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Approved			

**URBAN SECTOR PLANNING & MANAGEMENT
SERVICES UNIT (PRIVATE) LIMITED**



The Urban Unit

Urban Sector Planning & Management Services Unit (Pvt.) Ltd.



**RFP DOCUMENT
FOR
HIRING OF CONSULTANCY FIRM FOR
INDUSTRIAL CORRIDORS DEVELOPMENT
PLAN**

(Note: Procurement is done by Urban Unit in line with PPRA Rules 2014)

Tender # UU/2018-19/

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2/19

Letter of Invitation

February, 2019

Subject: **LETTER OF INVITATION FOR INDUSTRIAL CORRIDORS
DEVELOPMENT PLAN**

Dear Sir/Madam,

Urban Sector Planning & Management Services Unit (Private) Limited (the Client) has advertised the Request for Proposal on March ____, 2019 to hire a firm for Industrial Corridors Development Plan.

2. The Consultant will be selected under the “**Quality and Cost Based Selection (QCBS) Method (80% Technical and 20% Financial marks)**” and “**Single Stage Two Envelope Bidding Procedure**” described in this RFP, in accordance with the Punjab Procurements Rules 2014.

3. It is mandatory for proposals to be made using the Standard Forms of the RFP. Proposals that are not in the prescribed format may be discarded. If any information required in the forms is found missing, or written elsewhere, no credit will be given in the relevant section of the evaluation

4. Two sets of “**Technical Proposal**” (one original and one copy) and one set of original “**Financial Proposal**” on the prescribed forms given in the RFP, separately sealed, signed & stamped, must be delivered to the address given below by no later than **Tuesday, 9th April, 2019 before 11:00 AM**. The Technical Proposal will be opened on the same day at 11:30 AM in the presence of the representatives of the Pre-Qualified Consultants who may wish to attend. The Financial Proposal of only Technically Responsive Consultant will be opened.

5. The Evaluation Criteria is provided in this RFP. The Technically Responsive Consultant will be invited for Financial Opening after scoring at least sixty-five (65%) percent marks in the Technical Proposal. After the Financial Opening, the combined evaluation of the Technical and Financial proposals will be carried out by weighting and adding the quality and cost scores. The weight for quality is eighty percent (80%) and twenty percent (20%) for cost component.

6. Bid security for a sum equivalent to 2% of estimated amount PKR 3 Million inclusive of all taxes, i.e. PKR 60,000/-, in the shape of Call Deposit Receipt/Pay Order/Bank Draft in the favor of “Urban Sector Planning and Management Services Unit (Pvt) Limited” must be furnished along with Financial Proposal.

7. You are requested to please confirm the Urban Unit on receipt of the RFP and also inform regarding tentative date for submission of the Technical and Financial Proposal.



(Chief Executive Officer)
Urban Sector Planning and
Management Services Unit (Pvt)
Limited

Table of Contents

Letter of Invitation.....	3
TERMS & CONDITIONS	5
1. General:	5
2. Cancellation of Contract:	5
3. Payment to the Consultant:.....	5
4. Payment of income & other taxes, duties, levies:	5
5. Deduction of Taxes:	5
6. Dispute:	6
7. Method of Selection.....	6
BID DATA SHEET.....	7
BACKGROUND	13
TERMS OF REFERENCE	14
CONDUCT OF THE CONSULTANCY	15
TIME DURATION AND BUDGET.	15
PROFESSIONAL CAPABILITY	16
PAYMENT MECHANISM.....	16
REPORTING TIMELINES.....	17
INFORMATION RELATED TO EXPERIENCE	18
FINANCIAL BID.....	21
DRAFT AGREEMENT.....	22
I. FORM OF CONTRACT	22



TERMS & CONDITIONS

The Urban Unit Planning & Management Services Unit (Pvt.) Limited (*hereinafter referred to as "The Urban Unit" or Client*) invites sealed bids from eligible and experienced income tax & PRA registered company / firm (*hereinafter referred to as "Bidder"*) for Industrial Corridors Development Plan.

1. General:

- 1.1 Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
 - a) received without bid security
 - b) it is received after the time and date fixed for its receipt
 - c) not signed & stamped by authorized person on each page of RFP document
 - d) the offer is ambiguous
 - e) the offer is received by fax or e-mail
 - f) the offer is from a black listed company / firm
 - g) offer received with shorter validity than required
 - h) the offer is not conforming to the qualification criteria indicated in the RFP document
 - i) any additional terms & conditions added by the bidder
 - j) any conditional offer
- 1.2 Bid will remain valid for a period of 90 days from the date of opening the tender.
- 1.3 The cover envelop must indicate particulars of tender and date of opening. The envelope must be properly sealed.
- 1.4 The bid security shall be forfeited if:
 - a. The acceptance of consultancy is not received within ten days of issuance of letter of acceptance.
 - b. The offer is withdrawn, amended or revised.
 - c. The bidder fails to execute the contract strictly in accordance with terms and conditions of RFP document.
- 1.5 The bidder must submit all relevant documents, as per evaluation criteria.
- 1.6 Projects provided in the proposal shall be marked once and in a single category only.

2. Cancellation of Contract:

In case bidder fails to execute the contract in accordance with the terms & conditions laid down in the contract, the contract will be terminated by the Client.

3. Payment to the Consultant:

Payment will be made through cross-cheque to the consultant on the completion of deliverable after receiving of invoice / bill.

4. Payment of income & other taxes, duties, levies:

Services shall be made from the firms registered with income /sales tax (if applicable). Income, other such taxes, and other duties levies will be liability of the Firm.

5. Deduction of Taxes:

Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications.

6. Dispute:

In case of any dispute before or after the execution of contract, matter will be resolved as per Punjab Procurement Rules 2014

7. Method of Selection

- 8.1 The weight for technical & company strength will be of eighty percent (**80%**) and twenty percent (**20%**) to the financial bid.
- 8.2 Quality and Cost Selection method shall be adopted as per Rule 45 of Punjab Procurement Rules 2014

BID DATA SHEET

Refer	Particulars
1	Name of the Client: Urban Services Planning and Management Services Unit (Pvt) Limited Method of Selection: <u>QUALITY AND COST BASED SELECTION (QCBS) 80:20</u> As per Punjab Procurement Rules 2014
2	Financial Proposal to be submitted together with Technical Proposal (sealed <i>in separate envelops</i>): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Name of the assignment is: Consultancy Firm for Industrial Corridors Development Plan
3	A pre- bid/proposal conference will be held: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
4	The Client will provide the following inputs and facilities: i. Provision of data, information and documents/frameworks as per Terms of Reference ii. Support in relation to Stakeholder Consultations, as may be agreed
6	Proposals must remain valid for 90 days after the submission date
7	Clarifications may be requested in writing by an authorized representative not later than 07 days before the submission date. The address for requesting clarifications is: Chief Executive Officer Urban Sector Planning and Management Services Unit (Pvt) Limited Office No. 503, 5 th Floor, Shaheen Complex, Egerton Road, Lahore Telephone: +92- 42-99205316 to 22 Facsimile: +92-42-99205323 Email: uspmu@punjab.gov.pk
8	Proposals shall be submitted in the following language: English
9	Consultants should submit details of 02 (Two) of similar assignments undertaken in last 10 years with documentary evidence.
10	CVs of the individuals should contain details on conduct of 2 (Two) relevant assignments in the past 10 (Ten) years.
11	Training is a specific component of this assignment: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

12	List the applicable reimbursable expenses in local currency. Not Applicable
13	Amounts payable by the Client to the Consultant under the Agreement to be subject to all local taxation: Yes <u> X </u> No _____ Taxes are deducted at source from payment to the Consultants unless they have Tax Exemption Certificate. Payment to be made in PKR in local bank account.
14	The date of exchange rate is: Not applicable
15	Consultant must submit Proposal which must be sealed and clearly labelled. In case of any discrepancy, hard copy of the document would be referred to as the Original prevailing Proposal.
17	The Proposal submission address is Chief Executive Officer Urban Sector Planning and Management Services Unit (Pvt) Limited Office No. 503, 5 th Floor, Shaheen Complex, Egerton Road, Lahore Proposals must be submitted no later than the following date and time: <u>Tuesday</u> , April 09, 2019 before 11:00 AM
18	18.1 Bid security of the amount equivalent to 2% of estimated cost (estimated cost is Rs 3.0 Million) in shape of CDR/Pay Order/Bank Draft from a SBP Scheduled Bank in Pakistan in the name of “Urban Sector Planning and Management Services Unit (Pvt) Limited” and shall have to be attached along with technical proposal. 18.2 Bid security of unsuccessful bidders shall be refunded on the finalization of the Tender whereas the bid security of successful bidder shall be refunded on the completion of services.
19	The ceiling of Consultant liability shall be limited to 100% of contract value.

2/2