

GOVERNMENT OF KHYBER PAKHTUNKHWA
Pakhtunkhwa Highways Authority (PKHA)
Peshawar



SET OF DOCUMENTS FOR
FOR SHORTLISTING
OF CONSULTANTS

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1.0 INTRODUCTION

Shortlisting of Consultants is an important step in the selection process to ensure high quality proposals for a meaningful proposal evaluation in shorter time for grading of firms and for ultimate selection of suitable consultants.

2.0 INSTRUCTIONS TO USERS OF THIS DOCUMENT

2.1 Submission of Applications

- 2.1.1 Applications for shortlisting must be framed in light of the guide lines provided in the content of this documents and must be received (in original) not later than /2019 at 12:00 hours in sealed envelopes to be delivered by hand or through registered mail to:-

Managing Director
Pakhtunkhwa Highways Authority Attached Complex
near Treasury Building Khyber Road Peshawar.

Envelop must be clearly marked “Application for shortlisting” in Pakhtunkhwa Highway Authority

The Employer reserves the right to accept or reject the late applications.

- 3.1.2 The name and mailing address of the Applicant shall be clearly marked on the envelope.
- 3.1.3 The applications shall be prepared in the English language. Employer reserves the rights for rejection or non-acceptance of an application of a firm incase of non-fulfilling of the above requirement.
- 3.1.4 The Applicants must provide complete information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the Applicant.
- 3.1.5 The applicants must provide the requisite information in specific terms and any misrepresentation would made a ground for rejection of the application before selection. During anlysis/scritinzing/evaluation of the applications, if any such false record or missrepresentation detected before or during the currency of their contract, the firm will be debarred/blacklisted in the PKHA and the same would be reported to the PEC for cancellation of their registration/license leading to their blacklisting.
- 3.1.5 Applicants will be informed, in due course, of the result of the evaluation of applications. Only the firms shortlisted under this process will be invited to bid.

*Any clarification required may be asked by post/other communication means from the following official of this Authority:

- | | |
|------------------------|---------------------------|
| i. Engr. Arshid Khan | Director (P&D)-PKHA |
| ii. Engr. Tufail Ahmad | Deputy Director (HQ) PKHA |

3.0 IMPORTANCE OF SHORTLISTING

Shortlisting of Consulting Firms from the long-list has the following inherent benefits not only for the client formations but also for the consulting profession and the consultants themselves:

- Encourages consultants to prepare high quality proposals.
- Increases the possibility of selecting most suitable consultants.
- Facilitates a closer and meaningful evaluation of Technical Proposals.
- Reduces the chances for extraneous influences.

4.0 Evaluation Criteria

4.1 There are two essential elements for judging the capability of any firm to perform credibly on a given project. These are its previous experience of the firm (similar and general projects) and its professional staff having the specific expertise to meet its obligations during the assignment. Besides appropriate weightage is given to financial soundness of the firm. These weightages are assigned in the following ratio:-

(i)	Experience of the firm	30 percent
(ii)	Quality of its Personnel's expertise	60 percent
(iii)	Financial Soundness and NTN return	10 percent

4.2 The threshold minimum score for the firms below which limit they would not be considered for shortlisting is 60% of the total points.

5.0 EVALUATION OF APPLICATIONS

5.1 Evaluation of the Experience

5.1.1 The experience would be considered under two heads i.e. specific experience and general experience. Weightage for specific experience will be 70%. For specific experience which is similar in magnitude and complexity (Feasibility Study/Design or Construction Supervision as the case may be) ten (10) projects having consultancy cost equal to or more than 3 and 15 million for feasibility study (detailed engineering design) and construction supervision respectively will be considered for evaluation purpose. No marks will be given for a project having cost less than as mentioned above.

5.1.2 Similarly the general experience will also be considered for ten (10) projects having consultancy cost equal to or more than 3 and 15 million for feasibility study (detailed engineering design) and construction supervision respectively will be considered for evaluation purpose. No marks will be given for a project having cost less than as mentioned above.

5.3 Evaluation of Quality of Staff

5.3.2 Nominated experts will be evaluated on the basis of the following two items of shortlisting as demonstrated in their C.Vs:-

i)	Academic Qualification	60 Percent
ii)	Professional Experience	30 Percent
	• Specific	70%
	• General	30%

5.4 Financial Soundness

For Financial Status assessment, the Applicants must have to submit financial statements for the latest three years Audited by a Chartered Accountant as to verify their Financial Status. The points will be awarded on the following formate.

i)	Financial Soundness and Tax return	10 Percent
	• Auditor report for last 3 years	60%
	• Tax return for latest year	40%



**DOCUMENTS REQUIRED TO BE ATTACHED WITH THE APPLICATION SUBMITTED
FOR SHORTLISTING IN PAKHTUNKHWA HIGHWAYS AUTHORITY**

PEC No. Consult / Company's Name: _____ <hr/> <u>Format of Business:</u> Individual <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Private Limited <input type="checkbox"/> Company <input type="checkbox"/> Public Limited Company <input type="checkbox"/> Statutory Body <input type="checkbox"/> Others <input type="checkbox"/> (Please submit relevant supporting legal documents/papers)	Disciplines Applied For <hr/> For F/S & Design <input type="checkbox"/> <hr/> Construction Supervision <input type="checkbox"/>		
S#	Document Description	Enclosed	Remarks
01.	Duly filled Application Form		
02.	Pay Order of Rs. 1000/- as fee of Shortlisting Documents.		
03.	Covering Letter of Company/Firm on Letter head		
04.	Copy of Valid CNIC of Owner/Partners/Shareholders		
05.	Copy of Partnership Deed and Proof of Registration with Registrar of Firms in the light of "Partnership Act 1932". (Applicable for Partnership Concerns)		
06.	Attested Copy of "Articles & Memorandum of Association of the Company" duly endorsed by Registrar of Companies as required under "Companies Ordinance 1984". (Applicable for Companies registered with Securities & Exchange Commission of Pakistan – SECP)		
07.	Attested Photo copy of Pakistan Engineering council Card of the firm with specialized Code		
08.	Attested Copy of Educational Degrees of Engineer(s) (Owners/Employees) and allied staff.		
09.	<u>For F/S & Design:</u> Detailed CVs of all staff (Owners/Employees) showing their academic qualification and field experience duly signed by the concerned (Employer / Owner) should be provided alongwith their agreement with the firm stating that they are currently available and working with the firm. Besides their latest pay slip should also be attached. <u>For Site Supervision:</u> Detailed CVs of all the required staff showing their academic qualification and field experience duly signed by the concerned (Employer / Owner) alongwith the affidavit duly signed by the proposed staff stating that they will be available for the proposed position as and when required, should also be provided.		
10.	Copy of NTN certificate duly issued in name of Firm/Company, showing detail of legal status of Firm/Company along Tax Return certificates for latest year.		
11.	Work order & Completion Certificate from the relevant department in respect of the General Works of the firm (Excluding Road and Bridge Projects) in hand/completed during last 10 years i.e. (_____)		
12.	Work order & Completion Certificate from the relevant department in respect of the similar works of the firm (Roads and Bridges) in hand/completed during last 10 years i.e (_____).		
13.	Affidavit certificate of the firm to the effect that the firm is not involved in any arbitration/dispute/civil suit		

4. GENERAL EXPERIENCE (WORKS) OF THE FIRM (EXCLUDING ROAD AND BRIDGE PROJECTS) IN HAND/COMPLETED DURING LAST 10 YEARS (2007-17).

SUPPORTED BY WORK ORDER AND COMPLETION CERTIFICATES FROM THE RELEVANT DEPARTMENT (HAVING CONSULTANCY COST EQUAL OR MORE THAN Rs. 3.000 million and Rs. 15.000 MILLION for F/S & Design, and construction supervision respectively)

S No.	Project Name as on given on work order	Nature of Project	Date of Commencement	Date of Completion	Employer /Client	Consultancy Cost (million)	Documents Attached at
1		<ul style="list-style-type: none"> • F/s &D • S 					Annexure A-1
2		<ul style="list-style-type: none"> • F/s &D • S 					Annexure A-2
3		<ul style="list-style-type: none"> • F/s &D • S 					Annexure A-3
4		<ul style="list-style-type: none"> • F/s &D • S 					Annexure A-4
5		<ul style="list-style-type: none"> • F/s &D • S 					Annexure A-5
6		<ul style="list-style-type: none"> • F/s &D • S 					Annexure A-6
7		<ul style="list-style-type: none"> • F/s &D • S 					Annexure A-7
8		<ul style="list-style-type: none"> • F/s &D • S 					Annexure A-8
9		<ul style="list-style-type: none"> • F/s &D • S 					Annexure A-9
10		<ul style="list-style-type: none"> • F/s &D • S 					Annexure A-10

F/s & D = Feasibility Study & Design : S= Supervision

5. SPECIFIC EXPERIENCE OF THE FIRM (ROAD AND BRIDGE) IN HAND/COMPLETED DURING LAST 10 YEARS (_____).

SUPPORTED BY WORK ORDER AND COMPLETION CERTIFICATES FROM THE RELEVANT DEPARTMENT (HAVING CONSULTANCY COST EQUAL OR MORE THAN Rs. 3.000 Million and Rs. 15.000 MILLION for F/S & Design, and construction supervision respectively)

S No.	Project Name as on given on work order	Nature of Project	Date of Commencement	Date of Completion	Employer / Client	Consultancy Cost (million)	Documents Attached at
1		<ul style="list-style-type: none"> • F/s &D • S 					Annexure B-1
2		<ul style="list-style-type: none"> • F/s &D • S 					Annexure B-2

3		<ul style="list-style-type: none"> • F/s &D • S 				Annexure B-3
4		<ul style="list-style-type: none"> • F/s &D • S 				Annexure B-4
5		<ul style="list-style-type: none"> • F/s &D • S 				Annexure B-5
6		<ul style="list-style-type: none"> • F/s &D • S 				Annexure B-6
7		<ul style="list-style-type: none"> • F/s &D • S 				Annexure B-7
8		<ul style="list-style-type: none"> • F/s &D • S 				Annexure B-8
9		<ul style="list-style-type: none"> • F/s &D • S 				Annexure B-9
10		<ul style="list-style-type: none"> • F/s &D • S 				Annexure B-10

6. AUDITOR REPORT FOR THE LATEST 3 YEARS. (ANNEXURE C)

S No.	Year	Turnover (million)
1	2016	
2	2017	
3	2018	

7. SUMMARY OF THE PERMANENT PROFESSIONAL EMPLOYEES, RESOURCE PERSONS.

A) FOR FEASIBILITY STUDY AND DESIGN

S.No.	Design Team	Name of Employee	PEC No.	Academic qualification	Total Experience	CV's Annexed at
1	Team Leader					Annexure D-1
2	Geo Tech Engr					Annexure D-2
3	Highway & Pavement Design Engr(1)					Annexure D-3
4	Highway & Pavement Design Engr(2)					Annexure D-4
5	Structural/Bridge Engineer (1)					Annexure D-5

6	Structural/Bridge Engineer (2)					Annexure D-6
7	Contract Specialist					Annexure D-7
8	Hydrology and Hydraulic Engineer					Annexure D-8
9	Chief Surveyor					Annexure D-9

B) FOR DETAIL SUPERVISION

S.No.	Design Team	Name of Employee	PEC No.	Academic qualification	Total Experience	CV's Annexed at
1	<u>Team Leader / C.R.E / R.E</u>					Annexure E-1
2	<u>Team Leader / C.R.E / R.E</u>					Annexure E-2
3	<u>A.R E</u>					Annexure E-3
4	<u>A.R E</u>					Annexure E-4
5	<u>A.R E</u>					Annexure E-5
6	<u>Site Inspector</u>					Annexure E-6
7	<u>Site Inspector</u>					Annexure E-7
8	<u>Site Inspector</u>					Annexure E-8
9	<u>Site Inspector</u>					Annexure E-9
10	<u>Sr. Lab Technician</u>					Annexure E-10
11	<u>Sr. Lab Technician</u>					Annexure E-11
12	<u>Quantity Surveyor</u>					Annexure E-12
13	<u>Quantity Surveyor</u>					Annexure E-13
14	<u>Surveyor</u>					Annexure E-14
15	<u>Surveyor</u>					Annexure E-15
16	<u>Lab Technician</u>					Annexure E-16
17	<u>Lab Technician</u>					Annexure E-17

8. **NTN NO. AND TAX RETURN CERTIFICATE TO BE ANNEXED AT “F”.**
9. **AFFIDAVIT CERTIFICATE OF THE FIRM TO THE EFFECT THAT THE FIRM IS NOT INVOLVED IN ANY ARBITRATION/DISPUTE/CIVIL SUIT ETC TO BE ATTACHED AT ANNEXURE-G**
10. **UNDERTAKING**

It is hereby certified that the above statements are true/facts and we take full responsibility for the correctness and accuracy of the information supplied herein. This is also to certify that the owner/partners/directors other than those listed under para 7 are working solely for the consulting engineering profession. This is further to certify that we are an independent consulting engineer and have no interest in any construction and conflicting commercial industrial and business activities which are likely to influence our professional independence and neutrality. We also undertake to fully abide by the Pakistan Engineering Council (Conduct and Practice of Consulting Engineers) Byelaws 1986.

COMPANY/FIRM SEAL
EXECUTIVE)

(SIGNATURE OF CHIEF

NAME

ANNEXTURES

**(NAME OF THE PROJECT)
SUMMARY LIST OF PROJECTS HANDLED BY THE FIRM**

Sr. No.	Name of the Project	Location Province/ Country	Client	Cost of the Project	<u>Implementation</u> Start: Completion:	Handled as: • Single Firm/ : S • Lead Firm/ : L • Joint Venture : J Partner	Total Cost of Services	Cost of Services provided by the Firm	Scope of Services • Feasibility Study & Design : F&D • Construction Supervision : S	Scope of Project Components /Volume of Work etc.

**FORMAT OF CURRICULUM VITAE
OF PROPOSED EXPERTS**

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 :
9. Academic Qualification :
10. Employment Record :
11. Languages and Degree of Proficiency : (In speaking, reading and writing as 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

