

**HIRING OF ARCHITECTURAL/ENGINEERING FIRM (THE CONSULTANT)
FOR
DESIGN AND TOP SUPERVISION OF CONSTRUCTION OF
NRSP MICROFINANCE BANK'S HO BUILDING PROJECT AT ISLAMABAD**

HIRING OF ARCHITECTURAL/ENGINEERING FIRM (THE CONSULTANT) FOR NRSP MFB HO BUILDING PROJECT

A. Details of the Project in brief:

NRSP MFB intends to construct a new multi-storeyed building on the plot measuring 16 kanals at Main Fatehjang Road, Rawalpindi adjacent to Fatehjang Interchange of Motorway, near new Islamabad International Airport. Details of project are as following:

- (i) The new building needs to be designed in such a way so as to accommodate all the existing establishments of the Bank's present building at Bahawalpur, comprising of office space for Head of Departments, professional and support staff of around 200 persons, meeting rooms, record-cum-stationery rooms, UPS Rooms, data center, toilets, other utilities, etc. In addition, lockers, strong room for security stationary and chest for currency will have to be constructed and designed according to SBP approved specifications, the details of which would be provided by the bank.
- (ii) The above mentioned plot shall have to be utilized efficiently keeping sufficient space available for office expansion, construction of training halls and hostel facilities. The construction shall have to be executed according to the relevant standard construction codes and practices. The Bank also intends to implement the modern day technologies and concepts of Green Building Initiatives like Solar Energy Generation, Rainwater Harvesting, Energy Conservation by Daylight Integration, Heat Insulation, etc. along with general building requirements including proper ventilation, fire protection, earthquake protection and security etc.

B. Project size (approx.) and Completion Time:

Under Phase I, It would be a 4-storey building with a total covered area of 40,000 (Forty thousand) SFT approximately. The Project is scheduled to begin during June 2018 and has to be completed latest by June 2019 or earlier.

C. Scope of Works and Services to be rendered by the consultant:

The Bank envisions that proposed building architecture would possess an expression that is relatively unique and distinct to achieve its association with the Bank's values, traditions and vision. It shall have a visual impact of an iconic nature. Therefore, the consultant is expected to assert an impressive quality in architecture both for indoor and outdoor spaces. The front, side and back elevations of the modern building should depict a traditional classic look from outside. In addition, the Architect should give due attention to building façade, approach road, signage and other features, functional requirements, aesthetic needs, utilities, environmental aspects, future provisions, etc. within the Bank's existing guidelines so as to make it a landmark in the area. Development of the plot by means of landscaping, gardening works, etc. is another aspect of the Project.

During 12- months construction time, the consultant's technical team would pay at least 15 site visits, at no extra cost, as per need of the Bank to guide the contractor during various critical stages of construction and to ensure that the construction is carried out as per design. For additional site visits, if any, the consultant would be paid @ Rs. 10,000 per day.

The services to be provided by the consultant under the said project work are listed as follows:

- (a) To prepare and submit sketch plans as per the Bank's requirements, incorporating measures suggested by the bank with regard to architecture and green building Initiatives. This includes preparation of different alternatives and carrying out necessary revisions till the sketch plans are

finally approved by the Bank in accordance with the building codes / standards, regulations, etc. The consultant would submit a detailed project report on the scheme and a proper PERT/ Bar Chart including unit costs and activities, preparation of working drawings, structural drawings, detailed drawings, execution of works etc. required for the completion of the Project. The proposal shall also include various stages of services to be rendered by the Consultant, if any, in coordination with other teams involved in Project activities.

- (b) To prepare building plans and other requisite detailed drawings on receipt of approval of the sketch plans by the Bank, and thereafter submission of the same as per the regulation of local authorities and assist in obtaining their approval / sanction for construction.
- (c) To prepare architectural detailed drawings, structural calculations and drawings, lay-out drawings for water supply and drainage, disposal of sewerage, septic tanks, lift, air-conditioning, fire-fighting installations, electrical installations including UPS, generators, converters and security equipment, detailed estimates of cost, rate analysis for all items, list of items and quantities of sand, cement, steel, bricks etc, take off sheets and all such other particulars as may be necessary.
- (d) To help bank engineer in scrutinizing the applications for enrollment of the contractors.
- (e) To assist in preparation of detailed tender documents for various trades, complete with articles of agreement, conditions of contract and special conditions thereof, specifications, bill of quantities including detailed analysis of rates based on executable market rates.
- (f) To assist in preparation of tender notices for issuance by the Bank, invitation of tenders from prequalified contractors and facilitate in finalization of assessment reports thereon, together with recommendations specifying abnormally high and low rated items. Also, facilitate in preparation of contract documents for all trades and helping get them executed by the concerned contractors shall be in the scope of the consultant.
- (g) To assist in preparation of 4 (four) copies of approved contract documents for all trades for the use of the Bank, the Project Contractor and site staff.
- (h) To assist in supervision and proper execution of all works by general and specialist contractors who would be engaged from time to time as defined in the conditions of agreement.
- (i) To check measurements of works at site, scrutinize contractors' bills and issue periodical certificates of payments so as to enable the Bank to make payments to the contractors.
- (j) To assist in getting necessary service connections such as water supply, electrical, gas, optic fiber, telephone, drainage, sewerage, etc. from local authorities.
- (k) To assist in taking timely action for revalidation of sanction for construction from local authorities.
- (l) To assist in obtaining final building completion and / or occupation certificate and securing permission of municipality and such other authority.

- (m) To supply, on completion of the Project, 2 (two) copies of all drawings free of cost incorporating the latest revisions. In addition to that, one set of all floor plans, sectional, elevation and layout plans showing all external services including street lights shall be submitted on paper and in soft copy on USB etc.

- (n) To assist the Bank in all arbitration proceedings between the contractors and the Bank and also defend the Bank in such proceedings.

- (o) To assist the Bank in preparing reports for Building inspectors and other authorities.

Additionally, the consultant may have to render any other services connected with the Project works usually and normally rendered by the architectural/Engineering Firms but not referred to herein above.

DESIGN COMPETITION

The consultants fulfilling the applicable criteria shall be required to take part in a **Design Competition** in tune with the requirements of the Bank. They shall then have to make detailed presentations of their proposals and schemes before the Committee(s), and, submit their plans and designs in conformity with architectural details, local building bye-laws, the Green Building Initiatives etc. along with preliminary cost estimates within the stipulated date.

Designs and presentations from the potential consultants shall be evaluated and assessed by the Committee on the basis of adherence to the brief, Architecture, functional adequacy, efficiency of planning, aesthetics, feasibility, constructability and cost-effectiveness.

The Bank may, at its sole discretion, consider paying a suitable honorarium for top 5 participating consultants as a token of appreciation for the efforts put in by them.

However, results / evaluation of Design Competition shall have no bearing on final selection of the Consultancy Firm.

ELIGIBILITY CRITERIA
OF
THE ARCHITECTURAL/ENGINEERING CONSULTANCY
FIRM (CONSULTANT) FOR DESIGN AND TOP SUPERVISION OF
NRSP MICROFINANCE BANK BUILDING -TECHNICAL BID

Eligibility Criteria for selection of the consultant for the proposed NRSP HO Building Project is enumerated below:

1. Minimum 7 years' experience as a Consultant as on May 31, 2018

The experience should cover all consultancy services for Office Buildings for –

a) Architectural, Structural, Engineering and all internal and external services including Interior Furnishing, Electrical Installation, Security and Alarm systems, Air-Conditioning, Sanitary and Plumbing, Water Supply, Soil and Storm Water Drainage Systems, Installation of Lifts, Security Arrangements and Fire-fighting Systems, Horticulture, Parking, Rainwater Harvesting, Solar Energy Generation and Solar Heating Systems, Sewage Treatment Plant, Recycling of Wastewater, etc.

2. Experience of undertaking similar projects preferably in Rawalpindi / Islamabad

The experience should reflect the past projects undertaken for design and execution of banks' buildings preferably in Rawalpindi / Islamabad. The idea is to ensure that the consultant possesses adequate knowledge of cost and availability of construction material and labor at local level, local bye-laws and statutory requirements, and is capable of liaising with the local Civic Authorities / Government Bodies.

3. Experience of executing building projects "From Inception to Completion" -

The consultant should have planned, designed and supervised viz. offered all types of consultancy services as in Point No. 1 above in single and / or more building projects from commencement to completion.

Preference will be given to those who have credentials of design and construction of multistoried banks, public sector organizations and reputed corporate bodies' buildings during last 7 years ending May 31, 2018.

4. Experience of successful completion of large value projects -

The consultant must have successfully completed similar kind of works during last 5 years ending in May 2018, the project values of which should be over Rs.150 million. If required, visits to completed projects shall be arranged for Bank's representatives.

5. Financial capabilities for handling big projects

The consultant should have average annual turnover of at least equal to 50% of the estimated fee for the Project for last 3 financial years.

6. Organizational competence for managing big projects -

The consultant should have sound organizational structure comprising of qualified architects, engineers, specialists and other technical personnel along with associates, if any, to execute the work of such nature and magnitude.

The partners / associates / permanent employees of the firm should have valid registrations and licenses as Architects and Structural Engineers, etc. from statutory authorities i.e. Engineering Council, Pakistan Council of Architects, etc. as required for such type of buildings. The consultant should also have arrangements with reputed registered and licensed service providers/consultants i.e. electrical appliances, air-conditioning agencies, fire alarm, UPS, solar power vendors, etc. and may form alliances/partnerships required for executing the project.

**TECHNICAL BID FOR HIRING OF ARCHITECTURAL/ENGINEERING CONSULTANCY
FIRM (CONSULTANT) FOR DESIGN AND TOP LEVEL SUPERVISION OF
CONSTRUCTION OF NRSP MFB HO BUILDING-**

Work Methodology for Proposed Project –

The Consultant shall also outline in detail the Conceptual and methodological approach proposed to carry out the services envisaged under the assignment showing clearly the different project phases as well as the main tasks planned, their duration and interactions. The Bar/PCM chart used shall also include milestones, deadlines for discussions, decisions and submission of reports.

TECHNICAL BID
Annexure- A
ARCHITECTURAL/ENGINEERING CONSULTANCY
FIRM (CONSULTANT) – PROFILE

1.	Name of the Firm:	
2.	Address:	
3.	Name & Telephone Nos. including Mobile No. of Contact Person:	
4.	e-mail ID:	
5.	Fax No. (if any):	
6.	Constitution of the Firm:	
7.	Year of Establishment:	
8.	Name of Partners / Associates:	
9.	Bio-data of Partners / Associates (details may be given in the enclosed format in Annexure B):	
10.	Registration Number with Council of Consultant (copy of valid registration is to be enclosed):	
12.	Amount of Service Tax paid year-wise during last 3 financial years. FY 2014-15 – FY 2015-16 – FY 2016-17 –	
13.	Name and value of major Building Design/Construction Works completed during the last 7 years (details may be given in the enclosed format in Annexure C):	
14.	Name and value of major Building Design/Construction Works in hand (details may be given in the enclosed format in Annexure D):	
15.	Name and value of other major works (other than building) in hand (details may be given in the enclosed format in Annexure E):	
16.	Details of features of green building provided in the buildings:	
17.	Details of modern amenities provided in the buildings:	
18.	List of Technical Personnel employed :	
19.	List of other Personnel employed:	
20.	List of Consultants engaged by the Firm:	
21.	List of office equipment owned by the Firm:	
22.	(a) List of Registrations with other organizations: (b) List of Completion Certificates, etc. from the clients for completed / ongoing projects: (c) Certified copies of the Letters of Intent for award of the work from reputed private / multinational	

organizations / PSUs, etc.:	
23. Particulars of participation in competitions and awards received, if any:	

Note: Please enclose separate sheets for additional information, documents, etc.

Signature of the Architectural /Engineering Firm with official seal Date:

Place:

TECHNICAL BID
Annexure B
BIO-DATA OF THE PARTNERS / ASSOCIATES OF THE FIRM

1. Name of the Partner / Associate:	
2. Telephone Nos. including Mobile No.:	
3. e-mail ID:	
4. Associated with the firm since:	
5. Date of Birth:	
6. Professional Qualifications:	
7. Professional Experience:	
8. Professional Affiliation:	
9. Membership in:	
10. Details of Published papers in magazines / papers:	
11. Details of cost effective methods / designs adopted in the projects:	
12. Exposure to new materials / techniques:	
13. Details of Features of Green Building provided in the buildings:	
14. Details of modern amenities provided in the buildings:	
15. Details and type of projects completed in association with the firm	

Note: This is a proforma for the Bio-data of the Partners / Associates of the Firm. Please enclose separate sheets for individual partners/ associates, additional information, photographs, documents, etc.

Signature of the Architect / Consultant with official seal

Date:

Place:

TECHNICAL BID
Annexure C
LIST OF MAJOR BUILDING CONSTRUCTION WORKS* COMPLETED
DURING THE LAST 7 YEARS ENDING AS ON 30.05.2018

S. No.	Name of the Client	Nature of Work	Features of Green Building and modern amenities	Location of the Building	Estimated Value	Built-up Area in sqft	Height of the Building	Data of Start	Period of Completion	Actual date of Completion	Final value of the project	Reasons for the variance / delay, if any
1	2	3	4	5	6	7	8	9	10	11	12	13

Completed projects costing at least Rs. 150 million to be mentioned.

Note: Please enclose separate sheets for additional information.

- a. The credentials / completion certificates issued by the Clients shall be enclosed including letter of award of the work.
- b. The work should have been executed by the firm under the name in which they are submitting the applications.

Signature of the Architect / Consultant with official seal

Date:

Place:

TECHNICAL BID
Annexure D
LIST OF MAJOR BUILDING CONSTRUCTION WORKS IN HAND
AS ON 31.05.2018

S. No.	Name of the Client	Nature of Work	Features of Green Building and modern amenities provided	Location of the Building	Estimated Value	Area (sqft)	Height of the Building	Present Position	Schedule date of Completion	Remarks
1	2	3	4	5	6	7	8	9	10	11

Ongoing projects costing at least Rs. 150 million are to be mentioned.

Note: This is a proforma for Similar Major Ongoing Projects. Please enclose separate sheets for additional information.

Signature of the Architect / Consultant with official seal

Date:

Place:

TECHNICAL BID
Annexure E
LIST OF OTHER WORKS (OTHER THAN BUILDING DESIGN/CONSTRUCTION
WORKS) IN HAND AS ON 31.05.2018

S. No.	Nature of the Client	Name of work	Estimated Value ()	Present Position	Scheduled date of completion	Remarks

Ongoing projects costing at least Rs.150 million are to be mentioned.

Note: Please enclose separate sheets for additional information, photographs, documents, etc.

Signature of the Architect / Consultant with official seal

Date:

Place:

**HIRING OF
THE ARCHITECTURAL/ENGINEERING CONSULTANCY
FIRM (CONSULTANT) FOR DESIGN AND TOP LEVEL SUPERVISION OF
NRSP MICROFINANCE BANK BUILDING – PRICE BID**

SUBMISSION OF THE PRICE BID

We have understood the project requirements, scope of the services to be offered, the terms and conditions for the appointment of the Architectural/Engineering Consultancy Firm (Consultant) specified by NRSP Bank in their tender documents. We will abide by the same in case our proposal is accepted.

Accordingly, we now quote a total lump sum professional fees Rs _____ (in _____ figure) (_____) (in words) @ of Rs. _____ per SFT of the estimated covered area (40,000 sft approximately) or actual area whichever is lower. All applicable taxes would be borne by us. We also agree that the above payment of the fees will be released to us at various stages related to the progress of work in line with final contract agreed upon and entered into by the Bank and Firm.

Name & Designation of the Authorized Signatory

Signature

Stamp and Seal

Place:

Note: This is a proforma for submission of the Price Bid.

**DETAILED ROLE AND RESPONSIBILITIES
OF
THE ARCHITECTURAL/ENGINEERING CONSULTANCY
FIRM (CONSULTANT) FOR DESIGN AND TOP LEVEL SUPERVISION OF
NRSP MICROFINANCE BANK BUILDING**

The consultant will assist in obtaining approvals and NOCs from RDA and other related government authorities, including building commencement and completion certificates.

Soon after the building proposal is cleared by regulatory authorities, the Bank will immediately commence the work and aim to complete the building in all respects viz. ready for occupation within a maximum time span of 12 months from the date of commencement of the Project.

The Consultant will assume total responsibility as per design construction of the Project in all respects till receipt of occupation and completion certificate from the RDA and other authorities within the specified time frame as stated above. The duties of the Consultant will be governed by the standard agreement to be executed with NRSP MFB. The role and responsibilities of the Consultant will broadly include following:

- a. Preparation of detailed Structural/ Architectural Design of building including its foundation.
- b. Preparation of detailed designs of all internal and external services such as voice and data communication, data storage, interior lay-outs, electrical, AC, plumbing, water supply, soil and storm water drainage, lifts, fire-fighting, horticulture, parking, rainwater harvesting, solar energy generation, sewage treatment plant, recycling of wastewater and septic tanks, parking sheds etc.
- c. Most of the features applicable for 'Green Building' such as energy conservation, use of solar and other renewable sources of energy, recycling of wastewater, rainwater harvesting, use of natural light to the maximum extent, etc. will have to be taken into account during planning, design and execution stages.
- d. Preparation of all detailed architectural, engineering, structural drawings including those for all services as stated above.
- e. Preparation of 2-3 alternatives for external façade / elevation / perspective view of the proposed Building and its 3D presentation by computer for its approval by NRSP MFB.
- f. Preparation of subhead-wise item-wise detailed estimates of labor and material based on current market rates, which will include preparation of rate analysis for all major items, take off/ quantity sheets, etc.
- g. Working out overall built-up area rate and its comparison for reasonableness with other buildings recently completed as also with Building works department built-up area rates for submission to the NRSP MFB for approval of the cost.
- h. Assisting NRSP MFB for enrollment of trade-wise contractors by following the elaborate procedure / norms and complying with the guidelines laid down under Bank's procurement rules.
- i. Assist in preparation of draft tenders, subhead-wise including detailed bills of quantity (BOQ) based on the estimates approved by NRSP MFB and full set of tender documents including all terms, conditions, special conditions and standard clauses.
- j. Help in calling of trade-wise competitive tenders at appropriate time from the contractors prequalified for construction.
- k. Facilitate detailed scrutiny of the tenders received including preparation of all the comparative statements thereof and submission of recommendations for acceptance or otherwise, of the tender of successful bidders, placing of work orders, etc.

- l. Assist in preparation and issuance of detailed working drawings, minimum 3 sets, to the contractor along with work order so that work is not held up at any point of time for want of the drawings / details. Two sets of such drawings will have to be issued to NRSP MFB for its record.
- m. A Project Management Committee (PMC) comprising of the Consultant, NRSP Bank Engineer, and contractor will be formed to look after both qualitative and quantitative aspects of the Project. The consultant will arrange at least 15 site visits of their experienced Engineer or Architect nominated for the Project during critical stages of construction work. The PMC work will broadly on recording of measurements, verification of running account, final bills of contractors, finalization of accounts, extra / deviated items, rate analysis, maintaining required registers at site, preparation of bar/CPM charts and its updating for monitoring progress, etc. The collection of samples of various materials used at the site and arranging for its testing through approved laboratories / institutes will have to be done by the PMC.
- n. The Consultant will have to help in applying for and obtaining all required approvals / NOC from all Govt. / Statutory Authorities from time to time such as foundation to roof level verification / occupation / completion / drainage / water supply and electrical connections, AC works, etc. and also verification by lift and electrical authorities, etc. well in time so that the progress of the work is not hampered.
- o. Prompt and effective communication between various agencies / vendors / contractors will have to be supported by the Consultant.
- p. During the Defects Liability Period (s) as applicable, carrying out periodical inspection along with the Bank officials and representatives of contractors, preparation of the list of defects list and arrange for its rectification from contractor.
- q. Preparation of 'As Built' drawings including those for all services and 2 sets of such drawings mounted on cloth papers and also in the form of a soft copy contained in USB Drive will have to be prepared and submitted to NRSP MFB.
- r. If Bank's Project comes under any other regulatory authority or Technical Examiner's scrutiny, the consultant would support in replying to their Queries etc.
- s. The consultant's qualified Architect or Engineering have to be deputed during construction to carry out at least 15 site visits in order to ensure that the works are being executed as designed, planned and approved by the Bank, and also, general quality of the work and finishes, etc. are good and up to the standards specified for the Project. For this, no extra charges shall be payable by the Bank.
- t. The list of duties mentioned above are only indicative and the Consultant will have to take on full responsibility for completion of the Project, both qualitatively and quantitatively as per accepted contract conditions in the best possible workmanlike manner in all respects till its occupation within the agreed time schedule and cost by following the laid down norms / procedures of NRSP MFB and general standard construction guidelines in an open and transparent manner to the satisfaction of the Bank. Towards achieving this goal, whatever is required to be done, will have to be arranged by the consulting firm with the approval of NRSP MFB.

**APPOINTMENT OF THE ARCHITECTURAL/ ENGINEERING
FIRM (THE CONSULTANT) FOR DESIGN AND TOP LEVEL SUPERVISION OF
CONSTRUCTION OF NRSP MFB's BANK BUILDING
TECHNO-COMMERCIAL EVALUATION - TECHNICAL PARAMETERS**

S. No.	Broad Criteria / Technical Parameters for selection	Maximum Marks	Obtained Marks
1	Architecture: Visual impact of an iconic nature building asserting impressive quality architecture. The front, side and back elevations of the building depicting a traditional classic look. Preliminary structural lay-out plan, floor plan indicating furniture lay-out, other amenities, specifications and approximate estimated costs are complete and in detail.		
2.	Green Building Guidelines / best practices including; <ul style="list-style-type: none"> • Efficient use of energy, water and other resources • Use of renewable energy, such as solar energy • Pollution and waste reduction measures including the concepts of re-use and recycling • Good indoor air quality • Use of materials that are non-toxic, ethical and sustainable • Consideration of the environment in design, construction and operation • Consideration of the quality of life of occupants in design, construction and operation • A design that enables adaptation to a changing environment 		
3.	Previous Experience with Banks and corporate buildings		
4.	Knowledge of local Conditions Knowledge of local market for material, carriage, labor costs etc, capability of obtaining statutory approvals / liaising with regulatory authorities.		
5.	Project Management Services: In house capability for preparation of detailed architectural, structural and services design / working drawings and subhead-wise / item-wise estimates / draft tenders, etc. Work methodology including time estimate, Bar/PCM charts for completion of the project.		
6	Capability / Experience in handling large multistoried building projects and availability of in house infrastructure and technical team.		
7.	Reputation		
8	Clarity of presentation and organization of work		
	TOTAL		

Note: The Committee would decide on the specific weightage for each of the technical parameters given above. Weightage of 60% will be assigned to the technical proposal and 40% to the price bid (professional fees quoted).

-----The End-----