

# **University of Rasul,** **Mandi Bahauddin**

## **Pre-Qualification Documents of Consulting Firms/ Companies & Evaluation Criteria**

**FOR**

**TPV and Resident Supervision of Ongoing Development  
Work of the Project titled “Provision of Infrastructural,  
Academic & Operational Facilities to the Punjab University  
of Technology Rasul, Mandi Bahauddin” GS # 2652 of ADP  
2025-26**

**September 2025**

## **PRE-QUALIFICATION DOCUMENTS & EVALUATION** **CRITERIA**

**TPV and Resident Supervision of Ongoing Development Work for the Project titled  
“Provision of Infrastructural, Academic & Operational Facilities to the Punjab University  
of Technology Rasul, Mandi Bahauddin” GS # 2652 of ADP 2025-26**

**Minimum Qualifying Score = 75**

**1. Introduction:**

The Punjab University of Technology Rasul, Distt. M. B. Din was established under the Punjab University of Technology Rasul Act 2018 (Act XXIII of 2018), which was latterly amended renaming it as “University of Rasul” by Provincial Assembly of the Punjab vide act 2025 (Act XII of 2025) issued in gazette notification dated 29-01-2025. The basic objective was providing state-of-the-art technological education facilities at the graduate and higher levels but now the academic scope has been expanded including Engineering, Sciences, Management and other field of studies. The Project was initially approved by the Provincial Development Working Party (PDWP) at a cost of PKR 3,344.040 million (capital component) on 23-09-2021. As per provision in PC-I the consultant was hired upto completion of gestation period. Due to financial constraints the work could not be completed within stipulated time i.e. 30-06-2024 and meanwhile the contract of consultant was expired. Due to enhancement of academic scope, the scope of work has been increased. Therefore, PDWP approved the 2nd revised PC-I amounting to Rs. 9793.111 million [Cap.6940.964 million including P.V, WAPDA, and Landscaping etc.] on 25-06-2025. The project is in progress and it is paramount to hire the services of consultant on priority basis to maintain the quality and quantity of the project.

**Project Financial Profile is as under:**

➤ Total value of capital work:	Rs. 5,825.888 M/-
➤ Expenditure till June 2025:	Rs. 4,794.005 M/-
➤ Balance value of capital work (requiring consultancy):	Rs. 1,031.883 M/-
➤ Consultancy charges approved in PC-I:	Rs. 0068.110 M/-
➤ Total amount Paid to 1 <sup>st</sup> Consultant:	Rs. 0037.000 M/-
➤ Balance Amount available for New Consultant:	Rs. 0031.110 M/-

**Major Scope of Work for the Consultant:**

**Resident Supervision of:**

- Improvement and Operationalization of existing old buildings (Residences#29 Hostels #3).
- Central resource lab, Library.
- Main Gate.
- Finishing Works (Academic Blocks, Admin Block, Hostels, Residences, Library &SSC).
- Improvement of façade work at Academic Blocks & Admin Block.
- Restoration of existing roads.
- External Development.

**Third Party Validation of work already executed (03-10-2024 to onwards).**

## 2 ELIGIBILITY AND PRE-QUALIFICATION CRITERIA:

### 2.1 Eligibility Criteria:

The applicants (Consultants) fulfilling the following basic eligibility criteria shall only be considered for further evaluation (relevant documents to be attached).

- i. Valid Registration with PEC in relevant fields of specialization.
- ii. Valid Registration with Income Tax Department.
- iii. Valid Registration with **Punjab Revenue Authority.**
- iv. Affidavit on non-judicial stamp paper that non-performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.
- v. Judicial Affidavit declaring “Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been blacklisted / defaulted by any government agency/ department/organization”.
- vi. Provide separate undertaking that the information supplied by the firm is correct.

### 2.2 Pre-Qualification Criteria:

Pre-qualification will be based on all the criteria regarding the Applicant's Firm profile, Human Resource & Financial Capacity as demonstrated by the Applicant's responses in the forms attached to this letter. The Employer reserves the right to waive minor deviations, if these do not materially affect the capability of an applicant to perform the contract. Sub-Consultant's experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria. However, Joint Venture experience & resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of Joint Venture. A general criterion merely as a model is provided as follow:

S#	Category	Weightage / Marks
1	Firm Profile.	50
2	Human Resource.	30
3	Financial Capacity.	20
<b>TOTAL</b>		<b>100</b>

*(At least 75% marks shall be scored by the applicant for pre-qualification purpose. The RFP will only be issued to pre-qualified applicants)*

The further detailed criteria for each as given under each head as follows:

### 2.3 Firm Profile:

Marks will be awarded on the following basis.

S#	Description	Maximum Marks
1	Firm's Age. [0.5 marks per year].	05
2	QMS Certificate.	05
3	Health & Safety Certification	05
4	Testing/Monitoring Equipment.	05
<b>Specific Experience of Firm (15 Marks)</b>		

S#	Description	Maximum Marks
5	Three (03) similar nature assignments, each amounting to more than Rs. 1,000 million, completed during the last ten (10) years	09
6	Two (02) ongoing similar projects/assignments, each amounting to more than Rs. 1,000 million.	06
<b>General Experience Firm (10 Marks)</b>		
7	Three (03) general nature assignments, each amounting to more than Rs. 1,000 million, completed during the last ten (10) years	06
8	Two (02) ongoing general nature projects/assignments, each amounting to more than Rs. 1,000 million.	04
<b>Employee Strength (05 Marks)</b>		
9	Every 10 employees will be awarded 01 mark.	05
<b>SUB-TOTAL</b>		<b>50</b>

## 2.4 Human Resource:

Credit Marks will be awarded on the following:

Sr.#	Designation	No	Qualification	Duration	Marks
1	Resident Engineer	01	BSc Civil Engineering with 12+ years of experience in building & infrastructure projects.	09 Months	10
2	Assistant Resident Engineer (Civil)	01	BSc Civil Engineering with 8+ years of experience in building & infrastructure projects.	09 Months	4
3	Site Inspector (Electrical)	01	DAE Electrical with 10+ years of experience in MEP works supervision.	09 Months	4
4	Material Inspector / Lab Technician	01	BSc Geology or DAE Civil Engineering with 8+ years of experience in material testing	09 Months	4
5	Quantity Surveyor	01	DAE Civil. 8+ years of experience in quantity surveying.	09 Months	3
6	IT Consultant	01	Master's degree in IT/CS/ICT/Telecom or related field. CCNA, CCNP will be preferred Minimum 10+ years in Network Deployment	Intermittent	5
<b>SUB-TOTAL</b>					<b>30</b>

## 2.5 Financial Capabilities:

Credit Marks shall be awarded under this category using the following criteria:

S#	Category	Marks
1	<b>Average Annual Turnover of last 3 years:</b> Rs. 100 (M) & above - [100%] Rs. 50 – 99 (M) – [90%] Rs. 25 – 49 (M) – [80%] Below 25– 0 marks will be awarded.	10
2	<b>Working Capital [current assets minus current liabilities].</b> Rs. 100 million & above [100% marks]. Rs. 50 – 99 million [90% marks]. Below 50 million, zero (0) marks will be awarded. <b>Note: Proof in the form of audited reports must be attached; otherwise, no marks will be awarded.</b>	10
<b>SUB-TOTAL</b>		<b>20</b>

### 3 JOINT VENTURE (JV):

Joint Venture, if applicable must comply with the following requirements: -

Application shall be signed by all members in the JV so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the JV agreement, or a Letter of Intent to form either a JV or an Association, providing the joint and several liability with respect to the contract.

### 4 CAPABILITY STATEMENT:

The Capability Statement should provide a brief description of firm capacities, expertise and experience related to the scope of the project.

### 5 DEADLINE FOR SUBMISSION OF APPLICATIONS:

The EOIs must be uploaded on PPRA Punjab, EPAD before September **17, 2025 upto 10:00 AM hrs** clearly marked Expression of Interest (EOI) for TPV and Resident Supervision of Ongoing Development Work for the Project titled “Provision of Infrastructural, Academic & Operational Facilities to the Punjab University of Technology Rasul, Mandi Bahauddin” GS # 2652 of ADP 2025-26.

### LIST OF REQUIRED DOCUMENTS:

In the Pre-qualification Document, the prospective firm(s) shall provide following documents along with substantiating evidence:

1. Certificate of registration with (PEC) having along with the latest renewal letter and having relevant project profile code 1201 and service codes 0542, 0543, 0546, 0547.
2. Registration of Firm with Securities and Exchange Commission of Pakistan/Registrar of Firms
3. Valid certifications for ISO 9001:2015 for Quality Management System, ISO 14001:2015 for Environment Management System and ISO 45001:2018 for Occupational health and safety (OH&S) Management System.

4. Affidavit that the Applicant is not black listed by any authority / agency worldwide.
5. Tax Registration certificate/NTN of the Firm showing the firm as active tax payer.
6. Sales Tax Registration with Punjab Revenue Authority showing the firm as active tax payer.
7. Audited financial statements for last 3 years.
8. Details of Projects of completed (Specific & General) on the given forms.
9. Details of Projects of similar nature in hand on the given forms .
10. CVs of Professional staff as mentioned in the criteria.
11. List of Human Resource on letter head.
12. Detail List of equipment's on letter head for TPV:
  - Surveying & Measurement Equipment.
  - Basic Electrical Testing Equipment.
  - Cable & Wiring Testing, Substation & Equipment Testing & Lighting & Safety Testing.
  - Concrete & Structural Testing Equipment.
  - Soil & Geotechnical Testing Equipment.
  - Asphalt & Road Works Testing Equipment.
  - Materials Testing (Lab Equipment).
  - General & Safety Equipment.
13. Detailed Profile of company (and all companies in case of Consortium/JV/Partnership).
- <sup>14.</sup> 15. Copy of MOU or any other document of Consortium/JV/Partnership, if applicable.
16. Power of Attorney / Relevant Authorizations.

**LETTER OF APPLICATION:**

***[Letterhead paper of the Applicant, or partner responsible for a joint venture, including full postal address, telephone No. Fax No. Telex No. Cable and Email address]***

**Date:** .....

To:

.....

***[Name and Address of the Employer]***

Sirs,

1. Being duly authorized to represent and act on behalf of..... (hereinafter "the Applicant"), and having reviewed and fully understood all the prequalification information following Consultancy:
2. Attached to this letter are copies of original documents defining<sup>1</sup>:
  - a. *The Applicant's legal status;*
  - b. *The principal place of business; and*
  - c. *The place of incorporation (for applicants who are corporations); or The place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).*
3. Project Director University of Rasul, Mandi Bahauddin and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. Project Director University of Rasul, and its authorized representatives may contact the following persons for further information<sup>2</sup>, if needed.

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

1

*For applications by joint ventures, all the information requested in the prequalification documents is to be provided for the joint venture, if it already exists, and for each party to the joint venture separately. The lead partner should be clearly identified. Each partner in the joint venture shall sign the letter.*

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*Application by joint ventures should provide information on a separate sheet information for each party to the application.*

Technical Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Financial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:
- Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
  - Project Director, University of Rasul, reserves the right to:
    - reject or accept any application, cancel the prequalification process, and reject applications; and*
  - Project Director, University of Rasul, shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above.
  - Project Director, University of Rasul, shall not be liable for consequence of, and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 5(b) here above.

**Applicants who are not joint ventures or associations should delete para 6 & 7 and initial the deletions.**

- Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract.
- We confirm that in the event that we bid, that bid as well as any resulting contract will be:
  - Signed so as to legally bind all partners, jointly and severally; and*
  - Submitted with a Joint Venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.*
- The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name and signature of other partners of the joint venture)



**GENERAL INFORMATION:**

All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures as required under the PEC Bye-Laws as a Partnership/Joint Venture.

Where the Applicant proposes to use named sub Consultants for critical components of the works, or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist sub Consultant(s).

<b>1</b>	<b>Name of Firm:</b>	
<b>2</b>	<b>Head Office Address:</b>	
<b>3</b>	<b>Telephone:</b>	<b>Contact Person:</b> <b>Name:</b> <b>Title:</b>
<b>4</b>	<b>Fax:</b>	<b>Telex:</b>
<b>5</b>	<b>Place of Incorporation/Registration</b>	<b>Year of incorporation/registration</b>

NATIONALITY OF OWNERS		
NAME		NATIONALITY
1.		
2.		
3.		
4.		
5.		

**GENERAL EXPERIENCE RECORD:**

**NAME OF APPLICANT OR PARTNER OF A JOINT VENTURE**

All individual firms and all partners of a joint venture are requested to complete the information in this form. The information supplied should be the annual turnover of the Applicant (or each *member of a joint venture*), *in terms of the amounts billed to clients for each year for work in progress or completed.*

*Use a separate sheet for each partner of a joint venture.*

Annual Average Turnover (Last Five Years)		
Year	Turnover (in actual currency)	Equivalent Rupees in Millions.
1.		
2.		
3.		
4.		
5.		

**JOINT VENTURE SUMMARY:**

NAMES OF ALL PARTNERS OF A JOINT VENTURE	
1. Lead Partner	
2. Partner	
3. Partner	
4. Partner	
5. Partner	
6. Partner	

Total value of annual turnover, in terms of work billed to clients,

Annual Turnover Data (Equivalent in Pak Rupees, Millions)			
	Year 1	Year 4	Year 5
Total for 03 Years			
Average for 03 Years			

**DETAILS OF CONTRACTS:**  
**For Completed and Ongoing (General & Specific) Projects.**

**NAME OF APPLICANT OR PARTNER OF A JOINT VENTURE**

**Use A Separate Sheet for Each Contract.**

1.	Name of Contract
	Country
2.	Name of Employer
3.	Employer Address
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify
5.	Contract Role (Tick One) (a) Sole Consultant (b) Sub- Consultant (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency..... Currency..... Currency.....
7.	Equivalent in Pak / Rs.
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months) _____ Years _____ Months
11.	Specified Requirements <sup>1</sup>

**SUMMARY SHEET: CURRENT CONTRACT COMMITMENTS / WORKS IN PROGRESS**

**NAME OF APPLICANT OR PARTNER OF A JOINT VENTURE**

*Applicants and each partner to an application should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.*

<b>Name of Contract</b>	<b>Value of Outstanding work (Equivalent Pak Rs. Millions)</b>	<b>Estimated Completion Date</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		
<b>6.</b>		

**PERSONNEL CAPABILITIES:**

<b>NAME OF APPLICANT</b>
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*For specific positions essential to contract implementation, Applicants should provide the names of 1 candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using one Form for each candidate (Application Form A-8).*

<b>1.</b>	<b>Title of Position</b>
	<b>Name of Prime Candidate</b>
<b>2.</b>	<b>Title of Position</b>
	<b>Name of Prime Candidate</b>
<b>3.</b>	<b>Title of Position</b>
	<b>Name of Prime Candidate</b>
<b>4.</b>	<b>Title of Position</b>
	<b>Name of Prime Candidate</b>

**CANDIDATE SUMMARY:**

<b>NAME OF APPLICANT</b>
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Position		Candidate [Tick appropriate one] <input type="checkbox"/> Prime <input type="checkbox"/> Alternate
Candidate information	1. Name of Candidate	2. Date of Birth
	3. Professional Qualification	
Present employment	4. Name of Employer	
	Address of Employer	
	Telephone	Contact (Manager/Personnel Officer)
	Fax	Telex
	Job Title of Candidate	Years with Present Employer

Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

Month / Dates / Years		Company / Project / Position / Relevant Technical and Management Experience
From	To	

**FIRM CAPABILITIES:**

**FORMAT OF SHORT CV OF PRINCIPAL STAFF (MD/CEO/DIRECTOR/PARTNER ETC.)**

- 1. Name :**
- 2. Profession / Expertise :**
- 3. Date of Birth :**
- 4. Years with the Firm :**
- 5. Nature of experience in this firm and others :**
- 6. Membership of Professional Societies :**
- 7. Education :**
- 8. Other Training**
- 9. Knowledge of Languages :**
- 10. Key Qualifications (Maximum  $\frac{3}{4}$  of a Page) :**



**FINANCIAL CAPABILITY:**

**NAME OF APPLICANT OR PARTNER OF A JOINT VENTURE**

Applicants, including each partner of a joint venture, should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Applicants. Each applicant or partner of a joint venture must fill-in this form. If necessary, use separate sheets to provide complete banker information. A copy of the audited balance sheets should be attached.

<b>BANKER</b>	Name of Banker:	
	Address of Banker:	
	Telephone:	Contact name and title:
	Fax:	Telex:

Financial Information in Pak Rs. or Equivalent	Turnover for Last 3 Years				
	1	2	3	Total	Average
Firm Name					

Attach audited financial statements for the last three years (for individual applicant or each partner of joint venture).

**LITIGATION HISTORY:**

**NAME OF APPLICANT OR PARTNER OF A JOINT VENTURE**

Applicants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para 3.2.6). A separate sheet should be used for each partner of joint venture.

<b>Year</b>	<b>Award for or Against Applicant</b>	<b>Name of client, cause of litigation, and matter in dispute</b>	<b>Disputed amount (current value Pak Rs. or Equivalent)</b>

## TERMS OF REFERENCE (TORs)

### HIRING OF ENGINEERING CONSULTANTS FOR RESIDENT SUPERVISION OF THE PROJECT TITLED “PROVISION OF INFRASTRUCTURAL, ACADEMIC & OPERATIONAL FACILITIES TO THE PUNJAB UNIVERSITY OF TECHNOLOGY RASUL, M.B.DIN” (ADP NO. 2652 FOR THE YEAR 2025-26)

#### 1. BRIEF INTRODUCTION: -

The Punjab University of Technology Rasul, Distt. M. B. Din was established under the Punjab University of Technology Rasul Act 2018 (Act XXIII of 2018), which was latterly amended renaming it as “*University of Rasul*” by Provincial Assembly of the Punjab vide act 2025 (Act XII of 2025) issued in gazette notification dated 29-01-2025. The basic objective was providing state-of-the-art technological education facilities at the graduate and higher levels but now the academic scope has been expanded including Engineering, Sciences, Management and other field of studies. The Project was initially approved by the Provincial Development Working Party (PDWP) at a cost of PKR 3,344.040 million (capital component) on 23-09-2021. As per provision in PC-I the consultant was hired upto completion of gestation period. Due to financial constraints the work could not be completed within stipulated time i.e. 30-06-2024 and meanwhile the contract of consultant was expired. Due to enhancement of academic scope, the scope of work has been increased. Therefore, PDWP approved the 2<sup>nd</sup> revised PC-I amounting to Rs. 9793.111 million [Cap.6940.964 million] on 25-06-2025. The project is in progress and it is paramount to hire the services of consultant on priority basis to maintain the quality and quantity of the project.

#### 2. Comparative Statement & Scope of Work: -

Sr #	Component	Work Already Done	Work Yet to Be Done
1.	Academic Block-1 150,088 Sft	Grey structure, brick work, plaster work, flooring, conduiting and installation of windows.	Grinding of marble flooring, paint, electric, wood wrought joinery, plumbing, sanitary, sewerage, installation of emergency stair & improvement of façade works etc.
2.	Academic Block-2 150,088 Sft	Grey structure, brick work, plaster work, flooring, conduiting and installation of windows.	Grinding of marble flooring, paint, electric, wood wrought joinery, plumbing, sanitary, sewerage, installation of emergency stair & improvement of façade works etc.
3.	Admin Block 57,320 Sft	Grey structure, brick work, plaster work, marble work in corridors and conduiting only.	Grinding of marble flooring, tile work, installation of windows, paint, electric, wood wrought joinery, wood work, plumbing, sanitary, sewerage & improvement of façade work etc.
4.	Central Library 27,000 Sft	Grey structure, brick work and plaster work at ground floor only.	Brick work and plaster work of first floor. Façade work, interior and exterior paint work, electric work, installation of doors and windows,

			plumbing work, sanitary work, sewerage work etc.
5.	Student Service Centre 9,950 Sft	Grey structure, brick work and screeding for flooring.	Plaster work, brick cladding, parapet wall, paint work, electric work, installation of doors and windows, plumbing work, sanitary work, sewerage work etc.
6.	Student Hostels (04 Nos) 25,550 Sft/each	Grey structure, brick work, plaster work and conduiting.	Plaster work, paint work, electric work, installation of doors and windows, wood work, plumbing work, sanitary work, sewerage work etc.
7.	Bachelor Faculty Hostel 36,620 Sft	Grey structure and brickwork.	Plaster work, brick cladding, parapet wall, flooring, paint work, electric work, installation of doors and windows, wood work, plumbing work, sanitary work, sewerage work, boundary wall, etc.
8.	Residence of Grade 20 & Above (05 Nos) 4,025 Sft/each	Grey structure, brickwork of all units. Brick cladding and flooring of one unit.	Plaster work, flooring, paint work, electric work, installation of doors and windows, wood work, plumbing work, sanitary work, sewerage work, compound wall, etc.
9.	Residence of Grade 18-19 (10 Nos) 3,150 Sft/each	Grey structure, brick work of all units. Brick cladding of three units.	Plaster work, flooring, paint work, electric work, installation of doors and windows, wood work, plumbing work, sanitary work, sewerage work, compound wall, etc.
10.	Residence of Grade 15-17 (20 Nos) 7,305 Sft/each	Grey structure, brick work, plaster work, flooring and window grills.	Paint work, electric work, stair marble, installation of doors and windows, wood work, plumbing work, sanitary work, sewerage work, compound wall etc.
11.	Residence of Grade 11-14 (18 Nos) 6,180 Sft/each	Grey structure, brick work, plaster work, flooring and window grills.	Plaster work, flooring, interior and exterior paint work, electric work, installation of doors and windows, wood work, plumbing work, sanitary work, sewerage work, compound wall, etc.
12.	Construction of Boundary Wall Including Razor Cut Wire (15225 Rft)	75% Brickwork and 50 % plaster work in arches completed	Deep struck pointing, 25 % brick work, concrete of columns and plaster work.
13.	Observation Posts (25 Nos)	Grey structure of 14 completed.	Brickwork, plaster work and installation of stairs, etc.
14.	Gate and Gate Pillars (05 Nos)	01 gate and gate pillars.	04 gate and gate pillars, etc.
15.	OHR (4 Nos)	Grey structure, brick work and plaster work.	Turbine installation, flooring, plaster work and installation of doors etc.
16.	External Development & Main Entrance Gate (01 Job)	-	Road work, water supply, sewerage work in progress, expects main gate, etc.
17.	Improvement and Operationalization of existing old buildings	-	Yet to be awarded.

	(Residences # 29 Hostels # 3)		
18.	Central Resource Lab 01 No	-	Drawing under preparation & work is yet to be awarded.

### 3. **OBJECTIVE: -**

In order to ensure good quality of work as well as expeditious completion of remaining work of the project, full time consultant for hiring of resident construction supervision is required as already approved in revised PC-I of the project.

The detail services by the consultants shall include but not limited to the following: -

#### a) **CONSTRUCTION SUPERVISION STAGE: -**


- i) The consultant shall be responsible for resident supervision of all Civil & Electrical Works etc. including all services mentioned in above, through Qualified Graduate Engineer (s) and other supervisory staff having sufficient relevant experience in the respective disciplines who shall perform their duties with due diligence, efficiency and in accordance with sound engineering practices and specified standards.
- ii) The consultant shall certify that works being executed are as per design, drawings, standard specifications, technically sanctioned estimate and within the provisions of contract agreement.
- iii) The Consultant shall be responsible for Resident Supervision of all Civil & Electrical Works of approved scope of project mentioned above as per Architectural Design of Chief Architect, Government of the Punjab and Structural Design of P&D, C&W Department Punjab as per approved specifications and standards.
- iv) The Consultant shall establish his Site Office and meet the running / operational expenses.
- v) The Consultant shall submit schedule of Man-Month-Schedule and list of field staff having following qualifications for the approval of client: -

Sr. No	Designation	Nos	Qualification	Experience	Months
1	Resident Engineer	01	BSc Civil Engineering	12+ years in buildings & infrastructure projects	09 Months
2	Assistant Resident Engineer (Civil)	01	BSc Civil Engineering	8+ years in building and civil works	09 Months
3	IT Consultant	01	Master's degree in IT/CS/ICT/Telecom or related field. CCNA, CCNP will be preferred	Minimum 10+ years in Network Deployment	Intermittent
3	Assistant Resident Engineer Material, Electric & Plumbing (MEP)	01	BSc Electrical/Mechanical Engineering	8+ years in MEP works	09 Months
4	Site Inspector (Infrastructure/Civil)	02	DAE Civil Engineering	8+ years in site supervision (Infra + buildings)	09 Months

5	Site Inspector Material, Electric & Plumbing (MEP)	01	DAE Electrical/Mechanical Engineering	8+ years in MEP works supervision	09 Months
6	Material Inspector / Lab Technician	01	BSc Geology or DAE Civil Engineering	6+ years in material testing and QA/QC	09 Months
7	Surveyor	01	DAE Civil Engineering or Survey Diploma	10+ years in land/topographic surveying	09 Months
8	Quantity Surveyor (Civil)	01	DAE Civil, Electrical/Mechanical Engineering	7+ years in quantity surveying and BOQ preparation etc.	09 Months

- vi) Other necessary supporting staff provided by the Consultant such as Lab Technicians, Lab Assistants, Computer Operator, Record Keeper etc. would also be indicated by the Consultants in their Technical Proposals.
- vii) The Consultants shall study all working Architectural and structural drawings of Project Building (s) / Layout Drawing (s) of the Project [executed and new] as well as the Technically Sanctioned Estimate to familiarize them with the Project.
- viii) The Consultants shall monitor the Contractor's setting out of the Works and verify the accuracy of his work.
- ix) The Consultants shall assure and certify that the construction materials brought at site by the contractor and incorporated into the work, are properly tested from the recognized laboratory and comply with the specifications.
- x) The consultant shall ensure that works are executed according to the plans and specifications and that all rules and regulations applicable to the work are followed and issue all necessary instructions to the contractor under intimation to the Engineer In charge/ Project Director.
- xi) The Consultant shall certify each work / bill of the contractor and shall ensure, that the works have been executed in accordance with established standards, criteria, procedures and as per approved design, drawings, standards, specifications, technically sanctioned estimate and within the provisions of contract agreement.
- xii) The consultant shall supervise the contract in all matters concerning safety and care of work and advise the contractor and concerned Executive Engineer / Engineer Incharge/Project Director on any problem arising in construction work during its execution well in time.
- xiii) The consultant shall monitor progress and maintain up-to-date progress schedule in the form of bar charts, critical path diagrams and other appropriate systems developed during the project processing indicating the major items of work being performed according to work schedule provided with the contract agreement and approved by the Engineer Incharge. The consultant shall submit monthly progress report to the Project Director and concerned Executive Engineer, and pointing out the deficiencies in the work besides recommending / suggesting, remedial measure.
- xiv) The Consultants shall be 100% responsible for the accuracy of the measurement made on the work quantities executed by the contractor and certified for payment and shall maintain permanent record for all such measurements for the Project Director and concerned Engineer Incharge.
- xv) The Consultants shall maintain permanent record of the results of all tests made on materials, items of work involved in the project, utilizing forms as approved by the Engineer Incharge / employer.



- xvi) The Consultants shall certify and recommend under his seal, the contractor's running payment and final payment clearly indicating that the quantities of work executed / recommended are according to specifications, design drawing, technically sanctioned estimates and contract agreement.
- xvii) The Consultants shall keep the record of daily inspection reports and hand over the same to the Project Director / Engineer Incharge on fortnightly basis.
- xviii) The Consultants shall inform the employer / Engineer Incharge of problems of potential nature which might arise in connection with the construction contract and make recommendations for possible solution.
- xix) The Consultants shall carry out any required revisions in plans and specifications as required by the Client / Executive Engineer and prepare all variation orders and assist Engineer Incharge in the negotiation necessary for the execution of changes. Revision shall only be encouraged where it improves the project performance.
- xx) The Consultants shall assist employer / Engineer Incharge with interpretation of the drawings and contract documents, particularly with respect to any disputes with the contractor or other affected parties.
- xxi) The Consultants shall evaluate and make recommendations to the Engineer Incharge for action to be taken against all contractor's claims, disputes, time extensions, and other changes beyond the scope of work.
- xxii) The Consultants shall furnish timely assistance and directions to contractor in all matters relating to ground survey controls, quality control, testing and other matter relating to contract compliance and progress of the project.
- xxiii) The Consultants shall assure the receipts and maintain permanent record in the shape of copies of all warranties required under terms of contract documents for materials including their sources and equipment accepted and incorporated in the project.
- xxiv) The Consultants shall carry out detailed final inspection of the work and shall recommend to the Client and Executive Engineer for issuance of completion certificate stating that the work has been completed as per design, drawings, standard specifications and contract agreement.
- xxv) The Consultants shall make arrangement for inspection of sites and ensure that all relevant information is available and up-to-date progress report are provided before site inspection.
- xxvi) The Consultants shall prepare and submit list of office equipment, laboratory equipment survey equipment, furniture, vehicles, assess inventory and all other items provided by the contractor under the contract and which is the property of the concerned. 
- xxvii) Prepare and submit project completion report giving all details of the project in chronological order.
- xxviii) Any other additional scope of work which deems to be necessary as arisen during execution of work for the successful completion of this project and involves revision of the project will also be undertaken by the consultant.
- xxix) The Consultants shall incorporate all changes that may be required by the Client / Employer for the economical completion or due to technical grounds / site requirements without any additional charges during the execution of project and shall also submit the above documents accordingly as per requirement of the Engineer Incharge.
- xxx) The Client will have a right to increase or decrease scope of work.
- xxxi) The Consultants shall verify the completion certificate duly submitted by the Contractor.
- xxxii) Any other related task assigned by the Client / Engineer Incharge necessary for the completion of the project.
- xxxiii) Attendance report of all staff must be maintained and submit to client as and when required.

- xxxiv) The consultant shall be responsible for third-party validation of all executed work from October 3, 2024, to date and submit the complete reports in all respect to Project Director.
- xxxv) The consultant shall obtain all the relevant data i.e Architectural Drawings Structural Drawings, R.C.E, T.S Estimate Contactor's Agreement Test Reports etc to understand the project and its approved specifications.
- xxxvi) The consultant shall inspect the site and verify that all the work done is according to approved drawing and specification.
- xxxvii) The consultant shall certify the quantity of each executed item has been paid to the contractor.
- xxxviii) The consultant shall certify the quality of work through Destructive and non-Destructive testing which has already executed.
- xxxix) IT Consultant shall develop and implement a scalable and secure ICT infrastructure aligned with HEC guidelines and upto entire satisfaction of the concerned university department/representative.
- xl) IT consultant will plan, design, and supervise IT systems including data center, campus network, software solutions, and digital services. He will responsible for strategic planning, procurement support, policy development, and coordination with regulatory bodies.

#### 4- **TIME DURATION:**

Time limit of the consultancy/supervision services will be 09 months. Resident Supervision consultancy will commence from the date of award of contract to the consultant.

#### 5- **SUBMISSION OF DOCUMENTS AND DRAWINGS.**

The Consultant is required to submit all project reports, drawings and documents to Project Director/Client in the format listed below and recorded on computer media (2 copies) using software and formats standardized and approved by the Client. All items to be provided are deemed to be covered in the overall price submitted by the Consultant.

Sr. No	Description
1	Project Completion Report, MPR & Final Report (06 Copies) in Hard & Soft Forms as and when required.
2	As Built Drawings of all Components (06 copies) in Hard & Soft Forms.

#### 6- **INTELLECTUAL PROPERTY RIGHTS: -**

- i. All documents, reports, designs, research work and all deliverables prepared by the consultant shall become and remain the property of the Client.
- ii. Any future use of these documents and software by the consultant shall not be done without permission of Client.

#### 7- **MODE OF PAYMENT: -**

- i. The Consultant's fee for resident supervision will be on a man-month basis.
- ii. Payment will be made on submission of invoice by the consultant at end of each month. In case of satisfaction with contents of invoice, the Project Director will forward the same within 05 working days to the Executive Engineer, Building Division Mandi Bahauddin for payment. He will make payment to the consultant preferably within 07 working days after receiving the invoice from the Project Director.



- iii. 10% amount will be deducted as retention money from each bill of consultant, which will be refundable after one year of successful completion of the project. Bid security of consultant will be adjusted towards retention money. In case of any liability or obligation on the part of consultant it will be also adjusted.
- iv. Other terms and conditions will be strictly followed as mentioned in RFP and agreement.
- v. The deployment of Consultant's staff shall also be linked with the progress of works at site.
- vi. In case of increase or decrease in scope of work the already agreed rates will prevail, no increase in rates will be permissible. Deductions on account of taxes will be made as per govt. policy from time to time.

#### **8- PROFESSIONAL LIABILITY FOR RESIDENT TYPE CONSTRUCTION SUPERVISION:**

Professional liability as it stands in the prevalent conduct and practice of Consulting Engineers prescribed by the PEC and provisions mentioned in Rule 54 of Punjab Procurement Rules 2014 issued by the Punjab Procurement Regularity Authority.

- i. The consultant selected and awarded a contract shall be liable for consequence of errors or omissions on the part of the consultant.
- ii. The extent of liability of the consultant shall form part of the contract and such liability shall not be less than remunerations nor it shall be more than twice the remunerations.
- iii. The procuring agency may demand insurance on part of the consultant to cover the liability of the consultant and necessary costs shall be borne by the consultant.
- iv. The consultant shall be held liable for all losses or damages suffered by the procuring agency on account of any misconduct by the consultant in performing the consulting services.

#### **9- ROLE OF CLIENT AGENCY: -**

The client will monitor that the consultant is performing the duties as outlined in the TORs. The final responsibility for the successful implementation of the contract agreement, in both technical and financial aspects.

  
**PROJECT DIRECTOR**  
 PMU, UNIVERSITY OF RASUL  
 MANDI BAHAUDDIN