

## **PRE- QUALIFICATION OF THE CONSULTANT**

The International Islamic University, Islamabad invites applications from HEC Prequalified Engineering & Architectural Consulting firms in **Category-I, Region-II**, for a project "Expansion & up-gradation of IIU" for detailed design, drawings and detailed supervision of construction works of Academic buildings having built up area of approximately 442000 Sft. The scope of work will include all relevant parts of Civil Works, i.e. Electrical, Mechanical, HVAC etc.

The interested consulting firms having sufficient experience of similar projects are requested to submit their sealed applications duly supported with the following information/ documents on or before January 30, 2018.

1. Name of the firm, Telephone No(s) and organizational structure with permanent address (es) as well as names of key personnel on the regular payroll along with their CVs.
2. Registration with Pakistan Engineering Council (PEC) as consultant in the relevant field along with valid copy of registration.
3. Detail of similar projects/works executed during the last 10 years indicating scope of works, estimated cost and time taken for completion duly verified by the concerned department(s).
4. Registration with the Income Tax Department.
5. Affidavit (on judicial stamp paper) to the effect that the firm/company is/was not involved in any litigation and has neither been blacklisted by any agency nor is/was involved in any subversive activities in the past.
6. Affidavit (on judicial stamp paper) to the effect that the information given in the application is true and correct and that in the event of any misleading information, the applicant is liable for disqualification.
7. Certificate from their Bank certifying their sound financial position and credit limit from the bank or any appropriate documentary evidence (e.g. Annual Audit Report), showing the Certificate/Statement of financial strength of the bidder.
8. Concealment of facts will be sufficient cause for disqualification of the firm.
9. Applications with deficient information/documents will not be entertained.
10. The university reserves the right to reject any or all applications without assigning any reason.
11. Satisfactory performance certificates from the clients for similar jobs completed.
12. List of building projects worth Rs. 1.5 Billions & above in hand with expected dates of completion.
13. Pay order / demand draft of Rs. 10,000/- (non refundable) in favour of the IIUI.
14. In case of joint ventures, bids will be received from Principal partner and all correspondence, Contracts, agreements and other legal documents relating to the Projects will be made with the Principal partner of joint venture. Payment of work done (if awarded) will also be made to the Principal partner.
15. Any additional information which may help for prequalification of firm.

16. Sealed Technical and Financial bids (Single stage two envelopes) will be submitted by the bidders, for designing and supervision of the job "Expansion and Up-gradation of IIUI" as per ToR and Quotation Pattern & Evaluation criteria along Design Requirements etc. available at website.
17. Bids will be received on or before **30-01-2018** up to **11:00 a.m.** and Technical Bid will be opened at 11:30 am (same day), in the presence of bidders/their representative(s) who may like to attend the bid opening and by the Bid Opening Committee as per above schedule/dates & time in the **COUNCIL HALL, Admin Block**, Sector H-10, New Campus, International Islamic University Islamabad.
18. The bids, prepared in accordance with the instruction in the bidding documents, must reach on OR before the above date(s) & time at the following address:

Director (P&D)  
Room No. 117, 1<sup>st</sup> Floor, Admin Block  
New Campus, Sector H-10  
International Islamic University Islamabad.  
Tel: 051-9019241

19. International Islamic University Islamabad reserves the right to accept or reject any/all bid(s) in terms of Section-33 of Public Procurement Rules 2004.

**(Aamir Ishtiaq)**  
Director (P&D)

# **Term of Reference (ToR) For Consultancy Services**

## **For the Project Titled**

### **Expansion and Up-gradation of International Islamic University (IIUI), Sector H-10, Islamabad**

The following will be the Terms of Reference (ToR) for the above mentioned project:

#### **1 THE PROJECT**

Planning and Designing of new structure according to IIUI Master Plan, Prequalification of the contractor, Preparation of Tender Documents, bids invitation, bids evaluation and detailed Construction Supervision for following buildings having approximate covered area mentioned against each building, as approved in the PC-I along with related site development and infrastructure at New Campus, International Islamic University, Sector H-10, Islamabad:

i.	Academic blocks (3Nos)	120,600 Sft each
ii.	Library Block	51,000 Sft
iii.	Hostel block for Shariah Academy	20,800 Sft
iv.	Medical Center	10,000 Sft

#### **2 SCOPE OF SERVICES**

##### **2.1 Design & Tender Stage**

The scope of services for the project to be performed by the Consultant shall be as under:

- 2.1.1 Review of existing Plans and Documents provided by the Client. Development of a brief for the Client and carrying out the studies, consultations and discussions on updating the Client's requirements.
- 2.1.2
  - a) Preparation, describing and illustration of preliminary Architectural/ Engineering design(s) proposals of the project Buildings with detail of plans, floor plans, elevations (with 3-D model proposals), finishes, allocation of spaces, scheme of structural framework and proposal for utilities etc. keeping in view latest building codes, disabled access at all floors and other requirements as well as provision of emergency exits.
  - b) Preparation, describing and illustration of preliminary Architectural/ Engineering design(s) (where applicable) proposal of the required infrastructure for the Project Buildings with detail of the layout plans, sections, materials, features and scheme of roads , walkway , parking, storm water drainage, water supply, sanitary sewerage, electrification and landscaping keeping in view the aesthetic sense.
- 2.1.3 Preparation of Engineers cost estimate (s) on unit basis in accordance with PC-I Provision.
- 2.1.4 Preparation and submission of preliminary design (at least 3 plan proposals) for approval of the Client after incorporating the amendments, if any, proposed by the Client.
- 2.1.5 Preparing and submitting Architectural and Engineering Design including following:

- a) Preparation of detailed Architectural and Engineering design and drawing of the project buildings incorporating structural, electrical, mechanical, HVAC and other internal and external utilities including voice and data networking, central radiation heating, water supply, sewerage, storm water drainage complete in all respect for the function of an educational building.
  - b) Preparation and submitting structural design calculations for third party vetting according to CDA requirements.
  - c) Preparing detailed Architectural (where applicable) and intended engineering design and drawing for required infrastructure of roads, walkways, parking, storm water drainage, water supply, sanitary sewerage, electrification ,landscaping etc. for complete function of the project Buildings.
  - d) Assist the Client in Co-ordination of all technical matters with Development Agencies for External Telephone network, External & internal Gas network, Electrical connection with main City Grid, water connection with City mains and sewerage water disposal etc.
  - e) Preparation of 3-D Elevations/ views of proposed buildings and presentation thereof to the client and other related authorities matching with existing buildings.
  - f) Preparation of drawing and services according to the bylaws of CDA and submission of drawings (Architectural and Structural) for the approval of the Competent Authority.
- 2.1.6 Preparation of detailed specifications and such particulars as may be necessary for the preparation of bills of quantities.
  - 2.1.7 Preparation of detailed bills of quantities and conditions of contract as per PEC By-Laws.
  - 2.1.8 Preparation of final cost estimates along with detailed measurement sheets and their submission before tendering.
  - 2.1.9 Preparation of Tender Documents in respect of the project.
  - 2.1.10 Rendering all necessary assistance to the Client in pre-qualification of contractors, invitation and scrutiny of bids and matters incidental thereto.
  - 2.1.11 Advising and assisting the Client in evaluation of bids and awarding of works/assignment(s).

## **2.2 Construction Supervision Stage**

The scopes of services includes but not limited to.

- 2.2.1 Detailed site supervision to ensure that the construction work proceeds and is completed in accordance with the approved construction drawings, technical specification, conditions of contract and bill of quantities.
- 2.2.2 Monitoring progress of construction through construction schedule and submission of Progress Report to the Client on Monthly basis and when ever required by the Client.
- 2.2.3 Coordination among the various disciplines and agencies concerned with the execution of the Project.

- 2.2.4 Maintaining test reports of materials regarding quality, finish and strength requirements.
- 2.2.5 Scrutiny and approval of shop drawings and the specimens of item of material intended to be used in the Project and prompt approval of submittal.
- 2.2.6 Scrutiny of statement of the payment submitted by the Contractors for payment.
- 2.2.7 Preparation of Measurement Book (MB) of each IPC/ Bill and verification thereof, as per work done according to Government Audit requirements.
- 2.2.8 Holding Monthly meetings with the Client and the Contractor to review progress and resolve the issues, if any, according to best project management techniques.
- 2.2.9 Assisting the Client in taking over the completed works including preparation of punch list and issuance of substantial completion Certificate.
- 2.2.10 Observe deficiencies/defects and pursue rectification with the construction contractor as per contract conditions during Defect Liability Period.
- 2.2.11 Final inspection at the end of Defects Liability Period and issuance of Defects Liability Certificate and final payment certificate.
- 2.2.12 Vetting, approving and submitting to the Client, as built drawings to be prepared by the Contractor(s) at the end of the Contract.
- 2.2.13 The successful bidder will submit preliminary design of Buildings within one month of receipt of work order.
- 2.2.14 The successful bidder will submit final design of Buildings within one month of receipt of approval of preliminary design after incorporating changes proposed by the client.

### **2.3 Deployment of Consultant's Staff**

- 2.3.1 The Consultant shall provide one Resident Engineer with 15 years experience in building construction and two Graduate Civil Engineers with 10 years experience in building construction along with adequate staff for construction supervision of on-going works at site. The staff strength shall be determined on the basis of quantum of construction, in progress at site, at any given time. The nominated Resident Engineer will be responsible for overall supervision, quality control and payment certifications. The nominated Resident Engineer will be assisted by full time inspector/inspectors (as per job requirement) and part time Professional/para-Professional staff for Works of various specialties. The qualification of the inspectors or para professional staff will be DAE with 10 years experience in relevant field.
- 2.3.2 The Consultants will depute one Electrical engineer for supervision of Electrical / Mechanical works having 10 years relevant experience.
- 2.3.3 The above arrangement will hold good till substantial completion of the works and handing over of the works to the Client. During Defect Liability Period of 1 year after handing over to the Client, casual supervision by inspector and Engineer will be provided as per requirement of the Project.
- 2.3.4 All Govt Taxes will be deducted at source as per prevailing Rules.
- 2.3.5 Any other condition with the consent of both the parties.

2.3.6 The bidder will also provide the following:

- a) Name of the firm, Telephone No(s) and organizational structure with permanent address (es) as well as names of key personnel on the regular payroll along with their CVs.
- b) Registration with Pakistan Engineering Council (PEC) as Consultant / with PCATP as Architect in the relevant field along with valid copy of registration.
- c) Detail of similar building projects/works executed/in hand worth 1.00 Billion and above during the last 10 years indicating scope of works, estimated cost and time taken for completion duly verified by the concerned department(s).
- d) Registration with the Income/Sales Tax Department. The bidders name must be on active Tax Payer list of FBR.
- e) Affidavit (on judicial stamp paper) to the effect that the firm/company is/was not involved in any litigation and has neither been blacklisted by any agency nor is/was involved in any subversive activities in the past.
- f) Affidavit (on judicial stamp paper) to the effect that the information given in the application is true and correct and that in the event of any misleading information, the applicant shall be liable for disqualification.
- g) Certificate from their Bank certifying their sound financial position or any appropriate documentary evidence dully verified by the Audit showing the financial strength of the bidder.
- h) Concealment of facts will be sufficient cause for disqualification of the firm.
- i) Applications with deficient information/documents will not be entertained.
- j) The university reserves the right to reject any or all bids without assigning any reason.
- k) Satisfactory performance certificates from the clients for similar jobs completed.
- l) In case of joint ventures, bids will be received from Principal partner and all correspondence, Contracts, agreements and other legal documents relating to the Projects will be made with the Principal partner of joint venture. Payment of work done (if awarded) will also be made to the Principal partner.
- m) Any additional information which may help in technical evaluation of the firm.

Subject: **QUATATION PATTERN & EVALUATION CRITERIA.**

S.No	Description	(Rs. in Million)	
		Estimated Cost	Rate in %
1.	Original Architectural/Structural design of proposed buildings. (% age of total cost)	1217	
2.	Repeat designing of proposed Buildings include minor adjustments if required. (% age of cost of the repeat building)	445	
3.	Complete Supervision of the proposed Buildings during execution period of 36 months (% age of the work done)		

**CRITERIA:**

Complete Supervision during extended time (if any) will be paid on prorata basis for the remaining work to be done.

The building will be designed as per architectural theme of existing buildings of the University or with improved version (s) acceptable to the University. You are advised to visit IIU campus to assess the existing architectural theme before quoting bids.

The evaluation of the bids will be as per approved weightage criteria of HEC as follows:

- Technical Bid 70 %
- Financial Bid 30 %

The evaluation of the Technical Bid will as follows:

- Experience with similar Work 40 % of the Technical Weightage
- Quality of proposed Team 30 % of the Technical Weightage
- Methodology 30 % of the Technical Weightage

Methodology may include the following factors:

- Work plan and schedule to meet the deadlines 5 Marks
- Quality control plan 5 Marks
- Cost effectiveness 5 Marks
- Conceptual design (Line Plan & elevation) 15 Marks
- Others (Keeping in view the assignment)

## **BASIC DESIGN REQUIREMENTS OF PROPOSED BUILDINGS**

The infrastructural development at IIU is to increase the space in shape of more buildings. At this point of time focus is to deployment of more academic blocks and other facilities, which can accommodate more number of students as well faculties, admin staff and other related requirements. The university intends to construct six more buildings consist of 3 academic blocks, one Library, Hostel for Shariah academy and Medical center covered under recently approved PC-I titled "Expansion & Upgradation of IIUI". All buildings will be based on existing architectural theme with an improved version. Following are the distinguished technical parameters for each building.

### **1- Academic Block-A for Male Students**

**(For Civil Engineering Deptt and Faculty of Social Sciences)**

- \* Propose covered area: 110,000-120,000 SFT (2-3 Floors)
- \* No of Students: 1800-2000
- \* No of Faculty members: 120-150
- \* Following are other tabulated details with regard to design:

S#	Civil Works Description	Nos	S#	Civil Works Description	Nos
1	<b>A) SPACES FOR STUDENTS</b>		v-	Personal staff and waiting (shared)	8
i-	Class Rooms (40-50 students)	30	vi-	Admn/ Accounts Officers/ Prog.Co-ord.	8
	Class Rooms (20-25 students)	15	vii-	Secretarial staff (Shared Rooms)	36
ii-	Labs (1800 SFT each)	13	viii-	Committee Room	2
iii-	Lecture Theatres (100+ students)	2	ix-	Researchers Rooms	22
vi-	Departmental Libraries	2	<b>3) COMMON FACILITIES</b>		
v-	Research/ Discussion Halls	2			
2	<b>B) SPACES FOR FACULTY MEMBERS</b>		i-	Common Rooms	4
i-	Deans/ Professors	2	ii-	Record Room	4
ii-	Associate Professors/ Asstt. Prof/ HOD	20	iii-	General Store	4
iii-	Lecturers (shared)	34	iv-	Prayer Hall	1
iv-	Visiting Faculty Rooms (shared)	20	v-	Cafeteria for 200 Students	1
<b>NOTE:</b> There must be the provision of common washrooms for students and faculties + independent washrooms for senior faculty members/ where required.					

### **2- Academic Block-B for female Students**

**(For Faculty of Management Sciences & Faculty of Social Sciences)**

- \* Propose covered area: 110,000-120,000 SFT (2-3 Floors)
- \* No of Students: 1800-2000
- \* No of Faculty members: 120-150
- \* Following are other tabulated details with regard to design:

S#	Civil Works Description	Units (Nos)	S#	Civil Works Description	Units (Nos)
1	<b>A) SPACES FOR STUDENTS</b>		v-	Personal staff and waiting (shared)	8
i-	Class Rooms (40-50 students)	40	vi-	Admn/ Accounts Officers/ Prog.Co-ord.	8
	Class Rooms (20-25 students)	20	vii-	Secretarial staff (Shared Rooms)	36
ii-	Laboratories	6	viii-	Committee Room for 100 Persons	2



iii-	Lecture Theatres (100+ students)	4	ix-	Researchers Rooms	22
vi-	Departmental Libraries	2	3	<b>C) COMMON FACILITIES</b>	
v-	Research/ Discussion Halls (2-Nos)	2			
2	<b>B) SPACES FOR FACULTY MEMBERS</b>		i-	Common Rooms	4
i-	Deans/ Professors	2	ii-	Record Room	4
ii-	Associate Professors/ Asstt. Prof/ HOD	20	iii-	General Store	4
iii-	Lecturers (shared)	34	iv-	Prayer Hall	1
iv-	Visiting Faculty Rooms (shared)	20	v-	Small Cafeteria for 200 Students	1
<b>NOTE:</b> There must be the provision of common washrooms for students and faculties + independent washrooms for senior faculty members/ where required.					

### **3- Shared Academic Block-C**

**(For CIRBS, COAE and Clinical Psychology Etc)**

- \* Propose covered area: 110,000-120,000 SFT (2-3 Floors)
- \* No of Students: 1000-1200
- \* No of Faculty members: 120-150
- \* Following are other tabulated details with regard to design:

S#	Civil Works Description	Units	S#	Civil Works Description	Units
		(Nos)			(Nos)
1	<b>A) SPACES FOR STUDENTS</b>		vi-	Admn/ Accounts Officers/ Prog.Co-ord.	8
i-	Laboratories for 800 Students (Labs of different sizes)	20	vii-	Secretarial staff (Shared Rooms)	36
ii-	Lecture Theatres (4-Numbers for 80+ students)	4	viii-	Committee Room for 100 Persons	2
iii-	Departmental Library	2	ix-	Researchers Rooms	22
vi-	Research/ Discussion Halls (2-Nos)	2	3	<b>C) COMMON FACILITIES</b>	
2	<b>B) SPACES FOR FACULTY MEMBERS</b>				
i-	Deans/ Professors	2	i-	Common Room for 80 Persons	4
ii-	Associate Professors/ Asstt. Prof/ HOD	20	ii-	Record Room	6
iii-	Lecturers (shared)	34	iii-	General Store	4
iv-	Visiting Faculty Rooms (shared)	20	iv-	Prayer Hall	1
v-	Personal staff and waiting (shared)	8	v-	Small Cafeteria for 200 Students	1
<b>NOTE:</b> There must be the provision of common washrooms for students and faculties + independent washrooms for senior faculty members/ where required.					

### **4- Library Block for Female Students**

- \* Propose covered area: 48,000-50,000 SFT (2 Floors)
- \* Following are other tabulated details with regard to design:

Sr#	Description	Qty	Sr#	Description	Qty
1-	i- Main Hall Ground Floor (Reading & Reference)	1	10-	Online Public Access Catalogue Section	1
	ii-Main Hall First Floor (Reading & Stacking)	1	11-	Acquisition Section	1

2-	Reception Lobby/ Waiting area	1	12-	Classification & Cataloging Section	2
3-	Chief Librarian Office	1	13-	Fresh Arrival section	1
4-	Video Conferencing Hall	1	14-	PhD Lab	1
5-		1	15-	Periodical Section	1
6-	Seminar Room	1	16-	Binding Section	1
7-	Offices	6	17-	Prayer Room	1
8-	Secretarial Staff Room	6	18-	Stores	2
9-	Study Cabins	25	19-	Common Washrooms/ and where required	

### **5- Block for Shariah Academy Hostel)**

\* Propose covered area: 18,000-20,000 SFT (2 Floors)

\* Following are other tabulated details with regard to design:

Sr#	Description	Qty	Sr#	Description	Qty
1-	Bedroom with Bath & Dress. For 80 Participants	40-50	6-	Main Kitchen with pantry/ store.	1
2-	Reception/ Waiting area	1	7-	Offices	2
3-	Video Conferencing Hall	1	8-	General Stores	2
4-	TV Lounge	1	9-	Attendant Rooms	4
5-	Dining Hall	1	10-	Common Washrooms/ where required	

### **6- Block for Medical Center**

\* Propose covered area: 8,000-10,000 SFT (2 Floors)

\* Following are other tabulated details with regard to design:

Sr#	Description	Qty	Sr#	Description	Qty
1-	Reception area	1	9-	Labs (Pathology, Radiography etc)	3
2-	Main Lobby/ Waiting area	1	10-	Ultra-sound Room	1
3-	Chief Medical Officer	1	11-	Pharmacy	1
4-	Physician/ Consultant Room	4	12-	Clean Supply room	1
5-	Examination Room	6	13-	Soiled Utility Room	1
6-	Nurses Work Area	1	14-	Medical Record Room	1
7-	Ward for 10 persons	2	15-	Stores	2
8-	Emergency Services area	1	16-	Administration	2
<b>Note:</b> Washrooms common/Independent should be provided, where required.					