

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE AND TEXTILE
(TEXTILE DIVISION)
Faisalabad Garment City Company
FAISALABAD

Terms of Reference (TORs) for Hiring of Consultant Firm

Hiring of Consultant Firm: FGCC is going to execute a Project Phase II of Two (Category "A" and "B") Buildings, 6 floors including Basement of each building. Pre-CDWP meeting held on 26th February, 2019 in the Committee Room of Textile Division, Islamabad decided to hire the services of a qualified and experienced consultant firm for this purpose through prequalification process / advertisement.

Eligibility Criteria for Consultant Firm: The instructed consultant firm shall be a tax filer and registered with Pakistan Council of Architects and Town Planners (PCATP), and Pakistan Engineering Council, incorporated for at least ten (10) years for offering similar services and have completed ten (10) similar projects of this scale or above and complexity and in comparable organization. Consultant Firm should possess good knowledge of all concepts, principles and approach required for this assignment. The consultant firm should provide details (documentary evidences e.g. contract award or reference letter from the clients starting scope of services and deliverable) of all such projects for the last 5 years or more during which they were completed. In case of joint venture, the details of such projects will be provided separately as primary or associated consultant firm. Shall have an adequately staffed and equipped offices with complete address. Shall have competence of existing and proposed personnel. Shall have sufficient management, survey work, data analysis, and report writing. Experience of working with Government would be an advantage.

Short-listing of Consultant Firms: Faisalabad Garment City Company shall determine criteria for short listing. There will normally be a minimum of three or more consultant firms in the shortlisting process. Any other factor that FGCC may deem relevant, not inconsistent with these regulations or Public Procurement Rules, 2004. All applicants shall be informed, on request whether they have been short listed or not.

Terms & Conditions (Criteria / Documents) required:-

Following documents / criteria is required for preliminary examination and selection of Consultant Firms are as under:-

- a) Pakistan Engineering Council Membership Number Certificate
- b) Pakistan Council of Architects and Town Planners (PCATP)
- c) Registration Certificate of NTN and PRA (active taxpayer)
- d) Number of Similar and Comparable projects for the last 5 years or more
- e) Declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial), a local body or a public sector organization etc.
- f) Affidavit on legal stamp paper of Rs. 100/- that their firm has not been blacklisted in the past on any ground by any Government (Federal, Provincial), a local body or a public sector organization.
- g) Complete profile of Firm along with Logistical & Staff capacity
- h) General experience, Specific experience and Past performance
- i) Overall Relevant Experience
- j) Experience proof of working with Government (which would be an advantage)
- k) Under PPRA rule-33(A) the procuring agency may reject all bids or proposals at any time prior to the acceptance of bid or proposal reason will be conveyed on formal request only.

Selection Process: The consultant firm will be selected in accordance with the criteria laid down in "Public Procurement Rule 2004" method set out in the "Regulation 2010 for Procuring of Consultancy Services" prescribed by the PPRA Rules.

Description of Tasks:

The selected Consultant Firm will perform the following tasks:-

- i) Submission of proper site / layout plan indicating proposed scope work including preliminary soil survey, investigation report, detailed designs / drawings, BOQS unit cost analysis, technical specifications of each facility unit-costs for internal & external works etc. for area 368066 Sft. Approximate.
- ii) Feasibility Study / Survey Report
- iii) Will provide amended / revised draft of PC-1 of the project.
- iv) Will sign a Contract with FGCC

Deliverable:

The selected Consultant Firm will provide the following documents:-

- i) Feasibility Study / Survey Report
- ii) PC-1 complete Set of the project

- iii) Geodetic Survey and Soil Investigation Report of the Project
- iv) Soft copy of the data (drawing etc.)

Payment of Consultancy Fee / Charges: FGCC BOD has approved payment of Consultancy fee / charges to the lowest bidder to be selected as per PPRA Rules, as per contract to be signed.

Timelines: The selected consultant firm will provide an amended /revise PC-1, within 30 days from the date of its hiring / engagement.

Supervision of Project:-

The selected consultant firm will also carryout the supervision of whole project till the completion of Project after the approval of PC-1 from CDWP forum.

