) “Consultant” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms, all other works related for construction Civil and Mechanical works.
- (c) “Contract” means an agreement enforceable by law and includes all conditions of the contract.
- (d) “Day” means calendar day including holiday.
- (e) “Government” means the Government of KPK.
- (f) “Proposal” means the Technical Proposal and financial Proposal.
- (G) “Sub-Consultant” means any person or entity to whom the Consultant subcontracts any part of the Services.

02. Introduction

- 2.1** The “Client” will pre-qualify /short list the consulting firms, in accordance with the method of selection as specified.
- 2.2** The eligible Consultants (prequalified/shortlisted) will be invited to submit a Financial Proposal. The Proposal will be on the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 2.3** Consultants should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Consultants are encouraged to ask for any query, Consultants may liaise with “Client” for gaining better insight into the assignment.
- 2.4** Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The “Client” reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.
- 2.5** “Client” “may provide facilities and inputs as required by the bidder/firm

03. Conflict of Interest

3.1 Consultants are required to provide professional, objective, and impartial advice and holding the “Client’s” interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the “Client”, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

3. 2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

(i) A Consultant shall not hire affiliates for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency.

(ii) A Consultant that has a business or family relationship with a member of the “Client” staff who is directly or indirectly involved in any part of

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

04. Fraud and Corruption

4.1 Consultants should observe the highest standard of ethics during the execution of Contract.

“ corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another party for wrongful gain or any act or omission ,including misrepresentation, that knowingly or recklessly misleads or attempt mislead a party to obtain a financial or other benefit or to avoid an obligation.

4.2 Any such violation will lead to termination/ disqualification of contract.

05. Eligible Consultants

Consultants pre-qualified on their technical proposals submitted, are eligible for the 2nd step of selection i-e call for financial proposal on case to case basis.

Prequalified/Shortlisted Consultants may submit financial proposal, when required by the “Client”

06. Clarification and Amendment in pre-qualification Documents

6.1 Consultants may request for a clarification of contents of the pre-qualification document in writing, and “Client” shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of proposal. The “Client” shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry.

6.2 At any time before the submission of Proposals, the “Client” may amend and issue an addendum/ corrigendum in writing. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the “Client” may, if the amendment is substantial, extend the deadline for the submission of Proposals.

07. Preparation of Proposals

7.1 In preparing their Proposal, Consultants are expected to examine in detail the documents, nature of work, etc.

7.8 The consultants are encouraged to co-ordinate for any query with representative of the “Client”

08. Language:

Written language will be English.

09. Technical Proposal Format and Content

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

(i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub consultancy, as appropriate.

(ii) It is desirable that the majorities of the key professional staff proposed, be permanent employees of the firm or have an extended and stable working relationship with it.

(iv) Proposed professional staff must, at a minimum, have the experience, preferably working under similar geographical condition.

(v) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall be submitted for each position supported with relevant documents.

9.2 The Technical Proposal shall provide the following information

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

(ii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing

(iii) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last years.

(iv) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment.

(v) A detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring.

(vii) Any additional information required by the "Client"

9.3 The Technical Proposal shall not include any financial information.

10. Financial Proposals

The Financial Proposal shall be prepared considering the scope and nature of the work, the financial proposal shall be asked after pre-qualification/short listing on the basis of technical proposal.

11. Taxes

The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract, levied by the Government.

12. Submission of proposals

Proposal shall contain no interlineations or overwriting and submitted accordingly, hand written proposal shall not be accepted.

12.1. Proposal Submission Requirements

12.1.1 For this tender KPRRA **Two stage bidding procedure** as per relevant clause(s) for open competitive bidding is adopted, detailed as under;

a) First stage (Technical Proposal)

- (i) The bidders shall first submit, according to the required documents, profile, brochure, technical proposal without price;
- (ii) The technical proposal shall be evaluated in accordance with the specified evaluation criteria and requirements of the “Client”; and may be discussed with the bidders regarding any deficiencies, unsatisfactory technical features;
- (iii) The “Client” may revise, delete, modify or add any aspect of the technical requirements or evaluation criteria, or it may add new requirements, Provided that such revisions, deletions, modifications or additions are communicated to all the bidders equally at the time of invitation to submit final bids.
- (iv) Those bidders not willing to conform their respective bids to the “Client’s” technical requirements may be allowed to withdraw from the bidding.
- v) Those bidders whose Technical proposal is not accepted would be informed.

b) Second stage (Financial Proposal)

- (i) The bidders, whose technical proposals are accepted, will be asked to submit their financial proposal.
- (ii) The financial proposal result of technically pre-qualified firms shall be communicated to the bidders after opening of financial bid.
- (iii) The financially lowest bidder amongst the technically qualified panel will be considered.

13. Proposal Evaluation

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

13.1 Evaluation of Proposals

Parameters of Technical Evaluation

Sections	Score	Score obtained
A. Profile	11	
B. Experience	35	
C. Technical staff	19	
D. Design and service	25	
E. Machinery and equipments	10	
Total	100	

- **Cut-off level for minimum marks obtained in technical proposal is 70 score**

Technical Evaluation Performa

A- Profile					
Sr. No.	Attributes	Max Score	Score Distribution	score obtained	Requirements
1	1) Registration with PEC in the relevant field against each category. 2) Registration with income tax/ sales tax department supported with last 1 year return. Firm, should be on ATL. 3) Undertaking on Judicial Stamp paper duly attested that the firm is not black listed in any Government or Semi Government along other conditions.(Specimen Attached). 4) Financial strength last 3 years not less than Rs. 20 million.	Mandatory			
2	Financial Strength (last three years).	4	4		More than or equal to 50 Million turnover with consultancy service
			3		40 Million turnover with consultancy services
			2		Up to 20 Million
3	Company established (No. of years)	5	5		8 or more years
			3		3-7 years
4	Location of Offices	2	2		Office at Islamabad/Peshawar Abbottabad and other places of Pakistan
			1		Office in only one city
	Total	11			

B-Experience					
5	Successfully completion of projects of other organizations	5	5		Government Sector
			3		Private Sector organization
6	Projects of similar nature, particularly in Health sector/ Hospital	20	20		More than thirty projects
			15		More than fifteen projects
			10		More than eight projects
7	Number of reference able completion certificate	5	5		20 or more completions
			3		10-20 completions
			2		4-10 completions
8	International projects	5			01 point for each project
	Total	35			

C- Technical staff					
9	Design engineers	6	6		More than 20, having specialization
			5		More than 10, having specialization
			4		More than 5, having specialization
10	Architects	5	5		More than 3, having specialization
			3		More than 2, having specialization
11	Site supervisors	4	4		satisfactory ("Client's" certificate)
			3		Average
12	Interior Designer	4	4		More than 5
			3		3-5
			2		2
Total		19			

D-Design					
13	Survey investigation	4	4		More than 10 project completed
			3		More than 5 project completed
14	Planning	4	4		2 or more implementation
			3		1 implementation
15	Design of project in all respect	12	6		More than 20, projects completed.
			6		More than 10, projects completed.
16	Site supervision	5	5		More than 10, projects completed.
Total		25			

E-Machinery and equipments					
17	Computers, design software, printers and scanners	10	10		Facilities & Staff available in Islamabad/Rawalpindi, Peshawar and Abbottabad or more nearer city.
	Total	10			
	Grand Total	100			

13.2 Parameters of Financial Evaluation

Technical Bid: 70%, Financial Bid: on lowest basis amongst the technically qualified bidders

1- Technical Bid Score: Marks obtained by Firm / 100 * 70% = _____

2- Financial Bid Score: on lowest coated basis.

13.3 After the technical evaluation is completed, the “Client” shall notify in writing to the Consultants that have secured the minimum qualifying marks, allowing a reasonable time, for the Financial Proposals.

13.4 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

13.5 The consultants may be called for demonstration/presentation.

14. Award of Contract

14.1 The “Client” shall award the Contract to the selected Consultant, and the same would be communicated to all participants accordingly.

14.2 After receiving of award of contract consultant are required to sign the agreement for the specified work.

15. Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the finalization of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

16. Duties of the Consultants:

The Consultants shall perform their duties in the following phases:

16.1 Investigation Phase:

- (a) To carryout engineering, social and environmental investigations and studies of the site, prepare data and analysis to ascertain the final requirement for the planning and design of the schemes, needed for the best construction
- (b) To prepare feasibility report and general layout plan of the schemes, with short and long term maintenance, with stipulated cost along with the soft copy.

16.2 Planning Phase:

The Consultants shall prepare Schemes, General plans of the works, at least three proposals with probable construction cost and allied details along with the soft copy.

16.3 Schematic Design Phase:

Prepare from the approved General plans, Schematic Design along with statement of probable construction cost and submit to “Client” along with the soft copy.

16.4 Design Development Phase:

Prepare from the approved Schematic Design, the final Design and development Documents, consisting of working drawings including plans, elevations and such other drawings, outline specifications to fix and illustrate entire building in its essentials as to kind of materials, type of structure, mechanical and electrical systems and such other works as may be required to the “Client” for his approval along with the soft copy.

The working drawing shall comprise the following, detailed drawings of the building

Architectural Drawings (Internal and External), Drawings and Calculations for record and check. Drawings related to, Medical gas system, Central Heating and cooling system, Plumbing work in all relevant fields along with the soft copy.

16.5 Construction Documents Phase:

The Consultants Shall prepare from the approved design, and developments documents, specifications setting forth details and prescribing the works to be done and the materials ,workmanship, finishing and equipments required for the Architectural, Mechanical, Plumbing and Electrical services and submit copy to the “Client” for his approval along with soft copy.

16.5.1 The Consultants shall prepare the following documents:

- a. Description of the work. General rates, Terms and conditions of the contract for the approval of the “Client” along with the soft copy.
- b. Tender of the works including estimates of the quantities, based on the Market Rate System issued by Finance Department KPK or on the current market rated, Non-scheduled items to be supported by detailed Rate analysis. Any other documents, necessary for the proper implementation and construction of the building along with soft copy.

16.6 Construction Phase:

The Consultants Shall:

- a. Advise on the preparation of any contract relating to accept tender for carrying out the work. Prepare all complete tender documents and any further designed drawing necessary for the information of the contractor to enable them to carry out the works. The Consultants shall assist in setting disputes or difference which may arise between the “Client” and Contractor.

Prepare and submit to the “Client”, four copies and computer CD of complete drawing showing all details, according to the scale on completion of the project, for necessary operation and maintenance.

Suggest the replacement of any work damaged during construction through fire and other causes.

The Consultants undertake **Detail Supervision** of various Stages of works, as under:

- a. Checking layout of the foundation of the building with reference to the detailed designs in relation to the bench mark, base line and their depth etc.
- b. Checking the layout of all infrastructures and re-adjusting the layout and/or the design if such readjustment proved necessary according to the requirement.
- c. Checking that the contractor executing the construction work in accordance with the final approved working drawings, tender documents and specifications. Suggest substitution of materials, whenever any material is not available. Preparing and issuing new detailed drawings whenever it is deemed necessary to make the adjustments in the construction.
- d. The “Client” may require the Consultants at any stage to modify or make variations in any plans, and Consultants shall make any modifications or variations in any plan, studies, drawings, specifications and other documents after the same have been approved by the “Client”. The Consultants shall be paid the actual expenses incurred
- e. The consultancy charges would be in terms of percentage of total cost of any work assigned to the consultants.
- f. The final cost of works shall be determined after acceptance of the contract price by the “Client”. In the event that change occurs with the approval of the “Client” (upward or downwards) in the contract price, then the cost of the works will be adjusted accordingly. The adjusted completion price shall be stand as the final cost of completed building and the Consultants fees shall be finalized accordingly.

17. Mode of Payment:

Mode of payment shall be set after finalization of selection process.

18. Supervision of Construction Phase:

- a. Documents to be supplied by the Consultants:
In addition to the copies of the documents to be supplied by the Consultants to the “Client” for Approval, the Consultants shall provide the following documents as approved by the “Client”.
- b. A set of five copies of each drawing to be provided free of cost.
- c. Five sets of tender and contract documents and reports prepared by Consultants for the work to be provided free of cost.

19. Care and Diligence:

- a. The Consultants affirm and guarantee that they are skilled and fully qualified, and that they shall make use of all such skills and qualification in the best professional standards and skills.
- b. The Consultants shall be fully responsible for the correctness and suitability of their design and the safety of the structure and services built according to their design and specifications. The approval of the design by the “Client” shall not absolve the Consultants or their associates of their responsibilities under this article.
- c. If the “Client” suffers any losses due to proven faults, errors, delay or omissions in design on the part of Consultants or any of their associates up to the satisfaction of the project, Consultants shall be liable to make good all such losses.