



National Industrial Parks

Development and Management Company

(A Company set up under section 42 of the Companies Ordinance, 1984)

SELECTION OF CONSULTANT FOR REVIEW OF DESIGN, TENDERING AND CONSTRUCTION SUPERVISION OF COMBINED EFFLUENT TREATMENT PLANT AT KORANGI CREEK INDUSTRIAL PARK KARACHI

National Industrial Parks Development and Management Company intends to construct Combined Effluent Treatment Plant at Korangi Creek Industrial Park. Reputed consultants with relevant experience are invited. The Request For Proposal can be downloaded from NIP web site or can be collected from NIP Head Office.

TERMS AND CONDITIONS

1. The interested firms are requested to submit their bids by 23rd December, 2013 at 10 am. The Technical Bids would be opened on the same day at 10.30 am.
2. The “**Quality and Cost based selection**” will be adopted. One envelope containing technical details etc shall be clearly marked as “**TECHNICAL PROPOSAL**” and the other envelope containing the financial bids shall be clearly marked as “**FINANCIAL PROPOSAL**”.
3. Financial bids of bidders, who fail to qualify in technical proposal, shall be returned unopened. However financial bids / proposals of qualified bidders would be opened on the date & time to be intimated in due course of time.
4. The format of Agreement would be as per PEC Standard Consultancy Contract.
5. The NIP reserves the right to accept or reject any or all applications as per PPRA rules.

General Manager (Technical)

National Industrial Parks Development & Management Company,

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SELECTION OF CONSULTANT FOR DESIGN / REVIEW AND CONSTRUCTION SUPERVISION OF COMBINED EFFLUENT TREATMENT PLANT AT KORANGI CREEK INDUSTRIAL PARK KARACHI

National Industrial Parks Development and Management Company intends to Construct Combined Effluent Treatment Plant at Korangi Creek Industrial park. Reputed Consultants with relevant experience are invited to submit their technical and financial bids.

This Request for Proposals (RFP) consists of the following Parts:

- Part A – Terms and Conditions
- Part B – Scope of Work
- Part C – Selection Criteria
- Part D – Submission Forms

Location Map

Korangi Creek Industrial Park (**KCIP**) is located at a travel distance of about 22 kilometers, from Karachi Sea Port, 20 kms from Quaid-e-Azam International Airport, 30 kms from Super Highway, 34 kms from National Highway and 30 kms from Port Qasim as shown in **Figure**.



Part A Terms and Conditions

This part of the RFP describes the terms and conditions for the submission of the proposal.

A.1 – Submission of Bids and all Communication or enquiries about this RFP must be made in writing.

A.2 – The interested firms are requested to submit their bids on date and time mentioned above. The Technical Bids would be opened on the same day.

A.3 - The Proposal shall comprise the documents and forms listed in Part D.

A.4 - Selection of Consultant shall be based on **“Quality and Cost based selection”**.

80% Quality
20% Cost

The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared non-responsive.

A.5 - An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposals and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.

A.5 - The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

The Technical Proposal shall be submitted in one original and two copies and Financial Bid in one original only.

A.5 – The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “TECHNICAL PROPOSAL”, “[Name of the Assignment]”, reference number, name and address of the Consultant, and with a warning “DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].”

Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the name of the assignment, name and address of the Consultant, and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”

A.6 - The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant’s name and the address.

A.7 - The Client shall open the Technical Proposal on same day after the deadline for their submission. The envelope with the Financial Proposal shall remain sealed and securely stored.

A.8 - The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the RFP, applying the selection criteria and point system specified in Part C. Each responsive Proposal shall be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in Part C.

The financial bids of those Consultants who passed in Technical Evaluation would be opened.

The financial bids would be evaluated in following manner:

- i- Technical Bid Score: $(\text{Marks obtained by Firm} / 100) * 80\% =$
- ii- Financial Bid Score: $(M/B) * W =$

Where

M → Minimum Bid

B → the bid

W → Weight (20%)

Total Score = Technical Bid Score + Financial Bid Score

A.9 - If an RFP is determined to be unclear or deficient in some aspects but these deficiencies are capable of being clarified or remedied, the evaluation committee may prepare a list of questions for the Consultant, to provide the Consultant with an opportunity to clarify or remedy its RFP. If the clarifications and amendments by the Consultant do not overcome the deficiencies, the evaluation committee may, at its sole and absolute discretion, decide to reject the Proposal.

A.10 - At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing. The amendment shall be sent to all Consultants and will be binding on them. The Consultants shall acknowledge receipt of all amendments in writing.

A.11 - If the amendment is substantial, the Client may extend the proposal submission deadline to give the Consultants reasonable time to take an amendment into account in their Proposals.

A.12 - An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposals and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.

A.13 - The Consultant shall submit a signed and complete Proposal comprising the documents and forms. The submission shall be done by hand only.

A.14 - The format of Agreement would be as per PEC Standard Consultancy Contract.

A.15 - The NIP reserves the right to accept or reject any or all Proposals as per PPRA rules.

Part B Scope of Work

B.1 – Design / Review Phase (4 months)

The consultant shall be responsible for providing services for the project.

Services in Design / Review Phase shall include but not be limited to Review of the following Documents and Designs:

1. Surveys and Investigations

Consultant shall review the existing survey and investigation data and in case of any ambiguity and lack of data, shall conduct all field, topographic and control surveys, prepare geotechnical studies and reports, wastewater sampling and testing and analysis work.

2. CETP Treatment Scheme

Consultant shall review the existing design reports for the feasibility of the treatment scheme. The selected treatment scheme includes activated sludge process. The activated sludge process is a continuous-flow, aerobic biological process with a proven record for wastewater treatment.

There are several alternative process methods which all fall within the category of activated sludge processing. The Consultant shall therefore prepare a comparative analysis of the treatment processes with a recommendation as to the most effective and efficient process for incorporation into the treatment scheme of CETP, considering Complete Mix Activated Sludge process, the Sequential Batch Reactor (SBR), and the Moving Bed Biofilm Reactor (MBBR).

3. Process and Hydraulic Design Review Report

The Consultant shall submit a draft process design review report with recommendation, preliminary functional drawings and specifications of mechanical and electrical equipments, based on project need and purpose, performance requirements and local expertise available for the execution of the project, to the Client for approval.

4. Tendering Process

The scope of work includes, but is not limited to the following:

- Prequalification of Contractors, evaluation and recommendation.
- Review the already developed Tender Documents and produce complete, detailed, and biddable tender documents including Conditions of Contract, Bill of Quantities, Functional Drawings and Specifications of Mechanical, Electrical Equipment and Civil Works.
- Respond to inquiries of Contractors regarding tender documents,
- Conduct a pre-bid meeting including preparation of meeting minutes,
- Evaluate the Submitted Technical and Financial Bids,
- Recommendation of contract award,
- Conduct the Preconstruction conference, including preparation of meeting minutes.

B.2 – Construction Phase (12 months)

The Consultant shall be responsible for providing construction supervision services throughout the duration of the project.

Services during Construction Phase shall include but not be limited to:

1. Project Management, including;
 - Schedule preparation (schedule shall be coordinated with Contractor's schedule);
 - Schedule evaluation (actual vs. planned progress);
 - Record management;
 - Verification of Interim Payment Certificates submitted by Contractor;
 - Preparation and submittal of monthly Consultant progress reports. The monthly progress report shall include:
 - ❖ A short overview of work accomplished during the previous month;
 - ❖ A short overview of work to be accomplished the following month;
 - ❖ An updated schedule (based on Contractor's schedule of values) showing work progress and completion percentage;
 - ❖ A list of problem areas; if any; and proposed corrective actions; and
 - ❖ A bar graph comparing the monthly invoiced amounts and cumulative billings with the total authorized construction budget.
2. Construction Contract Administration, including but not limited to following;
 - The services to be provided by the Consultant shall include all duties ascribed to the Engineer in the International Conditions.
 - Participation including leadership in the Preconstruction conference;
 - Coordination of site meetings of Client representative with the Contractor and preparation of meeting minutes;
 - Review of Contractor's contract execution for compliance with Contract Document requirements;
 - Review of Contractor's submittals for compliance with Contract Documents;
 - Review of Contractor's request for information and either provide information from Contract Documents back to the Contractor or route request to Client for resolution;
 - Completion of daily logs;
 - Communication with Contractor regarding acceptability of work.
 - Review and evaluation of contract change order requests and submittals;
 - Contract change order coordination between Contractor and Client;
 - Investigation and inspection of site conditions that differ from those described in the Contract Documents; and
 - Review of submittals in support, and recommendations for resolution, of claims and disputes.
 - Checking Contractor's claim and forwarding subsequent recommendation to Employer.
3. Field Inspection, including;
 - Review and inspection of Contractor's work for compliance with Contract Documents on a daily basis;
 - Monitoring of corrective actions taken by Contractor needed to fix work that is not in compliance with the Contract Documents;
 - Field inspection diaries;
 - Digital photos of work in progress;
 - Quality assurance materials testing services;

- Review of Contractor's compliance with workplace safety and health standards and notification to Client of non-compliance; and
- Review and approval of Contractor's survey layouts and levels.
- Inspect installation of electro-mechanical equipment as per the manufacturer guidelines and tender documents.

The Consultant shall be responsible for providing services during construction closeout.

Services during construction closeout shall include, but not be limited to:

- Site inspection to determine if facilities are complete and in compliance with Contract Documents;
- Preparation of punchlist and inspection of punchlist item corrective actions;
- Review As-built drawings submitted by the Contractor;
- Preparation and submittal of a complete set of organized construction contract documentation;
- Submittal of any record drawings made by Consultant during construction.
- Recommendation to Client as to the release of payments and retention to Contractor.

B.3 – Operation and Maintenance Manual (15 days)

The Consultant shall be responsible for providing Operation and Maintenance Manual which shall include:

- Plant description highlighting plant design capacity, treatment processes and system components;
- Pre-commissioning, Commissioning and Start-up activities;
- Plant operation, data collection and reporting;
- General and routine maintenance activities and maintenance record;
- Process troubleshooting
- Plant shutdown activities
- Plant staffing and training program

B.4 – Pre-Commissioning and Commissioning of Plant (6 months)

During pre-commissioning and commissioning the plant services include:

- Inspection and approval of Hydraulic Testing of tank structures and piping conducted by Contractor;
- Dry and wet testing of mechanical equipment and instrumentation;
- Recommendation on any defects comes about during pre-commissioning activities.
- Develop scope of work to define the Client's responsibility in commissioning.
- Deploy a commissioning team to assist and train Client's Operation and maintenance team.
- Meet National Environment Quality Standard

Part C Selection Criteria

C.1 – Mandatory Requirements

1. The Consultancy Firm should have the required Pakistan Engineering Council (PEC) registration.
2. The Firm should have National Tax Number (NTN).

C.2 – Selection Criteria

To qualify, applicant must score an aggregate of 70 marks out of 100.

The Selection Criteria is based on the following:

S.No.	Criteria	Max. Marks
A	Profile of Firm	05 Marks
A.1	Ownership and Organizational Structure of the firms including year of establishment. (One Mark for every 2 Years)	
B	Experience and Past Performance of the Firm (Proof of Projects is to be attached)	50 Marks
B1	List of Planning and Designing of Combined Effluent Treatment Plants (CETPs), completed or in hand in the last 10 years. (Five Mark for each CETP project)	15 Marks
B2	List of Planning and Designing of Wastewater Treatment Plants (WWTPs) of capacities 1.0 MGD or above, completed or in hand in the last 10 years. (Two Mark for each WWTP project)	10 Marks
B3	List of construction supervision of Combined Effluent Treatment Plant Projects and allied works, completed or in hand in the last 10 years. (Five Mark for each CETP project)	10 Marks
B4	List of construction supervision of Wastewater Treatment Plant Projects and allied works, completed or in hand in the last 10 years. (One Mark for each WWTP project)	05 Marks
C	Key Personnel Qualification Experience (CVs of Key Personnel is to be attached)	40 Marks
C1	Academic Qualification	25 Marks
	Minimum Qualification is Bachelors in the relevant field, for additional qualification, additional weightage shall be given keeping in view the assignment. (Marks 04 for basic qualification, plus 1 for Master and plus 1 for PhD)	
C2	Experience	15 Marks

S.No.	Criteria	Max. Marks
	Number of Wastewater Treatment Plant Projects with length of experience as mentioned. Senior Process design Engineer (At least 15 years of relevant experience) 04 Marks Structural Engineer (At least 5 Years of relevant experience) 02 Marks Mechanical Engineer (At least 5 Years of relevant experience) 02 Marks Electrical Engineer (At least 5 Years of relevant experience) 02 Marks Planning Engineer (At least 5 Years of relevant experience) 01 Marks Senior Resident Engineer (At least 15 years of relevant experience) 04 Marks	
D	Financial	05 Marks
D1	Documentary evidence of financial position, bank statement or audited accounts of the last 2 years.	
D2	Annual turnover of the last 2 years.	
D3	Income tax return for the last 2 years.	

Part D Submission Forms

This part of the RFP contains the following submission forms;

Form – 1: Information Form

Form – 2: Experience of Consultant

Form – 3: Format of Curriculum Vitae of Proposed Key Staff

Form – 4: Financial Proposal Submission Form

Form – 5: Summary of Cost

**SELECTION OF CONSULTANT FOR DESIGN / REVIEW AND CONSTRUCTION
SUPERVISION OF COMBINED EFFLUENT TREATMENT PLANT AT KORANGI
CREEK INDUSTRIAL PARK KARACHI**

INFORMATION FORM

1. Name of Consultant [Lead partner if association]:

· Address:

· Telephone No(s): _____

· Fax Number: _____

· E-mail Address: _____

· Registration No. with PEC along with Registered Office Address:

2. Description of consulting firm (ownership/organization):

3. Experience (Number of Years): _____

· Local/national: _____

· International: _____

· Regional (within the country-details):

4. Name(s) and Address (es) of Associates, if a JV; their short description and description of their role in the JV/Association:

5. Experience of the Consultants (on appended forms) during the past 15 years: (Form B-2)

· Specific (Projects related to wastewater treatment plants and allied facilities):

5. Attach Organization chart showing consultant's structure:

7. Attach Capital of consultant (Financial Statements for the latest two years).

Subsidiaries and associates.

- Annual fees in the last five years in current index.
- Financial reference [name/address of bank(s)]

8. Attach Professional staff available for the assignment on the appended (From B-3) format for following positions: (Form B-3)

- a. Project Manager
- b. Resident Engineer
- c. Contract Engineer
- d. Principal Design Engineer

9. Additional information:

Yours truly,

Name of Authorized Representative:

Position :

Date :

EXPERIENCE OF CONSULTANT

Relevant services carried out in the Last 15 years which best illustrate qualification.

[NAME OF THE FIRM/CONSULTANT]

1. Name of Assignment :

2. Country :

3. Name of Client :

4. Address :

5. Start Date : Month/Year

6. Completion Date : Month/Year

7. Professional Staff Provided :

8. No. of Staff :

9. No. of Staff Months :

10. Approx: Value of Services :

11. Name of Other JV Firms :
 (If any)

12. No. of Staff/Staff Months
 Provided by the JV partner(s) :

13. Name/Position of Key Staff :

14. Description of Project :

15. Description of Services
 Provided by the Firm

**FORMAT OF CURRICULUM VITAE
OF PROPOSED KEY STAFF**

1. The Discipline/ Expertise :
2. Name of the Firm :
3. Name of Nominee :
4. Date of Birth :
5. Years with the Firm :
6. Nationality :
7. PEC Registration/
Membership No. :
8. Key Qualifications : (Provide an outline of the nominee's
experience)
9. Academic Qualification :
10. Employment Record :

11. Languages and : (In speaking, reading and writing as
Degree of Proficiency Excellent-Good-Fair-Poor)

12. Certification I, the undersigned, certify that, to the best of my
knowledge and belief, these bio-data correctly
describes myself, my qualifications and my experience.

Signature:

Dated: day/month/year

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

Name

We, the undersigned, offer to provide the consulting services for in accordance with your request for Proposal dated _____, and our Proposal (Technical and Financial Proposals). Our attached financial proposal is for the sum [Amount in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e 120 days.

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

SUMMARY OF COSTS

SNO.	DESCRIPTION OF WORKS	AMOUNT (Rs)
B-1	Design Review / Tendering Phase (4 months)	
B-2	Construction Phase & closeout (Twelve (12) months) a. Resident Engineer b. Inspectors 03 (Mechanical, Civil and Electrical)	
B-3	Operation & Maintenance Manual (15 days)	
B-4	Pre-Commissioning and Commissioning of Plant (6 months)	
	Total	