



**NATIONAL ENGINEERING SERVICES PAKISTAN (PVT.) LIMITED**

**REQUEST FOR PROPOSALS  
FOR  
HIRING OF PROJECT SUB-CONSULTANT FOR CARRYING OUT  
“DETAILED ANDROID-BASED PHYSICAL BULK  
CUSTOMER’S/CONSUMER’S SURVEY FOR WATER FLOW-  
METERING”**

**February 2023**

**National Engineering Services Pakistan (Pvt.) Limited  
E&PHE Division, NESPAK House, 1-C, Block-N, Model Town Extension, Lahore**

# **REQUEST FOR PROPOSALS**

## **FOR**

### **HIRING OF PROJECT SUB-CONSULTANT FOR CARRYING OUT “DETAILED ANDROID-BASED PHYSICAL BULK CUSTOMER’S/CONSUMER’S SURVEY FOR WATER FLOW-METERING”**

#### **1. Introduction**

National Engineering Services Pakistan (Pvt.) Limited (NESPAK), a leading International Engineering Consultancy Company, wishes to appoint the Sub-Consultant to perform certain Sub-Consultancy Services. NESPAK now invites sealed Proposals from Pakistani consulting firms on Single Stage Two Envelope procedure for services of “Detailed Android-Based Physical Bulk Customer’s/ Consumer’s Survey for Water Flow-Metering” in the controlled/service areas of Karachi Water and Sewerage Board (KW&SB), (hereinafter called the “Sub-Consultancy Services”) under the technical oversight of NESPAK as the Consultant of the Project.

#### **2. Scope of the Sub-Consultancy Services**

The detailed Scope of Sub-Consultancy Services is attached as Appendix-A hereto and is also briefly summarized hereunder:

- i) Technical survey of bulk water consumers (2000 Nos.)
- ii) Assessment of existing bulk water connections (pipe sizes etc.)
- iii) Identification/quantification of Metered and Non-metered bulk consumers
- iv) Assessment of Metered Bulk Water Connections (Operational/Non-Operational)
- v) Identification of Bulk Consumers with zero water provision
- vi) Generate a list of active water connections after removing dead / disconnected / merged water connections, based on survey and information collected from KW&SB.

The Sub-Consultants must quote for the complete scope of the Sub-Consultancy Services. Any Proposal covering partial scope of Sub-Consultancy Services will be rejected. The Time for Completion of Sub-Consultancy Services is 60 days.

The successful Sub-Consultant will be required to submit hard and soft form of technical survey proformas of bulk water consumers (2000 Nos.).

#### **3. Eligibility Requirements**

The Sub-Consultant shall meet the following requirements:

- a). The Sub-Consultant shall be duly incorporated/registered under the laws of Islamic Republic of Pakistan;
- b). The Sub-Consultant shall be on Active Taxpayers List of the Federal Board of Revenue;

- c). The Sub-Consultant shall not have been declared blacklisted or debarred by any Governmental or semi-Governmental Organization/Department or a foreign country, international organization or other foreign institutions. The Bidder should submit an Undertaking with the Proposal, certifying that “the Sub-Consultant has not been declared blacklisted or debarred by any Government or Semi-Government Organization/ Department or a foreign country, international organization or other foreign institutions”; and
- d). The Sub-Consultants shall be duly registered with Pakistan Engineering Council (PEC) as a Consulting Firm.

#### **4. Qualification Requirements**

The Sub-Consultant must fulfil the qualification requirements provided at Appendix-B attached in the RFP document. Evaluation of Qualification will be carried out on point scoring basis. The Sub-Consultant meeting the overall minimum qualifying score of 70 points shall be considered as substantially responsive.

#### **5. Cost of Proposals**

The Sub-Consultant shall bear all costs associated with the preparation and submission of its Proposal and NESPAK will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Request for Proposals.

#### **6. Preparation of Proposals**

The Proposal shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other the Financial Proposal, each containing the documents described hereunder. The Proposals shall be prepared in the English language.

##### **Technical Proposal**

The Technical Proposal shall comprise the following:

- i. Duly filled-in, signed and stamped Form of Technical Proposal;
- ii. Authorization Letter in favour of Authorized Representative of signatory of the Proposal;
- iii. Documentary evidences in accordance with requirements of Clauses 3 & 4 hereof; and
- iv. These Request for Proposal (RFP) document duly signed and stamped.

The Sub-Consultants are expected to examine all terms & instructions included in these RFP document. Failure to provide requested information by a Sub-Consultant may result in rejection of its Technical Proposal. The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared non- responsive.

##### **Financial Proposal**

The Financial Proposal shall comprise the following:

- i. Duly filled-in, signed and stamped Form of Financial Proposal; and
- ii. Duly filled-in, signed and stamped FIN-1 attached at Appendix-C.

The Sub-Consultant shall quote all costs entirely in Pak Rupees on lumpsum basis for the Sub-Consultancy Services including Remuneration and Direct Cost expenses (Travelling, Transportation, Accommodation at Karachi, TA/DA, Printing, Stationary etc.) to be performed under the Sub-Consultancy Agreement. The payment shall be made in the Pak Rupees. The costs shall be quoted inclusive of all prevailing taxes such as Income Tax, Provincial Sales Tax on Services and out of Pocket expenses, etc. All payments shall be made after deduction of applicable taxes at source after receipt of same from the Client. No payment shall be made until the successful Sub-Consultant gets its firm registered with relevant Provincial Revenue Authority.

The cost quoted by the Sub-Consultant shall remain fixed during the Sub-Consultant's performance of the Sub-Consultancy Agreement and shall not be subject to variation on any account.

## **7. Validity of the Proposals**

The Proposals shall remain valid for a period of sixty (60) days after date of Proposal opening specified in Clause 8 hereof.

## **8. Submission and Opening of Proposals**

The Proposals must be received by NESPAK not later than the deadline mentioned in Request for Proposals. Proposals submitted through telegraph, telex, fax or e-mail shall not be considered. The Proposals must be complete, in order and comprise documentary evidences for each requirement. Any Proposal received by NESPAK after the deadline for submission shall be returned unopened.

The Technical Proposal and Financial Proposal (comprising the relevant documents as stated in these RFP) shall be prepared separately. The ORIGINAL and each COPY of Technical Proposal shall be sealed in one envelope and marked as such. Similarly, Financial Proposal shall be sealed in another envelope and marked as such. The outer envelope comprising of both 'Technical Proposal' and 'Financial Proposal' shall be addressed as given in Request for Proposals.

The Technical Proposals will be opened the same day of submission as mentioned in Request for Proposals in the presence of the Sub-Consultant's representatives who choose to attend. The Financial Proposals will remain unopened and will be held in custody of NESPAK until the time of their opening.

At the end of the evaluation of the Technical Proposals, NESPAK will invite the Sub-Consultants whose Technical Proposals have been declared substantially responsive. The date, time and venue of the opening of Financial Proposals will be advised in writing by NESPAK. The cost quoted by the Sub-Consultant shall be publically announced to the representatives of the Sub-Consultants who choose to attend. The Financial Proposals of the Sub-Consultant declared non-responsive shall be returned unopened to the respective Sub-Consultants.

## 9. Evaluation of Proposals

The following criteria will be adopted for evaluation purposes:

- a) NESPAK will determine whether each Technical Proposal is substantially responsive to the requirements of the RFP document. A substantially responsive Technical Proposal is one which (i) meets the eligibility and qualification requirements; (ii) has been properly signed; and (iii) substantially conforms to all the terms, conditions and requirements of the RFP document. NESPAK may reject any Technical Proposal as non-responsive if found not meeting the requirements of the RFP document.
- b) NESPAK will evaluate and compare the Financial Proposals of Sub-Consultants firms whose Technical Proposals are declared substantially responsive to the requirements of the RFP document in accordance with item a) above. The Financial Proposals will be evaluated for complete scope of Sub-Consultancy Services. Financial Proposals covering partial scope of Sub-Consultancy Services will be rejected as non-responsive. Most Advantageous Proposal will be selected in accordance with the Least Cost Selection procedure.

## 10. Award of Sub-Consultancy Services

NESPAK will award the Contract to the Sub-Consultant whose Proposal has been determined as Most Advantageous.

NESPAK will enter into a Sub-Consultancy Agreement with the successful Sub-Consultant.

Notwithstanding the above, NESPAK reserves the right to annul the Request for Proposals process and reject all Proposals, at any time prior to award of Sub-Consultancy Services as per Rule 33 of Public Procurement Rules 2004.

## 11. Time Lines and Mode of Payment

The payment shall be made on lump sum basis after receipt of same from the Client against the milestones indicatively given in the following Table:

<b>Sr. No.</b>	<b>Milestone Definition</b>	<b>Duration (Days)</b>	<b>Mode of Payment (%)</b>
1	Submission and Approval of 1000 Nos. Consumers Proformas (1 <sup>st</sup> Batch)	30	50%
2	Submission and Approval of 1000 Nos. Consumers Proformas (2 <sup>nd</sup> Batch)	30	50%

## Form of Technical Proposal

To:

Vice President/Head,  
Environmental & Public Health Engineering Division,  
NESPAK House,  
1-C, Block N, Model Town Extension,  
Lahore

Dear Sir,

We, the undersigned, offer to provide Sub-Consultancy Services for \_\_\_\_\_ [*Insert title of assignment*] in accordance with your Request for Proposals dated \_\_\_\_\_ and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby agree to abide by our Proposal consisting of the Technical Proposal and the Financial Proposal, for the period of 60 days from the deadline for submission of Proposals, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We undertake that all the information and documents submitted with the Proposal are genuine, and in case of incorrect information or fake documents we shall be liable for punitive action under the Applicable Law.

We undertake, if our Proposal is accepted, to initiate the Sub-Consultancy Services related to the Project as per provisions of Sub-Consultancy Agreement.

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

## Form of Financial Proposal

To:

Vice President/Head,  
Environmental & Public Health Engineering Division,  
NESPAK House,  
1-C, Block N, Model Town Extension,  
Lahore

Dear Sir,

We, the undersigned, offer to provide the consulting services for \_\_\_\_\_ [Insert title of assignment] in accordance with your Request for Proposal dated \_\_\_\_\_ [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of PKR \_\_\_\_\_ [Insert amount(s) in words and figures]. This amount is inclusive of all the applicable taxes.

We hereby agree to abide by our Proposal consisting of the Technical Proposal and the Financial Proposal, for the period of 60 days from the deadline for submission of Proposals, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal.

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

## **Appendix-A**

### **Scope of Sub-Consultancy Services**

#### **INTRODUCTION**

Karachi, the city of lights, inhabits approximately 15 million people. Housing almost 60 percent of the industries in the country, it is recognized as the industrial and financial center of Pakistan. Its significance in Pakistan's economy can be depicted through its 12-15 percent contribution to the national Gross Domestic Product (GDP).

Due to the international buyers' demand, export-based industries need to comply with stringent environmental standards. Compliance with international and national standards not only promotes enterprise efficiency and supports competitiveness in international trade but also protects workers and consumers' health and safety. This in turn leads to more sustainable socio-economic development of the country. To achieve this, policy statements indicating specific regulations, rigorous implementation and stakeholders' participation is necessary. One of the main components of environmental compliance is water and its management, therefore data regarding it is crucial for effective policy making.

Karachi Water & Sewerage Board (KW&SB) is the main managerial and service-based consumer oriented governmental organization which was fully empowered with following functions after enactment of Karachi Water & Sewerage Board Act, 1996:

- Charge connection and water supply fees on new water and sewerage connections and on water supplies to tankers
- Production, transmission and distribution of potable water for domestic, commercial and industrial use, and charge monthly bill against the service provided
- Reduce, suspend or disconnect the water supply in the event of contravention of the provision of this Act or regulations and impose surcharge, not exceeding double the amount due, if rates, charges or fees for water supply or sewerage service or the arrears thereof are not paid within the time fixed by the KW&SB

KW&SB is facing grave financial crises because it has been unable to recover dues from a variety of consumers. Retail consumers particular have always lagged behind in paying their bills. Among the various services offered by KW&SB, bulk water supply is relatively stable. The bulk water supply service is structured to provide water of appropriate quantities to large-scale residential, commercial, industrial, and manufacturing units. This system is governed by a separate structure of tariff and management procedures.

Lack of metering, an inefficient tariff structure, an outdated database to calculate tariffs, and poor billing and collection efficiency, have led to a widening gap between receipts and expenditures. Non-payment of water bills is a particular problem. As reported, the total outstanding arrears are estimated at USD 460 million (USD179



million for retail and USD 281 million for bulk) and they continue to increase. Government institutions and utilities are among the largest defaulters, owing the equivalent of USD 350 million. Given these financial pressures, KW&SB has been unable to carry out preventative maintenance, focusing only on emergency repairs, thus aggravating the deterioration of the network over time.

## **OBJECTIVES**

Improving customer management is a critical objective both to provide better, more accountable services to the population of Karachi and to increase revenue streams and thus KW&SB's sustainability. The initial focus of revenue enhancement measures will not be water tariffs, but low hanging fruits. As most KW&SB revenues comes from bulk customers, generally either unmetered or inaccurately metered, improving metering and enforcing bulk customer bill collection will be the first priority.

Main objective of current assignment is to improve KW&SB performance by enhancing its revenue generation through improved metering of bulk water consumers (apartment buildings, industries, commercial hubs etc.) and efficient water usage quantification i.e., Reduction in Non-Revenue Water. Higher revenues will enable KW&SB to spend more on O&M, thus directly contributing to more reliable services and increasing Karachi residents' resilience to climate-exacerbated water shortages

## **SCOPE OF WORK**

The detailed Scope of Sub-Consultancy Services is attached as Appendix-A hereto and is also briefly summarized hereunder:

- i) Technical survey of bulk water consumers (2000 Nos.)
- ii) Assessment of existing bulk water connections (pipe sizes etc.)
- iii) Identification/quantification of Metered and Non-metered bulk consumers
- iv) Assessment of Metered Bulk Water Connections (Operational/Non-Operational)
- v) Identification of Bulk Consumers with zero water provision
- vi) Generate a list of active water connections after removing dead / disconnected / merged water connections, based on survey and information collected from KW&SB.

## Appendix-B Qualification Requirements

Qualification will be based on Sub-Consultant's meeting the following qualification requirements regarding their personnel capabilities, financial soundness, experience record and their quality of Approach and Methodology and understanding of Project needs as demonstrated by the Sub-Consultant's response to this RFP.

Each Technical Proposal shall be attributed a technical score. The Sub-Consultant meeting the overall minimum qualifying score of 70 points shall be considered as substantially responsive. The Sub-Consultants scoring less than seventy (70) marks shall be rejected as non-responsive and their Financial Proposals shall be returned unopened.

The Qualification Evaluation Scoring Criteria is given hereunder.

<b>1. Key Experts' qualifications and competence for the Assignment</b>	<b>Total Marks</b>	<b>Number of Qualified Professionals</b>	<b>Marks</b>
The numbers will be assigned based on the assessment of the following Key-Experts:  i) Senior Design Engineer Water ii) Design Engineer Water The number of points to be assigned to each of the above positions shall be determined considering the qualifications set forth at the end of Appendix-B. (Documentary Evidence to be attached in the form of detailed CVs of each expert)	30	01 No. 04 Nos.	10 20
<b>2. Financial Strength</b>	<b>Total Marks</b>	<b>Value (Million PKR)</b>	<b>Marks</b>
Annual Turnover (Documentary Evidence to be attached in the form of latest Bank Statements)	30	> 10 ≤ 20	10
		> 20 ≤ 30	20
		> 30	30
<b>3. Relevant Experience</b>	<b>Total Marks</b>	<b>No. of Projects</b>	<b>Marks</b>
Similar assignments executed related to water supply system sector. (List to be attached with Documentary Evidence in the form of completion certificates from relevant clients/departments)	30	01	15
		02 & above	30
<b>4. Approach and Methodology</b>	<b>Total Marks</b>	<b>Understanding and Methodology</b>	<b>Marks</b>
Write-up not more than 5 pages	10	Excellent	10
		Good	05
		Average	02

<b>Grand Total:</b>	<b>100</b>		
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**QUALIFICATION REQUIREMENT FOR KEY EXPERTS**

<b>Sr. No.</b>	<b>Position</b>	<b>Required Qualification</b>
1	Senior Design Engineer (Water)	Bachelor's Degree or above in Civil Engineering or relevant discipline. Minimum 20 years of professional experience in project designing, planning and project management pertaining to Water supply works. Registered with relevant professional bodies.
2	Design Engineer Water	Bachelor's Degree or above in Civil Engineering or relevant discipline. Minimum 05 years of professional experience in project designing, planning and project management pertaining to Water supply works. Registered with relevant professional bodies.

## Appendix-C

### Form FIN-1

#### SUMMARY OF COSTS

Sr. No.	Cost Component	Amount (PKR)
1.	Remuneration [from FIN-1(A)]	
2.	Direct Cost Expenses [from FIN-1(B)]	
3.	Total Cost of Financial Proposal (Inclusive of all applicable taxes) (1+2)	

(Pak Rupees \_\_\_\_\_)

**Form FIN-1(A)**

**Breakdown of Remuneration**

<b>Sr. No.</b>	<b>Name</b>	<b>Position</b>	<b>Monthly Billing Rate (PKR)</b>	<b>Amount (PKR)</b>
<b>Total Remuneration (PKR):</b>				

**Form FIN-1(B)**

**Breakdown of Direct Cost Expenses**

<u>Sr.No.</u>	<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price (PKR)</u>	<u>Amount (PKR)</u>
<b><u>Total Direct Cost Expenses (PKR)</u></b>					