

EXPORT DEVELOPMENT FUND

**MINISTRY OF COMMERCE
GOVERNMENT OF PAKISTAN**

TERMS OF REFERENCE (TORs)

FOR

PREQUALIFICATION OF

CIVIL/MECHANICAL/ELECTRICAL ENGINEERING

FIRM

1. INTRODUCTION

Federal Cabinet in its meeting held on 30-05-1991 decided that an Export Development Surcharge (EDS) equivalent to 0.25% of the export value of all exports may be levied with effect from 1st July, 1991 and that the proceeds of the Surcharge should be transferred by the Government to the Export Development Fund (EDF) for distribution amongst the various export associations for export development purposes. Export Development Fund was established through a Resolution dated 1st September 1992 to strengthen and develop infrastructure for promotion of exports consisting of receipts of EDS.

Later, the Fund was enacted in 1999, and is now governed by the Board of Administrators which comprises of all relevant stakeholders including Secretary, Finance Division as well as President Federation of Pakistan Chambers of Commerce & Industry (FPCCI) as permanent members. The Fund consists of whole receipts of EDS including other donations etc. The Fund is non-lapsable and may be maintained in Federal Treasury through personal ledger account.

The fund shall be administered by the Board and the money shall be utilized for the following activities and objectives, namely: -

- i) Establishment of training institutes for export-oriented trading and industrial sectors;
- ii) Subsidizing of delegations and sale missions going abroad;
- iii) Establishment of offices abroad of the Federation of Pakistan Chambers of Commerce and Industry and Exporters Association;
- iv) Subsidizing participation in exhibitions abroad including single country fairs;
- v) Engagement of consultants;
- vi) Strengthening of Pakistan Trade Offices abroad;
- vii) Publicity;
- viii) Research and Development activities of Exporters Association, Federation of Pakistan Chambers of Commerce and Industry;
- ix) Market and product Development by trade associations. Federation of Pakistan Chambers of Commerce and Industry, Chambers of Commerce and Industry and individual exporters;
- x) Establishment and maintenance of display centers in and outside Pakistan;
- xi) Support to export services; and
- xii) Any other activity which is relevant for promotion of exports and approved by the Board.

2. BACKGROUND

Export Development Fund Board of Administrators since 1992 has been approving various projects/proposals submitted by diverse public/private sector organizations such as trade associations, chambers, foreign trade missions, Federal Ministries, other Government departments etc. for achieving objectives laid out in the Act.

The nature of the projects also differs keeping in context that some projects are simple in terms of civil/mechanical/electrical engineering works while establishment of training institutes, display centers, product and development center, compliance infrastructure requiring specialized treatment. The monitoring of the approved projects may require expert opinion at any stage related to civil/mechanical/electrical engineering services as the approved projects may involve installation and operations of different plants/machinery etc. throughout Pakistan.

The recently approved and on-going project include installation of Effluent treatment plant in tannery zones in Karachi and Sialkot and construction/erection of Expo centers etc. Similarly, some projects involve import of plant/machinery from abroad which need to be evaluated by the experts in relation to effective monitoring and operational feasibility at any point of time, therefore the engineering related services may be hired for proper project monitoring purposes.

3. Objective

The objective of having panel of engineering firms is to enable EDF that:

1. The civil/mechanical/electrical engineering works that have been completed or to be completed (in-Progress) are according to the civil plans, structural designs and drawings.
2. The work is in full compliance with the EDF Board approval using high-quality materials as indicated in the civil/mechanical/electrical engineering proposal.

4. Services and Scope of Work

Working under the guidance of EDF management, the firm is expected to perform technical, administrative, monitoring and evaluation of number of civil/mechanical/electrical engineering related projects duly funded by EDF.

In this regard, the Engineering Firm shall verify the civil/mechanical/electrical work carried out or to be carried out and shall include, but not necessarily be limited to the following:

- a) High rise buildings.
- b) Industrial infrastructure.
- c) Special infrastructure with international compliance requirements e.g. Laboratories, effluent treatment or chemical processing plants etc.
- d) Common facility centers for provision of services to the industrial/agriculture sector etc.
- e) Educational/Training infrastructure etc.

5. Rules & Regulations

The Engineering Firm shall ensure that all Federal Government and Provincial Government rules, as the case may be, and local rules and regulations applicable to the works are followed. The Engineering Firm shall issue necessary instructions to this effect, to the Contractor on behalf of EDF.

6. Eligibility Criteria

The following documents/certificates are the pre-requisite and may be used for initial considerations for short listing. The firm/bidder:

1. Must be registered with the PEC.
2. Is an active tax payer of National Tax (NTN) and General Sales Tax (GST).
3. Must produce documentary evidence of tax return for minimum last three (03) years.
4. Must produce documentary evidence as proof of financial stability such as Bank Statement for period of minimum three (03) years
5. Provides documentary proof of the assignments carried out in last five (5) years such as copies of work orders etc.
6. Must produce documentary evidence of Audited accounts of minimum last three (03) years.
7. Declaration on stamp paper that the firm /bidder has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous Body or Private Sector Organization anywhere in Pakistan;

Note:

Verifiable documentary proof for all above requirements is mandatory. In case of non-provision of any or all of the documents as mentioned above, the firm may be treated as ineligible to qualify to the next stage of technical evaluation for pre-qualification.

7. Evaluation Criteria

The firms who submitted all the documents/certificates as mentioned under eligibility criteria shall be evaluated for pre-qualification.

The eligible firms shall be evaluated/judged on the basis of two essential elements directly linked to the capability of any firm to perform credibly on a given project as mentioned below:

1. Previous experience on similar projects. Therefore, firms are required to submit all relevant documents/certificate bearing experience in civil/mechanical/electrical engineering related contracts/projects involving services as feasibility studies, design work, procurement, civil/mechanical/electrical engineering supervision and management etc.
2. Professional staff having the specific expertise to meet its obligations during the assignment. Therefore, the expertise required for the project should be listed and the engineering firm shall be required to submit short CV's of their experts.

The following evaluation criteria will be applied during evaluation of the potential bidders:

EVALUATION CRITERIA			
Sr. No	Description	Maximum Marks	Criteria for Max. Marks
1.	<p>Engineering Audits (Projects) Completed during Last 5 Years.</p> <p>Grey & Steel Structure (Civil/mechanical/electrical engineering Project with finishing works)</p> <p>Min 03 Projects = 10 Marks) Less than 03 Projects = No Marks</p>	40	Max. Marks (40) will be awarded to the bidders/firms on the basis of diversified experience in multiple sectors with combination of worth/cost of the Projects.
2.	<p>Qualification and Experience of Staff: (Based on CVs provided)</p>	60	Marking of this section will be carried out as sum of Max Marks obtained in each category mentioned below:
	<p>Civil Engineers</p> <p>B.Sc Engg/ B.E/B.Tech/Equivalence in Civil Engineering</p> <p>Min. Experience of Relevant Resources = 10 Years</p> <p>Max. Marks = 20 Min Marks = 10</p>		Marking of this section will be carried out on the basis of weighted average of the bidders/firms scoring highest Marks.
	<p>Mechanical Engineers</p> <p>B.Sc Engg/ B.E/B.Tech/Equivalence in Mechanical Engineering</p> <p>Min. Experience of Relevant Resources = 6 Years</p> <p>Max. Marks = 20 Min Marks = 10</p>		Marking of this section will be carried out on the basis of weighted average of the bidders/firms scoring highest Marks.
	<p>Electrical Engineers</p> <p>B.Sc Engg/ B.E/B.Tech/Equivalence in Electrical Engineering</p> <p>Min. Experience of Relevant Resources = 6 Years</p> <p>Max. Marks = 20 Min Marks = 10</p>		Marking of this section will be carried out on the basis of weighted average of the bidders/firms scoring highest Marks.
		Total Marks	100
		Minimum Passing Marks	70

NOTE:

Firms/bidders scoring minimum 70 marks will be considered as pre-qualified firms/bidders.

Other Terms

1. After the technical evaluation is completed, EDF shall inform the Bidders, who have submitted proposals about the scores obtained by their Technical Proposals, and shall notify those Firms who could not qualify the initial screening process (the minimum eligibility criteria) or were considered non-responsive to the TOR.
2. The firms will be pre-qualified for a period of three (03) years initially.
3. The engineering audit firms as prequalified **MUST** respond to all requests (RFQs, RFPs) raised by EDF management in relation to render the engineering/consultancy services to any project/entity/organization.
4. In case the bidder/firm is not willing to participate in the competition, a response/reply with “NIL” values to the request (RFQ/RFP) may also be submitted.

8. General Terms and Conditions for Pre-Qualification

The following general terms and conditions for Pre-qualification shall also apply:

- Pre-qualification will be carried out in accordance with PPRA Rules 2004.
- Interested firms must provide information indicating that they are qualified to perform the services (organizational structure, list of clients, annual reports, description and experience of similar assignments, availability of appropriate skills among permanent/full time staff in the firm, etc.).
- Each page of document provided must be duly numbered, signed and attested by the applicant; document attached according to the Serial No as mentioned above an index with page No be provided.
- In case of incomplete information, application will not be considered for Pre-qualification.
- Information to firm regarding Pre-qualification will be intimated after approval from the Pre-qualification Evaluation Committee.
- Only successfully Pre-qualified firms shall be allowed to participate in subsequent bidding.
- EDF reserves the right to accept any or reject all offers keeping in view of the provisions of Public Procurement Rules 2004.
- No court proceeding against the Pre-qualification will be allowed and decision of the Pre-qualification committee will be considered as final.
- Any misrepresentation or concealment of the information mentioned above, if found at any stage, may result in disqualification. In case of fake documents submitted by the firm, if found at any stage, may lead to black listing of the firm.

9. Reviews, Verifications and Records

Assure the receipt of and maintain permanent record under terms and conditions of the Contract Documents for materials including their source and equipment accepted and incorporated in the project.

1. The firm shall carry out the necessary visits of the site to supervise the civil/mechanical/electrical etc. engineering works on regular basis.
2. The firm shall also be provided with and allowed access to any record associated to the civil/mechanical/electrical engineering works etc. or regular activity performed or in progress on site.
3. EDF Secretariat will officially introduce the Firm to the beneficiaries and authorize him to supervise the civil/mechanical/electrical engineering activities carried out by the Contractor.
4. EDF will ensure access of the Firm to the Civil/mechanical/electrical engineering site.

10. Key Responsibilities of the Firm

After pre-qualification, EDF may request for project-wise requirement or generic services linked to the following:

1. Act as the main Technical Adviser to EDF and supervise the works of the Site Engineer, Manager, Technicians, Craftsmen, Masons, Plumbers and other related workers and maintain precise and regular journal of work progress for works assigned.
2. Manage, monitor, interpret and explain the building plan, drawing and design documents supplied by the concerned authority.
3. Ensures that pre and post-civil/mechanical/electrical engineering surveys have been carried out and properly documented and approved by the Engineer.
4. Make arrangements for inspection of sites of EDF funded projects and ensure that all relevant information is available and detailed progress report discussed before site inspections are undertaken.
5. Ensure that the civil/mechanical/electrical engineering activities are carried out according to the plans, designs and drawings and ascertain accuracy of the qualities, quantities and proportions of the civil/mechanical/electrical engineering materials are precisely maintained.
6. Maintain constant liaison with the Contractor and their representatives (Architects, Engineers and Surveyors), including attending regular meetings to ensure the pace of work progress.
7. Evaluate any designs prepared by the Contractor and recommend improvements (if any) to ensure the desired performance and accord approval thereof.

8. Survey the civil/mechanical/electrical engineering site and ensure that civil/mechanical/electrical engineering activities are carried out within demarcated land boundary.
9. Maintain liaison with the local authority (where appropriate to the project) and sort out emerging issues in consultation with EDF to ensure uninterrupted progress of the civil/mechanical/electrical engineering works.
10. Prepare various narratives, technical and financial reports as required.
11. Ensure that the works timely progress in order to meet agreed deadlines.
12. Resolve any unforeseen technical difficulties and other problems that may arise in the process of the work in consultation with the EDF.
13. Oversee quality control, health and safety matters of workers on the civil/mechanical/electrical engineering site.
14. Assure that all civil/mechanical/electrical engineering materials incorporated into the works are of good quality and comply with approved specifications, by carrying out independent testing in the field and/or in the Laboratory.
15. That all the Works completed are inspected by the Engineers.
16. That Contractor complies with the Conditions of Contract with reference to provision of Insurance Guarantees etc. if any.
17. Give Notice to the Contractor of any defects and deficiencies and issue instructions for removal and substitution of improper works (with the approval of EDF).
18. Review and approve Contractor's work program and progress schedule for effective and expeditious execution of works.
19. The Firm shall be liable to provide any/all information to EDF as and when required.
20. Where the maintenance period of the civil/mechanical/electrical engineering contract is completed within the period covering the Consultants' contract, the Engineering Firm shall carry out maintenance inspection and assist in planning of remedial/maintenance Works and their supervision.

11. Reporting Requirements.

- The Firm shall prepare an **Interim Completion Report** for contracts, which reach the stage of substantial completion. These reports must be submitted immediately after the "Taking Over" of the project.
- **Inception Report & Deployment Report** within One (01) month after mobilization or as and when required.
- Prepare and submit **Monthly Progress Reports** to the EDF on a format. The progress report format includes various chapters and contain guidelines of the contents to be included in the Monthly Progress Report, which shall be adhered to strictly.
- The Firm shall produce necessary **technical reports** and position papers dealing with technical matters arising during the project.
- The Firm shall report progress of the work to the EDF on a regular interval.
- The Firm shall verify the Progress Report or any document etc. as required by EDF/TDAP.
- The **Final Project Completion Report** must be prepared for all Contracts within thirty (30) days of Final Taking over of the Project.

12. Payment Certificate

- Prepare payment estimates on periodic basis as monthly, quarterly, semi-annually, annually or as per the approval of the competent authority.
- Prepare narrative progress reports and certifications for payment for approval of the EDF Secretariat.
- Prepare up to date cost estimates projected for civil/mechanical/electrical engineering and supervision till completion of the project and comments on Contractor's program.
- Verify and certify work done for each Interim Payment Certificate in the standard format of EDF.

13. Time of completion

As per directions or instructions given by EDF Secretariat.