

REQUEST FOR PROPOSAL

1. Technical Qualification Criteria

Qualification will be based on the criteria given in the following paras regarding the Applicant's experience, personnel equipment capabilities and litigation history, as demonstrated by the Applicant's responses in the Forms attached as Annex-A to this Document. NESPAK reserves the right to waive minor deviations, if these do not materially affect the capability of an Applicant to perform the contract by the Applicant.

1.1 General Information

The Applicant/ Firm shall provide general information of the firm as per the format specified in the Application Form A-1 attached in Annex-A.

1.2 Experience of the Firm

The Applicant/ Firm shall meet the following minimum criteria:

- 1) Successful experience in the execution of similar projects involving topographic survey within the last three (03) years to a minimum of 1000 Km length. This experience should specifically be of topographic survey of similar nature. The Applicant will supply information as per the format specified in the Application Form A-2 attached in Annex-A.

1.3 Personnel Capabilities

The Applicant/ Firm must have in employment, suitably qualified and experienced personnel to fulfill the positions tabulated below. The Applicant/ Firm will supply information as per the format specified in the Application Form A-3 attached in Annex-A.

Sr. No.	Position	Qualification	No.	Relevant Minimum Experience (Years)
1	Team Lead	B.Sc. Civil Engg.	1	10
2	Senior Surveyor	DAE Civil	5	10
3	Junior Surveyor	DAE Civil	5	5
4	Skilled Labor	-	As Required	-

1.4 Equipment Capabilities

The Applicant/ Firm should own, or have assured access to the following key items of equipment in full working order, and must demonstrate that, based on known commitments, these will be available for deployment on the proposed works.

Sr. No.	Equipment Type & Characteristics	Minimum Number Required
2	Total Station	8
3	Differential GPS (R2 rovers & R9S base) or equivalent/ better alternative	4

The Applicant/ Firm will supply information as per the format specified in the Application Form A-4 attached in Annex-A.

1.5 Litigation History

The Applicant/ Firm should provide accurate information on any litigation or arbitration resulting from Contracts completed or under execution. The Applicant/ Firm will supply information as per the format specified in the Application Form A-5 attached in Annex-A. A consistent/ overwhelming history of litigation against the Applicant may result in rejection of the application. In case an Applicant/ Firm claims Nil litigation, he/ they shall submit the same statement on the letter head of his/ their company.

2. Financial Evaluation of Bid

- a. The financial bids of the technically responsive Applicant/ Firms shall be opened after evaluation of technical bids, in presence of the representatives, who shall be invited for the occasion and who care to attend. The total cost, bid security and major components of each proposal shall be publicly announced to the attending representatives of the firms. The time, date and venue for opening of financial proposals of the technical responsive firms will be communicated later on.
- b. The financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders.
- c. The bid found to be lowest evaluated bid shall be accepted.
- d. Bid Security of successful bidder shall be released after successful completion of field work.

The Applicant/ Firm shall quote his financial bid as per the format specified in the Application Form A-6 attached in Annex-A.



Application Form A-1

General Information

All Applicants/ Firms applying for qualification are requested to complete the information in this form.

Name of Applicant/ Firm	
Head Office Address	
Telephone	Contact Person: Name: Title: Phone No.: Cell No.:
Fax	E-mail
Place of Incorporation/Registration Certificates of the firm*	Year of incorporation/registration

*** Registration certificates must include:**

- Valid registration with Federal Board of Revenue (FBR).
- Valid registration with relevant Revenue Authority.
- Proof on active taxpayer list of FBR & relevant revenue authority.

Authorized Signature and official Seal: _____

Name: _____

Date: _____



Experience of the Firm

Name of Applicant/ Firm: _____

Sr. No.	Name of Project	Value of Contract* (Pak Rs.)	Project Length (Kms)	Contract Duration	Project Status (Ongoing/ Completed)

***Attach copy of Letter of Awards / Project Completion Certificates**

Authorized Signature and official Seal: _____

Name: _____

Date: _____

Personnel Capabilities

Name of Applicant/ Firm: _____

Sr. No.	Name of Person	Qualification	Designation/ Position*	Total Experience

****Attach CVs of the Key Staff Members.***

It may be noted that Key staff become part of the contract and they cannot be replaced by the firm without the prior written approval. Therefore, the applicant/ firm must ensure that they propose only those persons whom they can make available for executing the works at site.

Authorized Signature and official Seal: _____

Name: _____

Date: _____

Equipment Capabilities

Name of Applicant/ Firm: _____

Sr. No.	Equipment Description & Details	Calibration Certificate*	Number of Equipment	Working Condition

* Calibration certificate should not be more than 6 months old.

Authorized Signature and official Seal: _____

Name: _____

Date: _____

Litigation/ Arbitration History

Name of Applicant/ Firm: _____

Year	Award for or against Applicant	Name of Client, cause of litigation/ arbitration, and matter in dispute	Disputed amount (current value Pak Rs. or equivalent)

Authorized Signature and official Seal: _____

Name: _____

Date: _____

Financial Proposal

The Financial Bid/ Proposal for carrying out Topographic Survey should be quoted by the Applicant/ Firm on the following format:

Name of Applicant/ Firm: _____

S. No.	Task	Unit	Quantity	Unit Rate (Rs.) (Per Km)	Total Amount (Rs.)
1.	Topographic Survey including all scope of work as mentioned in TOR for a length of 600 Km	Per Km	600 Km*		
Total Amounts in Words:					

* In case of any increase/ decrease in length, the payments shall be made on the basis of topographic survey carried out for actual length.

Terms and Conditions:

- a. The quoted bid shall be inclusive of all taxes, including but not limited to Income Tax, Sales Tax etc.
- b. 10% advance payment against mobilization advance shall be made as per agreed mobilization plan (after signing of contract agreement). The mobilization advance shall be released against bank guarantee issued by a Scheduled Bank in Pakistan or an insurance company having at least AA rating from PACRA/JCR in favor of the Employer valid for a period up to twenty-eight (28) days beyond the contract expiry.
- c. After submission of invoice, the payment shall be processed in 3 weeks' time. The recovery at 20% of advance payment shall be made from the invoice subject to recovery of total advance payment.
- d. No payment shall be made for incomplete work.
- e. The security cover for the survey works shall be the responsibility of the bidder.
- f. Bid Security of successful bidder shall be released after successful completion of field work.
- g. Liquidated Damages @ 0.1% of the Contract Price for each day of delay up to a maximum of 10% of the Contract Price shall be deducted for late completion of works.

Authorized Signature and official Seal: _____

Name: _____

Date: _____

TERMS OF REFERENCE

1. GENERAL:

National Engineering Services Pakistan (Pvt.) Limited – NESPAK is seeking an experienced survey firm for carrying out Topographical survey for roads in less developed districts of Balochistan. The total length of roads to be surveyed is approx. 600 Km.

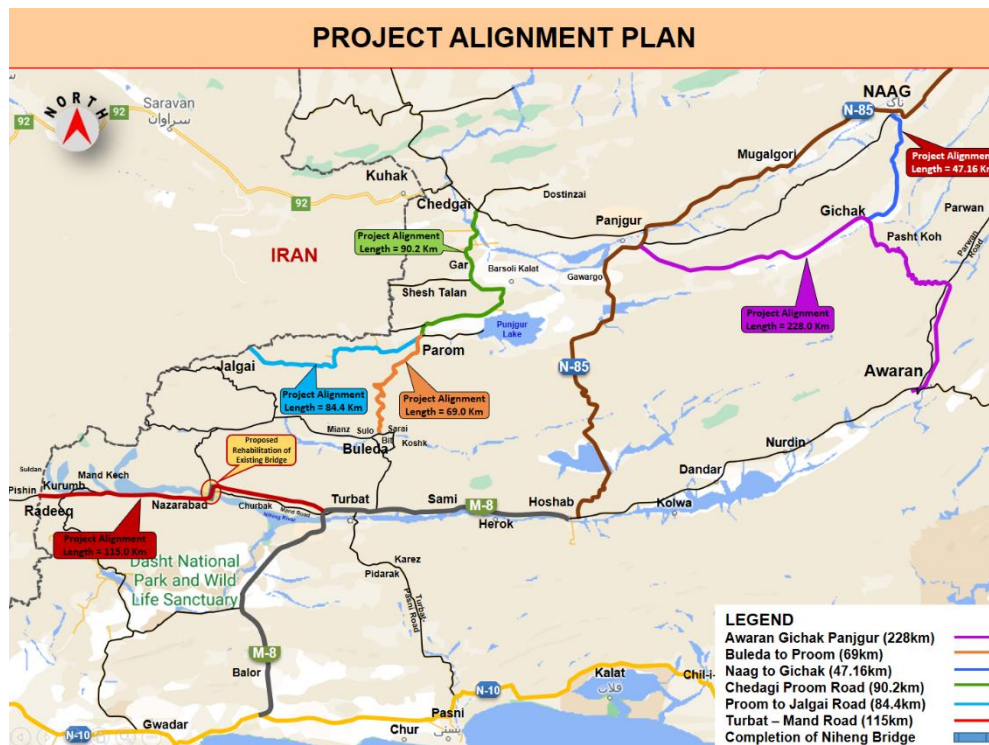
Topographic Survey forms the basis for detailed design. Therefore, accuracy and quality of survey shall be ensured. For conducting the surveys, latest technology and equipment shall be used. Qualified surveyors shall be deployed to conduct the survey and a complete survey program shall be submitted to NESPAK before mobilization of teams for field works.

The firm has to comply with the terms and specifications mentioned in this RFP.

2. LOCATION

The project roads are located in less developed districts of Balochistan. The names and tentative lengths of the roads is as below.

Sr. No.	Name of Road	Length (Kms)
1	Awaran Gichak Panjgur	228
2	Buleda to Proom	69
3	Naag to Gichak	47.16
4	Chedagi Proom Road	90.2
5	Proom to Jalgai Road	84.4
6	Turbat – Mand Road	115
7	Completion of Niheng Bridge	-



3. SURVEY LIMITS AND CORRIDOR:

The ROW for survey shall be 50 m (25 m either side of center line). At locations crossing nullahs, the details of survey extents shall be measured up to 80m U/S and D/S each with three (03) cross sections on each side.

4. SCOPE OF SERVICES:

The main objective is to perform the detailed topographical studies of project roads. This includes but not limited to the following:

4.1 Control Points

- a. The control of traverse will be as per WGS 84 and UTM coordinates system. For observations, high accuracy triple frequency differential GPS shall be used in static mode using ground scale factor. Average ground scale factor for every 5Km shall be submitted with the traverse data.
- b. Establishment of Permanent Ground Markers (PGM) at an appropriate location having least probability to damage. The markers will be established such that they can be utilized as a survey point of reference for the construction duration of the Project (2 years minimum).
- c. Details relating to the location of each PGM including a detailed description and sketch shall be included in the survey report.

4.2 Survey Detail

- a. The survey shall be conducted in Metric system.
- b. The angular units of measurements would be the degrees, minutes & seconds and linear units shall be meters.
- c. The contour interval shall be one (01) m for minor contour and five (05) m for index contour.
- d. Spot levels shall be shown on the drawings.
- e. Where side slopes are encountered, slope symbols shall indicate the fall of the slope.

4.3 Existing Utilities and Services

- a. All existing nullahs/ drains, water supply lines, telephone lines, electric lines, gas lines and any other utilities/ services present within and adjacent to site shall be marked with sufficient details.
- b. All field details/ features (natural/ man made) shall be marked on plans with a complete list to be included in survey report too.
- c. Where existing nullahs/ water streams are encountered, the survey shall record both the deck level and invert level(s) of the nullahs/ streams.
- d. Width of existing nullahs showing water flow limits, nullah verge lines, and toe lines with necessary elevations be provided.
- e. For overhead services, the position of poles, the height of the service and direction leaving the site extents shall be recorded.

4.4 Existing Elements

- a. Any existing building(s) shall be accurately marked in plan.
- b. Trees shall be recorded and marked on topographic survey.
- c. Structure inventory on AutoCAD drawings for each existing structure (bridge, box culvert, pipe culvert, syphons etc.) shall be marked. The inventory detail must include photographs of the structure.

5. NOTES ON SAFETY MEASURES

- a. The survey firm shall ensure that all of his staff and workers are equipped with Personal Protection Equipment (PPEs). No worker will be allowed at site without having proper PPE.
- b. The survey firm shall ensure they have understood the project requirement related to quality, health, safety and environment during whole activity period. The firm shall ensure to follow the "PEPA & EBRD, September 2009" guidelines.
- c. The survey firm shall make arrangement to safeguard their equipment, personnel and all other resources from vandalism and trespassing at their own cost.
- d. The firm shall comply and enforce compliance by all his staff with the highest standards of safety and accident prevention in accordance with international standards and in compliance with all applicable laws, ordinances and statutory provisions.
- e. Survey firm shall not pour, bury burn, not in any way dispose of a chemical on the work job site. No open burning, debris, or rubbish will be permitted at the project site.
- f. The security cover for the survey works shall be the responsibility of the bidder.

The cost of all safety measures mentioned above and any other internationally practiced measures shall not be quoted separately but will be deemed covered in the quoted price. A breach to any of the safety measures can lead to the termination of contract.

6. DELIVERABLES:

- a) Detailed Topographic Survey Report individually for each road.
- b) Location of Permanent Ground Marker (PGM) with their coordinates. (both soft and hard format)
- c) Properly annotated Topographic data/drawing in AutoCAD format, containing 3D points, existing features/ details and contours.
- d) The coordinate data in excel format including point number, coordinates, elevations and description in separate columns.
- e) Coding details in soft and hard format.
- f) Topographic Survey drawing/ Contour Plan will be provided (02 Copies) at A1/ A2 size sheet at appropriate scale of 1:1000.
- g) Each individual element or group of elements (e.g. utility, wall, spot level etc.) that gets surveyed is contained on a separate layer. These layers shall be named identifying the element in question thus enabling various elements surveyed to be turned on /off, as required.

7. BID VALIDITY

Your bid shall be valid for a time period of one hundred twenty (120) days after the bid opening. The successful bidder shall mobilize on the site on seven days' notice after issuance of Letter of Award/ Acceptance and/ or as per the directions of relevant officials of NESPAK.

8. BID SECURITY:

Each Bidder shall furnish, as part of his bid, a Bid Security amounting to **3%** of bid price in the form of pay order or bank draft in favor of M/s NESPAK with an undertaking in Technical Bid that Bid Security is sealed with the envelope of Financial Bid.

9. TIME FOR COMPLETION:

The whole survey work shall be completed in all respects within a period of three (03) months from the date of letter of acceptance/ award.

10. PAYMENT:

- a. The quoted bid shall be inclusive of all taxes, including but not limited to Income Tax and Sales Tax.
- b. **You must fully inform yourself of local conditions and take them into account in preparing your proposal.** No financial claim whatsoever, shall be entertained if the work is suffered due to local conditions and law and order situation.
- c. Please note that:
 - i. The cost of preparing the proposal and of negotiating the contract, including a visit to the subject site, are not reimbursable as a direct cost of the Assignment; and
 - ii. NESPAK is not bound to accept any of the proposals submitted and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Applicant/ Firm.
- g. 10% advance payment against mobilization advance shall be made as per agreed mobilization plan (after signing of contract agreement). The mobilization advance shall be released against bank guarantee issued by a Scheduled Bank in Pakistan or an insurance company having at least AA rating from PACRA/JCR in favor of the Employer valid for a period up to twenty-eight (28) days beyond the contract expiry.
- e. After submission of invoice, the payment shall be processed in 3 weeks' time. The recovery at 20% of advance payment shall be made from the invoice subject to recovery of total advance payment.
- f. No payment shall be made for incomplete work.
- g. Bid Security of successful bidders shall be released after successful completion of field work.
- h. Liquidated Damages @ 0.1% of the Contract Price for each day of delay up to a maximum of 10% of the Contract Price shall be deducted for late completion of works.