

PAKISTAN INSTITUTE OF DEVELOPMENT ECONOMICS (PIDE)



**Assignment for “Development of RFP for Surveys, Site Development,
Design and Construction of PIDE Complex at H-11”**

**Assignment for “Development of RFP for Surveys, Site Development, Design and Construction of PIDE Complex at H-11”
Pakistan Institute of Development Economics (PIDE)**

Pakistan Institute of Development Economics (PIDE) seek service on assignment from professionally sound individuals/firms for **“Development of RFP for Surveys, Site Development, Design and Construction of PIDE Complex at H-11”**. The firms having executed at least 03 such consultancies are eligible to apply for bidding. The detailed TORs and terms and conditions may be obtained from the undersigned personally or by visiting the website: www.pide.org.pk. The sealed offers may be sent through courier at the address given below. The offers have to be received by 11 a.m. 5th August 2016. The offers will be opened on the same day at 11.30 a.m. PIDE reserves the right to accept or reject any or all bids.

Registrar,

Pakistan Institute of Development Economic (PIDE),

Quaid-e-Azam University Campus,

Islamabad

Tel:051-

ASSIGNMENT DOCUMENT

VERSION: 1.0

DATE: 19/07/2016

TABLE OF CONTENTS

1	PURPOSE OF THE DOCUMENT	5
2	BACKGROUND	6
3	SCOPE OF WORK	7
	3.1 INTRODUCTION.....	7
	3.2 SERVICES REQUIRED.....	7
4	TERMS AND CONDITIONS	8
5	PAYMENT TERMS.....	10
6	FORCE MAJEURE	11
7	DISPUTE RESOLUTION	12
8	TAXES AND DUTIES	13
9	FINANCIAL PROPOSAL SUBMISSION FORM	14
10	ANNEXURE E.....	15

1 PURPOSE OF THE DOCUMENT

Pakistan Institute of Development Economics (PIDE) is an apex autonomous body attached with the Ministry of Planning Development and Reforms. PIDE intends to construct its campus building at a plot measuring 17.55 Acres in Sector H-11/2, Islamabad. The campus complex will be basement plus multistory structure including but not limited to;

- i. Departments
- ii. Research Centers
- iii. Gymnasium
- iv. Conference Halls
- v. Hostels
- vi. Parking
- vii. Mosque, dispensary, cafeteria, landscaping and other services and supplies.

PIDE intend to engage services of qualified professional/firm for assignment of “Development of RFP for Surveys, Site Development, Design and Construction of PIDE Complex at H-11”.

This document provides for the detail requirements, TORs, Evaluation criteria to hire a qualified individual/firm.

2 BACKGROUND

PIDE was established in 1957 and is a leading research and teaching institute generating cutting-edge knowledge and policy-oriented research on critical economic and development issues. Its mission is to develop a professional and domestically owned research agenda based on global knowledge and standards. The theoretical, empirical, and policy-oriented research at the Institute has greatly influenced the literature on development economics as well as related policy formulation in Pakistan. Given the multidimensional nature of socio-economic issues, the research agenda of PIDE is organized so that it can address all relevant issues in a multidisciplinary manner.

Thus, the human capital investment at PIDE through teaching, training and research is a major investment in human resource development to obtain the goal of “a developed, industrialized, just and prosperous Pakistan through rapid and sustainable development in a resource constrained economy by developing knowledge inputs” as given in the approach paper to the Eleventh Five Year Plan.

PIDE intends to construct a multistory building at a plot measuring 17.55 Acres in Sector H-11/2, Islamabad. Services of qualified consultant are thus being sought to develop Tender Document, RFP for design, construction and supervision of the said building.

3 SCOPE OF WORK

3.1 INTRODUCTION

*The PIDE needs to appoint a qualified individual/firm on assignment basis for **“Development of RFP for Surveys, Site Development, Design and Construction of PIDE Complex at H-11”**. and to assist PIDE in selecting qualified consultant thereof.*

3.2 DELIVERABLES AND DURATION OF ASSIGNMENT

The duration of assignment is fixed and selected individual/firm will remain engaged with PIDE for a period of two (02) months from the date of signing of agreement/issuance of work order.

The scope of assignment is:

- i. Gather all technical, non-technical requirement etc. deem necessary to develop bidding document and Request for Proposal (RFP).*
 - ii. Prepare Bidding Document, Detailed RFP(as per GoP rules) encompassing all requirements including Evaluation Criteria, TORs, Scope of Work, Deliverables/ Milestones and list of documents to be attached etc.*
 - iii. Get final Bidding Document, RFP approved from PIDE*
 - iv. Assist the PIDE through pre-qualification, technical, financial evaluation and selection of consultancy firm processes.*
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4 TERMS AND CONDITIONS

The PIDE invites sealed offers from well reputed and professionally sound individuals/firms for **Development of RFP for Surveys, Site Development, Design and Construction of PIDE Complex at H-11**".

Interested individual/firms should submit complete profile/portfolio covering the following details;

- (i) Full name with location of head office/branch office of firm along with postal address, telephone, fax, e-mail, details of organizational /administrative setup;
 - (ii) Firm's valid **registration with Income tax/sales tax department** along with proof of payment of income tax and sales tax during last three financial years;
 - (iii) The firm should have at least **05 years of relevant experience** of extending consultancy services to renowned public or private sector clients. The documentary evidence, including job completion certificates from the respective clients should also be attached.
 - (iv) The consultant **must have at least 03 such successful and verifiable assignments** on its credits.
 - (v) **An affidavit that the firm has not been blacklisted** by any government/autonomous agency.
 - (vi) The details of litigation and arbitration cases, if any, in which the firm has been involved during or after any work.
 - (vii) The rates should be quoted in Pak rupees.
 - (viii) The sealed bids are required to be delivered to the office of the undersigned by 11.00 am, August 05, 2016. The bids will be opened on the same day at 11.30 a.m.
 - (ix) The award of contract shall be effective by a letter of award from the PIDE, however; terms of award shall include all provisions in services agreement unless expressly excluded.
 - (x) The bids which are not accompanied by the documents/information mentioned above shall be declared as non-responsive.
 - (xi) All bid offers shall remain valid for a minimum period of 120 days.
 - (xii) The PIDE shall disqualify a firm/consultant if it finds at any time that the information submitted by the firm or consultant concerning its qualification was false and materially inaccurate.
 - (xiii) The PIDE reserves the right in its sole discretion to accept or reject any and/or all the bids without justifying any reasons thereof before accepting any bid.
 - (xiv) The proposals shall be reviewed for completeness and compliance with the requirements of said RFP and scored in the following attributes. Criteria for technical and financial evaluation
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Sr. No.	Technical Attributes	Points
1	Relevant and verifiable experience of consultancy services of the same nature.	30
2	Financial Stability of consultant Firm	05
3	Legal entity/registration with GoP Departments	05
4	Expertise/relevant experience of technical team	05
	Total	50
	Financials	50
	Grand Total	100

In case of any query please contact on the telephone number given below.

Registrar,
Pakistan Institute of Development Economics (PIDE),
Quaid-e-Azam University Campus,
Islamabad.
Tel: 051-9248051 Fax:051-9248065
Email: registrar@pide.org.pk

5 PAYMENT TERMS

5.1 All payments shall be made on successful completion of the assignment and/or on issuance of Assignment Completion Certificate by PIDE.

6 FORCE MAJEURE

6.1 For the purpose of this contract "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other industrial actions (except where such strikes, lockouts or other industrial are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies. In all disputes between the parties as to matters arising pursuant to this Contract, the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding on the parties.

6.2 The Contractor shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent his failure / delay in performance /discharge of obligations under the Contract is the result of an event of Force Majeure.

6.3 If a Force Majeure situation arises, The Contractor shall, by written notice served on The Purchaser, indicate such condition and the cause thereof. Unless otherwise directed by The Purchaser in writing, The Contractor shall continue to perform under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

6.4 Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or Agents or Employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Contract and (B) avoid or overcome in the carrying out of its obligations here under.

6.5 Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

7 DISPUTE RESOLUTION

7.1 The Purchaser and the Contractor shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

7.2 If, after thirty working days, from the commencement of such informal negotiations, the Purchaser and the Contractor have been unable to amicably resolve a Contract dispute, either party may, require that the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding on the parties.

8 TAXES AND DUTIES

The individual/firm shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

9 FINANCIAL PROPOSAL SUBMISSION FORM

[Islamabad, --- August, 2016]

To,

Registrar,

Pakistan Institute of Development Economics (PIDE),
Quaid-e-Azam University Campus,
Islamabad.

Tel: 051-9248051 Fax:051-9248065

Email: registrar@pide.org.pk

Dear Sir,

We/I, the undersigned, offer to provide consultancy services for "Development of Request for Proposal (RFP) document for Design, Construction Consultancy of PIDE campus at H-11/2" in accordance with your Request for Proposal dated -----.

Our enclosed Financial Proposal is for the sum of Rs. ----- Only (Rs. 00.00/-). This amount is inclusive of all taxes. Our Financial Proposal shall be binding upon us up to expiration of the validity period of the proposal, i.e. before the date indicated in clause 4/xi of the Tender Document.

We also declare that the Government of Pakistan has not declared us for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Documents.

We understand you are not bound to accept any Proposal you receive.

Sign and Stamp

10 ANNEXURE E

Item Description	*Consultancy Fee
Requirement Elicitation	
Preparation and approval of detailed RFP	
Pre-Qualification, Technical, Financial evaluation and selection of consultancy Firm	
Any other item	
Total Consultancy Fee including Applicable Taxes (PKR)	

***Costs include all taxes & duties. All type of registration fee will be paid by the consultancy firm.**
