



**CORRIGENDUM/ADDENDUM NO. 4**

**TENDER # LP/T-4001/26/FA**

**DESIGN VETTING AND VALUE ENGINEERING FOR STRUCTURAL, INFRASTRUCTURE, MECHANICAL, ELECTRICAL & PLUMBING DESIGN INCLUDING TECHNICAL ADVISORY & QUALITY ASSURANCE/CONTROL OF SECURITY PAPER MANUFACTURING AND BANKNOTE PRODUCTION FACILITY AT SEZ FAISALABAD**

Reference tender # LP/T-4001/26/FA uploaded on PPRA (TS 816574 E) on 05-01-2026 and published in newspaper (DAILY JANG, DAILY EXPRESS, AND EXPRESS TRIBUNE KLI&F) on 17-02-2026 PID K-2784/25 with revised opening date **05-MAR-2026**.

This is to notify that following changes may please be noted in subject Tender, and the revised tender document can be downloaded from the EPADS:

1. The bid security amount has been changed to Rs. 300,000 (Three Hundred Thousand PKR).
2. In Clause 21.1 of Data Sheet of Section-II, the word 'General Qualifications' has been replaced with word 'Qualification'.
3. Bullet point a. of 'Clause No. 4. **Eligibility Criteria for Consultant**' of Section V – Terms of Reference (TOR), may be read as:

*"Registered with Pakistan Engineering Council (PEC) with below mentioned codes:*

*i. **Specialization Code(s):** 1201, 1202, 1203, 1204*

*ii. **Service Code(s):** 0532, 0534, 0537, 0539, 0540, 0542, 0543, 0544, 0546 & 0549"*

4. Scope of Services – Clause 7(vi) - **Security System Design vetting**, the starting para may be read as:

*"The consultant shall vet the Security design components in line with the PSPC's security requirements including but not limited to the following:"*

5. Scope of Services – Clause 7(xiii)(b)- **QA/QC**, may be read as:
- i. Review and advise on the Contractor's Project Quality Plan (PQP).*
  - ii. Establish independent QA/QC procedures and inspection protocols for periodic visits.*
  - iii. Advise inspection and test plans (ITPs) for critical works and equipment.*
  - iv. Advise on material approvals, method statements, and work procedures.*
  - v. Ensure traceability and documentation control.*
6. Scope of service - Clause 7 (xiii) (c) - **Construction Phase Technical Support**, the bullet point **i.** may be read as:
- “Monitor critical construction activities at defined intervals or as and when required for compliance with approved designs and quality standards.”*
7. Scope of service - Clause 7 (xiii)(d) - **Installation, Testing, and Commissioning**, the bullet point **v.** has been deleted.
8. Scope of service - Clause 7 (xiii)(e) - **Monitor overall compliance of contractors with contractual obligations**, sub clauses **i., iv., and v.**, have been deleted and existing bullets **ii., iii., vi., vii., viii., ix., x., xi., & xii.** have been renumbered as **i., ii., iii., iv., v., vi., vii., viii., & ix.**
9. Scope of Service - Clause 7 (xiii)(f) - **Periodic Project Oversight** of Section V – Terms of Reference (TOR) has been changed and its respective sub clauses may be read as:
- f) Periodic Project Oversight**
- i. Conduct Periodic Site visits (42 Months / 02 Visit per month or as required by employer) to review overall construction progress against approved milestones.*
  - ii. Submit a Periodic Oversight Report after each visit summarizing observations such as deficiencies, delays etc. and their recommendations.*
  - iii. Highlight systemic risks and recurring technical issues.*
  - iv. Provide advisory comments on compliance trends with approved specifications and applicable standards.*

- v. *Provide advisory inputs to the Client on strategic decisions, corrective measures, and risk mitigation strategies.*

- 10. The title of Clause No. 8. of Section V – Terms of Reference (TOR), has been renamed and may be read as:

*“Summary of Deliverables”*

- 11. Except for the milestone relating to “Award of Contract”, wherever the word “**After**” appears in the tabulated provisions under Clause No. 9 – Payment Terms & Key Deliverables of Section V (Terms of Reference) and Appendix D – Payment Schedule, the same shall be read as “**Within**”.

The description of Deliverable Required for ‘Construction Phase milestone of Clause No. 9. Payment Terms & Key Deliverables’ of Section V – Terms of Reference (TOR), and ‘Appendix D – Payment Schedule’, has been modified and may be read as:

*The Construction Phase shall be forty-two (42) months. Periodic monthly payments, commencing upon the start of the defined construction phase (42 Months / 02 Visit per month or as required by employer, having maximum visits up to 84 Nos.).*

*Payments are released monthly upon submission of satisfactory Technical Advisory and QA/QC Reports for that month. Construction phase may be increased/decreased depending upon the completion period of construction after approval of Procuring Agency/Employer.*

*Payment shall be calculated as follows:*

$$\text{Quoted Bid Amount} = X$$

$$\text{Eight percent (8\% of the Quoted Bid Amount)} = Y = (X \times 0.08)$$

$$\text{Monthly Rate (Z)} = Y \div 42$$

*Payments shall be made at the above monthly rate, subject to submission and acceptance of required reports and satisfactory performance.*

*If services are required beyond 42 months, up to an additional twelve (12) months, payment shall be calculated using the same formula and monthly rate as worked out above.*

12. A starting para has been added in the 'Clause 11. Timelines' of Section V – Terms of Reference (TOR), and may be read as:

*“The timelines stated below represent the Consultant’s working duration only and shall commence from the date of submission of drawings/documents by the Procuring Agency/Employer.”*

**All other terms and conditions of the tender documents shall remain the same.**



**PAKISTAN SECURITY PRINTING  
CORPORATION (PVT.) LTD**

**REQUEST FOR PROPOSAL**

**HIRING OF CONSULTANCY SERVICES**

**FOR**

**DESIGN VETTING AND VALUE ENGINEERING FOR STRUCTURAL,  
INFRASTRUCTURE, MECHANICAL, ELECTRICAL & PLUMBING  
DESIGN INCLUDING TECHNICAL ADVISORY & QUALITY  
ASSURANCE/CONTROL OF SECURITY PAPER MANUFACTURING  
AND BANKNOTE PRODUCTION FACILITY**

**AT**

**ALLAMA IQBAL INDUSTRIAL CITY (AIIC)  
FAISALABAD INDUSTRIAL ESTATE DEVELOPMENT AND  
MANAGEMENT COMPANY (FIEDMC)  
FAISALABAD**

**(Single Stage Two Envelope - Least Cost Based Selection Method)**

**DECEMBER 2025**

## **PART A – SELECTION PROCEDURES AND REQUIREMENTS**

### **Section I: Invitation for Proposal (IFP)**

The attached template is the Invitation for Proposal for eligible Consultants willing to submit a proposal for a consulting assignment.

### **Section II: Instructions to Consultants and Data Sheet**

This Section consists of two parts: “Instructions to Consultants” and “Data Sheet”. “Instructions to Consultants” contains provisions that are to be used without modifications. “Data Sheet” contains information specific to each selection and corresponds to the clauses in “Instructions to Consultants” that call for selection-specific information to be added. This Section provides information to help consultants prepare their proposals. Information is also provided on the submission, opening and evaluation of proposals, contract negotiation and award of contract. Information in the Data Sheet indicates whether a Full Technical Proposal (FTP) or a Simplified Technical Proposal (STP) shall be used.

### **Section III: Technical Proposal – Standard Forms**

This Section includes the forms for FTP and STP that are to be completed by the consultants and submitted in accordance with the requirements of Section 2.

### **Section IV: Financial Proposal – Standard Forms**

This Section includes the financial forms that are to be completed by the consultants, including the consultant’s costing of its technical proposal, which are to be submitted in accordance with the requirements of Section 2.

### **Section V: Terms of Reference (TORs)**

This Section describes the scope of services, objectives, goals, specific tasks required to implement the assignment, and relevant background information; provides details on the required qualifications of the key experts; and lists the expected deliverables. This Section shall not be used to over-write provisions in Section 2.

### **Section VI: Eligible Countries**

This Section contains information regarding eligible countries.

## **PART B – CONDITIONS OF CONTRACT AND CONTRACT FORMS**

### **Section VII: Standard Form of Agreement and Conditions of Contract**

This Section includes standard contract forms for large or complex assignments: a Time-Based Contract includes General Conditions of Contract (“GCC”) that shall not be modified, and Special Conditions of Contract (“SCC”). The SCC include clauses specific to each contract to supplement the General Conditions.

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**PART A – SELECTION PROCEDURES AND REQUIREMENTS**

**Section-I : Invitation For Proposal**

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**PAKISTAN SECURITY PRINTING CORPORATION  
(PVT.) LTD**



**Bid No. ....**

**Invitation For Proposals**

**SUBJECT: HIRING OF CONSULTANCY SERVICES FOR DESIGN VETTING AND VALUE ENGINEERING FOR STRUCTURAL, INFRASTRUCTURE, MECHANICAL, ELECTRICAL & PLUMBING DESIGN INCLUDING TECHNICAL ADVISORY & QUALITY ASSURANCE/CONTROL OF SECURITY PAPER MANUFACTURING AND BANKNOTE PRODUCTION FACILITY AT FAISALABAD**

**Date: January 05, 2026**

1. This Invitation for Bids follows the Procurement Advertisement (PA) No. LP/T-4001/26/FA for the subject Project/Procurement which appeared in Daily Jang, Daily Express, Express Tribune (Karachi, Lahore, Islamabad & Faisalabad), vide PID K-2292/25 dated January 4, 2026, EPADS, PPRA and PSPC Wesbite.
2. The Procuring agency/Employer has reserved the funds for the procurement planned during the financial year 2025-26. It is intended that part of the proceeds of the funds will be used to cover eligible payment under the contract for the Hiring of Consultancy Services for Design Vetting and Value Engineering for Structural, Infrastructure, Mechanical, Electrical & Plumbing Design including Technical Advisory & Quality Assurance/Control of Security Paper Manufacturing and Banknote Production Facility at Faisalabad.
3. The Pakistan Security Printing Corporation (Pvt.) Ltd. now invites proposals from eligible Engineering Consulting Firms for Design Vetting and Value Engineering for Structural, Infrastructure, Mechanical, Electrical & Plumbing Design including Technical Advisory & Quality Assurance/Control of Security Paper Manufacturing and Banknote Production Facility located at Allama Iqbal Industrial City (AIIC), Faisalabad Industrial Estate Development and Management Company (FIEDMC) near Sahianwala Interchange on M-4 Motorway, Faisalabad. The Consulting Firms must be registered with PEC and on Active Taxpayers List of the FBR/PRA. Single Stage Two Envelope procedure as per

PPRA Rules will be adopted along with Method of Selection of Consultants “Least Cost Based Selection (LCS)” after qualifying the technical criteria. Bidder must submit the below mentioned documents for Eligibility of the bid.

- Complete credentials of the company/firm with related details.
  - Having valid incorporation/ registration documents with SECP/GOP/Sole Proprietor.
  - Valid Registration with PEC with below :
    - **Specialization Code(s):** 1201, 1202, 1203, 1204
    - **Service Code(s):** 0532, 0534, 0537, 0539, 0540, 0542, 0543, 0544, 0546 & 0549
  - Valid Income Tax Registration with FBR/Tax Department, NTN Registered, Sale Tax Registration (PRA) and must be on ATL both for Income and Sale Tax.
  - An original & valid affidavit on non-judicial stamp paper/e-stamp paper duly verified stating that the individual / firm is not blacklisted and of no litigation by any Govt. / Autonomous Body or between partners.
  - Further details are enumerated in instructions to the bidders and Bid Data / Bid Documents.
4. The Scope of Services;
- The Details of the Services are provided in the Terms of Reference.
5. The Consultants are invited to submit Technical and Financial Proposal for the above mentioned assignment, which would form the basis for a contract agreement between the Consultants and Employer.
6. The bidding shall be conducted in line with the “Single Stage Two Envelope” procedure prescribed under Public Procurement Rules 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time) and is open to all potential bidders.
7. The Request for Proposals (RFP) includes the following additional documents:-
- Section-II Instructions to Consultant and Data Sheet
  - Section-III Technical Proposal – Standard Forms
  - Section-IV Financial Proposal – Standard Forms
  - Section V Terms of Reference
  - Section-VI Eligible Countries
  - Section-VII Standard Forms of Agreement and Conditions of Contract
8. In order to familiarize yourself with the project and to assess the extent of services to be provided by your firm, you may wish to visit the project area. However, it should be understood that any cost incurred by you for the collection of preliminary data / information, preparation and submission of proposal (s) or the subsequent clarifications required will not be reimbursed.
9. In the event that you desire additional information, PROCURING AGENCY / EMPLOYER would endeavor to provide such information expeditiously if available with them but any delay in providing such additional information will not be considered as a reason for extending submission date of proposal.

10. All proposals must be accompanied by a Proposal Security amounting to Rs. 300,000/- (Three Hundred Thousand PKR) in the form of Pay Order / Bank Draft/ Call Deposit/ unconditional Bank Guarantee drawn in favor of Pakistan Security Printing Corporation (Pvt.) Ltd. Proposals found deficient or without proposal security will be rejected.
11. Complete Tender documents containing the General Conditions of Contract, including BOQ/technical details / specification/terms & conditions etc., are available on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk).
12. Electronic proposals prepared in accordance with the instruction provided in tender document must be submitted by using EPADS on or before **March 05, 2026** 11:00 AM. The proposals will be opened on the same day at 11:30 AM using EPADS, bidders' representatives may attend physically at the Tender Room, Allama Iqbal Block, Pakistan Security Printing Corporation (Pvt.) Ltd, Jinnah Avenue, Malir Halt, Karachi-Pakistan.
13. Pre-Bid meeting will be held both in person/physical and via Zoom on **Januray 12, 2026** in PSPC Board Room located at Head Office, Pakistan Security Printing Corporation (Pvt.) Ltd., Jinnah Avenue, Malir Halt, Karachi, Pakistan. A Zoom session will be arranged for those who wish to attend virtually.
14. To participate in the pre-bid meeting, potential bidders are requested to send the following details to [furqan.awan@pspc.gov.pk](mailto:furqan.awan@pspc.gov.pk) at least one day prior to the meeting for entry permission. A Zoom link will be shared upon request sent to the same email address.
  - Name of Participant
  - CNIC No.
  - CNIC Issuance Date
  - Vehicle No.
  - Company

**Deputy General Manager**  
Purchase Department  
Pakistan Security Printing Corporation (Pvt) Ltd  
Jinnah Avenue Malir Halt, Karachi – 75100  
UAN (021) 111-117-772 (Ext – 2201-19) /  
[muhammad.asad@pspc.gov.pk](mailto:muhammad.asad@pspc.gov.pk) / [purchase.local@pspc.gov.pk](mailto:purchase.local@pspc.gov.pk)  
[www.pspc.gov.pk](http://www.pspc.gov.pk)

## Section-II: Instructions To Consultants & Data Sheet

<p><b>1. Definitions</b></p>	<p>a) <b>“Affiliate(s)”</b> means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.</p> <p>b) <b>“Applicable Law”</b> means the laws and any other instruments having the force of law in Pakistan, or in such other country as may be specified in the <b>Data Sheet</b>, as they may be issued and in force from time to time.</p> <p>c) <b>“Authority”</b> means Public Procurement Regulatory Authority, Pakistan.</p> <p>d) <b>“Consultant”</b> means company or a firm or a semi-public agency of Pakistan or of any eligible foreign country.</p> <p>e) <b>“Data Sheet”</b> means an integral part of the Instructions to Consultants (<b>ITC</b>) that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the <b>ITC</b>.</p> <p>f) <b>“Day”</b> means a calendar day.</p> <p>g) <b>“Experts”</b> means, collectively, Key Experts or any other personnel of the Consultant</p> <p>h) <b>“ITC”</b> means the Instructions to Consultants that provides the Consultants with all information needed to prepare their Proposals.</p> <p>i) <b>“Key Expert(s)”</b> means an individual professional/professional(s) provided by the Consultant as part of their main team to perform the services as required in TORs.</p> <p>j) <b>“LOI”</b> means the Letter of Invitation being advertised by the Procuring Agency.</p> <p>k) <b>“Procurement Regulatory Framework”</b> means Public Procurement Ordinance 2002, Public Procurement Rules, 2004 and Procurement of Consultancy Services Regulations, 2010.</p> <p>l) <b>“Procuring Agency/Employer/Procuring Agency(PA)/Employer”</b> means the Pakistan Security</p>
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	<p>Printing Corporation Pvt. Ltd (PSPC).</p> <p>m) <b>“Proposal”</b> means the Technical and Financial Proposal of the Consultant.</p> <p>n) <b>“Consultancy Services”</b> means the activities and tasks to be performed by the Consultant pursuant to the Contract.</p> <p>o) <b>“TORs”</b> means the Terms of Reference that explain the objectives, scope of services, respective responsibilities of the Procuring Agency and the Consultant, deliverables of the assignment &amp; project completion timelines.</p> <p>p) <b>“Joint Venture (JV)”</b> means an association of more than one Consultant where all JV partners shall nominate a single project manager with consensus for execution of project and where all the members of the JV are jointly and severally liable to the Procuring Agency for the performance of the Contract.</p> <p>q) <b>“Construction Contractor”</b> means a contractor responsible for execution of construction of complete facility.</p> <p>r) <b>“Project Consultant”</b> means a legally-established professional consulting firm responsible for Consultancy services (detailed design and resident supervision) of construction of complete facility.</p>
<p><b>2. Introduction</b></p>	<p>2.1. The Procuring Agency named in the <b>Data Sheet</b> intends to select a Consultancy firm, in accordance with the method of selection specified in the <b>Data Sheet</b>. The eligible Consultants are invited to submit a Technical Proposal and a Financial Proposal for consulting services named in the <b>Data Sheet</b>. The Proposal will be the basis for negotiating and ultimately signing the Contract with the most advantageous Consultant.</p> <p>2.2. The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the <b>Data Sheet</b>. Attending any such pre-proposal conference is optional and is at the Consultants’ expense.</p> <p>2.3. The Procuring Agency will timely provide, at no cost to the Consultants, the inputs, relevant data, and any other relevant material required for the preparation of the Consultant’s</p>

	Proposal if specified in the <b>Data Sheet</b> .
<p><b>3. Conflict of Interest</b></p>	<p>3.1. The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Procuring Agency’s interest paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future services.</p> <p>3.2. The Consultant has an obligation to disclose to the Procuring Agency any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Procuring Agency. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Procuring Agency.</p> <p>3.3. The consultant awarded contract for this consultancy job shall not be considered for participation in the bidding contracts for all execution works of <b>Establishment of Security paper manufacturing and Banknote production facility</b> for which the consultancy firm will be an overseeing body.</p> <p>3.4. Without limitation on the generality of the foregoing, the Consultant shall not be hired under the circumstances set forth below:</p> <p>(a) <b><u>Conflicting Activities:</u></b> A Consultant that has been engaged by the Procuring Agency to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.</p> <p>(b) <b><u>Conflicting Assignments:</u></b> A Consultant (including its Experts) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Procuring Agency.</p> <p>(c) <b><u>Conflicting Relationships:</u></b> A Consultant (including its</p>

	<p>Experts) that has a close business or family relationship with a professional staff of the Procuring Agency, who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Procuring Agency throughout the selection process and the execution of the Contract.</p>
<p><b>4. Unfair Competitive Advantage</b></p>	<p>4.1. Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Procuring Agency shall indicate in the <b>Data Sheet</b> and make available to all eligible Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.</p>
<p><b>5. Corrupt and Fraudulent Practices</b></p>	<p>5.1. The Procuring Agency requires compliance with the Public Procurement laws with regard to corrupt and fraudulent practices as set forth in <b>Rule 2(1)(f) of the Public Procurement Rules,2004 (PPR 2004)</b>. Under Rule 19 of PPR-2004, the Procuring Agency can <i>inter alia</i> blacklist the Consultants found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the Public Procurement Regulatory Authority (PPRA).</p> <p>5.2. In further pursuance of this Regulatory Framework, Consultants shall permit and shall cause their agents (where declared or not), service providers, suppliers, and personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any shortlisting process, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Agency.</p> <p>5.3. Any attempt by Consultants or anyone on behalf of the Consultant to influence improperly the Procuring Agency in the evaluation of the Proposals may result in the rejection of its Proposal, and may be subject to the application of prevailing</p>

	blacklisting procedures.
<b>6. Eligible Consultants</b>	<p>6.1. An Eligible Consultant may be a company or firm or public or semi-public agency of Pakistan or of any eligible foreign country.</p> <p>6.2. Furthermore, it is the Consultant's responsibility to ensure that its Experts, agents (declared or not), service providers, suppliers and/or their employees meet the eligibility requirements.</p> <p>6.3. In case of joint venture, a copy of the agreement entered into by the joint venture partners shall be submitted with conditions under which it will function, its limit of duration, if any, the persons authorized to represent and obligate it.</p> <p>6.4. The procuring agency shall not in any way be affected if any litigation or arbitration proceeding takes place between the JV partners.</p> <p>6.5. The JV partners shall nominate a single project manager with consensus for execution of project and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of both JV partners.</p> <p>6.6. Any proposal submitted by the joint venture shall indicate the part of proposed assignment to be performed by each party and the responsibilities of each party shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority.</p> <p>6.7. JV shall submit the proposal collectively through their authorized person &amp; both the parties shall be severally and jointly responsible for fulfilling their obligations for this consultancy assignment and ensuring the completion of all deliverables mentioned in Section VII Clause 3 &amp; 4</p> <p>6.8. Consultants shall provide such evidence of their continued eligibility to the satisfaction of the Procuring Agency, as the Procuring Agency shall reasonably request.</p> <p>6.9. Foreign Consultants must be locally registered with the Pakistan Engineering Council. For such purpose the consultant must have to initiate the registration process before the proposal submission and the necessary evidence shall be submitted to the procuring agency along with their proposal, however, the final award will be subject to the complete</p>

	<p>registration process. For such purposes, please refer the <b>Data Sheet</b>.</p> <p>6.10. The consultant shall abide by the code of conduct of procuring agency and shall submit an <b>undertaking</b> to comply.</p> <p>6.11. As an exception to the foregoing Clauses above:</p> <p>(a) <b>Sanctions:</b> A firm or an individual declared blacklisted by the Procuring Agency/Authority shall be ineligible to participate in the procurement process or to be awarded a contract, during such period. The list of debarred firms and individuals is available at the electronic address specified in the <b>Data Sheet</b> Similarly, a firm sanctioned by UN shall also be considered as ineligible to participate in the procurement process or to be awarded the contract. UN Sanction regimes can be accessed at electronic address specified in <b>Data Sheet</b>.</p> <p>(b) The Consultant is convicted, by a final judgment, of any offence involving professional conduct</p> <p>(c) <b>Prohibitions:</b> Firms and individuals of a country may be ineligible if so indicated in <b>Section VI (Eligible Countries)</b>.</p> <p>(d) <b>Restrictions for Public Employees:</b> Government officials and civil servants of Pakistan are not eligible to be included as Experts in the Consultant's Proposal unless such engagement does not conflict with any employment or other laws, regulations, or policies of the Government of Pakistan, and they:</p> <p>i) are on leave of absence without pay, or have resigned or retired;</p> <p>ii) are not being hired by the same agency they were working for before going on leave of absence without pay, resigning, or retiring</p> <p>iii) in case of resignation or retirement, for a period of at least two years, or the period established by statutory provisions applying to civil servants or government employees whichever is longer. Experts who are employed by the government-owned universities, educational or research institutions are not eligible unless they have been full time employees of their institutions for a year or more prior to being included in Consultant's</p>
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	<p>Proposal.; and</p> <p>iv) their hiring would not create a conflict of interest.</p>
<b>B. Preparation of Proposals</b>	
<b>7. General Considerations</b>	7.1. In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
<b>8. Cost of Preparation of Proposal</b>	8.1. The Consultant shall bear all costs associated with the preparation and submission of its Proposals, and the Procuring Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Procuring Agency is not bound to accept any proposal, and reserves the right to annul the selection process in accordance with the procurement regulatory framework at any time prior to Contract award, without thereby incurring any liability to the Consultant.
<b>9. Language</b>	9.1. The Proposal, as well as all correspondence and documents relating to the Proposals exchanged between the Consultant and the Procuring Agency, shall be written in the language(s) specified in the <b>Data Sheet</b> .
<b>10. Documents Comprising the Proposal</b>	10.1. The Proposal shall comprise the documents and forms listed in the <b>Data Sheet</b> .
<b>11. Only One Proposal</b>	11.1. The Consultant shall submit only one Proposal. If a Consultant, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude the Consultant's staff from participating as Key Experts in more than one Proposal when circumstances justify and if stated in the <b>Data Sheet</b> and subject to regulatory instructions, if any.
<b>12. Proposal Validity</b>	<p>12.1. Proposals shall remain valid for the period specified in the <b>Data Sheet</b> after the Proposal submission deadline prescribed by the Procuring Agency. To ensure the validity of proposal, it shall contain Proposal Security having the validity <b>twenty-eight (28) days</b> more than the proposal validity period.</p> <p>12.2. During this period, the Consultant shall maintain its original Proposals without any change, including the availability of the</p>

	<p>Key Experts and the total price.</p> <p>12.3. If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting and debarment in accordance with <b>Clause 5</b> of this ITC.</p> <p>(a) <b><u>Extension of Validity Period</u></b></p> <p>(i) If considered necessary, an extension can be made in case of exceptional circumstances (beyond the control of the procuring agency) after recording the reason(s) in writing. Such extension shall be only once, and the period of the extension should be determined keeping in view of the circumstances under which such extension is deemed to be necessary, however, the same shall not be more than the original proposal validity period. The request and the responses shall be made in writing. Moreover, any such extension shall be solicited and procured in advance prior to the expiry of original (or initial) proposal validity period. Proposal Security shall also be extended in conformity with the period of extension.</p> <p>(ii) If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts.</p> <p>(iii) The Consultant has the right to refuse to extend the validity of its Proposals in which case such Proposal will not be further evaluated.</p> <p>(b) <b><u>Substitution of Key Experts at Validity Extension</u></b></p> <p>(i) If any of the Key Experts become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Procuring Agency together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert.</p>
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	<p>(ii) If the Consultant fails to provide a replacement Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Procuring Agency, such Proposal will be rejected.</p>
<p><b>13. Proposal Security</b></p>	<p>13.1. The proposal security as mentioned in <b>Data Sheet</b> shall be denominated in the currency of the proposal where proposal security:</p> <ul style="list-style-type: none"> <li>a) At the Consultant's option, be in the form of either Pay Order / Bank Draft/ Call Deposit or an unconditional bank guarantee either issued by a local bank in Pakistan or at least en-cashable from a local bank in Pakistan.</li> <li>b) shall be in accordance with one of the forms of proposal security included in RFP documents or any other form approved by the Procuring Agency prior to proposal submission.</li> <li>c) Be payable promptly upon written demand by the Procuring Agency.</li> <li>d) Be submitted in its original form; copies will not be accepted.</li> <li>e) Remain valid for a period of at least 28 days beyond the original validity period of proposals, or at least 28 days beyond any extended period of proposal validity subsequently requested.</li> </ul> <p>13.2 Proposals submitted with insufficient proposal security will be rejected.</p> <p>13.3 Proposal security of unsuccessful consultants will be released/ returned after the conclusion of the procurement process, as soon as possible, upon receipt of the authority letter for receiving the instrument.</p> <p>13.4 The most advantageous Consultant's proposal security will be released/ returned upon the submission of performance guarantee.</p> <p>13.5 The proposal security shall be issued in the name of the consultant submitting the proposal and prepared in favor of the Procuring Agency.</p> <p>13.6 The proposal security may be forfeited:</p>

	<ul style="list-style-type: none"> <li>i. if a consultant withdraws its proposal during the period of proposal validity specified by the Consultant on the Proposal Form; or</li> <li>ii. in the case of most advantageous Consultant, if the Consultant fails to sign the Contract or fails to provide Performance Guarantee within specified time limit.</li> </ul>
<p><b>14. Clarification and Amendment of RFP</b></p>	<p>14.1. The Consultant may request a clarification of any part of the RFP documents during the period indicated in the <b>Data Sheet</b> before the Proposals’ submission deadline. Any request for clarification must be sent in writing/via email, to the Procuring Agency’s address indicated in the Data Sheet. The Procuring Agency will respond in writing/via email (including an explanation of the query but without identifying its source) to all Consultants.</p> <p>14.2. At any time before the proposal submission deadline, the Procuring Agency may amend the RFP document by issuing an amendment in writing/via email. The amendment shall be published on the Authority’s and the Procuring Agency’s website. Amendment(s) will be binding on all consultants.</p> <ul style="list-style-type: none"> <li>(a) If the amendment is substantial, the Procuring Agency may extend the proposal submission deadline to give the Consultants reasonable time to take an amendment into account in their Proposals.</li> <li>(b) The Consultant who has already submitted the proposal prior to any amendments in the RFP documents, may submit a modified Proposal or a modification to any part of it based on the respective amendment in the RFP documents at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.</li> </ul>
<p><b>15. Technical Proposal Format and Content</b></p>	<p>15.1. The Technical Proposal shall not include any information regarding Financial Proposal. A Technical Proposal containing material financial information shall be declared as non-responsive.</p> <p>15.2. The consultants will submit the proposals by using the Standard Forms provided in <b>Section IV</b> of the RFP document.</p>

<p><b>16. Financial Proposal</b></p>	<p>16.1. The Financial Proposal shall be prepared using the Standard Forms provided in <b>Section V</b> of the RFP document. It must include all costs associated with the assignment. No subsequent price adjustment shall be made except to the provision given in <b>16.1 (a)</b>.</p> <p>(a) <b>Taxes:</b> The Consultant and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the <b>Data Sheet</b>. Information on taxes in the Procuring Agency’s country is provided in the <b>Data Sheet</b>.</p> <p>(b) <b>Currency of Proposal:</b> The Consultant may express the price for its Services in the currency or currencies as stated in the Data Sheet.</p> <p>(c) <b>Currency of Payment:</b> Payment under the Contract shall be made in the currency or currencies as stated in the Data Sheet.</p>
<p><b>C. Submission, Opening and Evaluation</b></p>	
<p><b>17. Submission, Sealing, and Marking of Proposals</b></p>	<p>17.1. The Consultant shall submit a signed and complete Proposal, comprising the documents and forms in accordance with <b>Clause 10 (Documents Comprising Proposal)</b>. The submission can be done either through surface mail or by hand only.</p> <p>17.2. An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and the Financial Proposal, 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.</p> <p>17.2.1 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member’s authorized representative.</p> <p>17.3. Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by the person signing the Proposal.</p> <p>17.4. The signed Proposal shall be marked “<b>ORIGINAL</b>”, and its copies marked “<b>COPY</b>” as appropriate. The number of copies</p>

	<p>is indicated in the <b>Data Sheet</b>. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>17.5. The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “<b>TECHNICAL PROPOSAL</b>”, “<b>NAME OF THE ASSIGNMENT, REFERENCE NUMBER, NAME AND ADDRESS OF THE CONSULTANT</b>”, and with a warning “<b>DO NOT OPEN BEFORE &lt;SUBMISSION DEADLINE&gt;</b>” as given in the Proposal <b>Data Sheet</b>.</p> <p>17.6. Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked “<b>FINANCIAL PROPOSAL</b>” followed by the <b>NAME OF THE ASSIGNMENT, REFERENCE NUMBER, NAME AND ADDRESS OF THE CONSULTANT</b>, and with a warning “<b>DO NOT OPEN WITH THE TECHNICAL PROPOSAL.</b>”</p> <p>17.7. Proposal Security form shall be placed inside the envelope of “<b>FINANCIAL PROPOSAL</b>”. If proposal security form is found with “<b>TECHNICAL PROPOSAL</b>”, the proposal will be <b>rejected</b> then and there.</p> <p>17.8. The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the <b>SUBMISSION ADDRESS, RFP DOCUMENT REFERENCE NUMBER, THE NAME OF THE ASSIGNMENT, CONSULTANT’S NAME AND THE ADDRESS</b>, and shall be clearly marked “<b>DO NOT OPEN BEFORE &lt;SUBMISSION DEADLINE&gt;</b>”.</p> <p>17.9. If the envelopes and packages with the Proposal are not sealed and marked as required, the Procuring Agency will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>17.10. The Proposal or its modifications must be sent to the address indicated in the <b>Data Sheet</b> and received by the Procuring Agency no later than the deadline indicated in the <b>Data Sheet</b>, or any extension to this deadline. Any Proposal or its modification received by the Procuring Agency after the deadline shall be declared late and rejected, and promptly returned unopened.</p>
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	<p>17.11. Revised Proposal may be submitted after the withdrawal of the original Proposal.</p> <p>17.12. Prior to the deadline for submission of Proposal, a Consultant may withdraw, substitute or modify its Proposal(s) after it has been submitted, provided that written notice is received by the Procuring Agency.</p>
<p><b>18. Confidentiality</b></p>	<p>18.1. Information relating to evaluation of Proposals and recommendations concerning to award of the contract shall not be disclosed by the Procuring Agency to the consultants or to any other person who is not officially concerned with the process, until the announcement of the result of evaluation.</p> <p>18.2. The consultant shall not disclose or attempt to make public any information relating to the RFP Documents, procurement process and award of the contract to any person or entity without the Procuring Agency’s prior written consent.</p> <p>18.3. In case of any disclosure related to the procurement process and contractual obligations at any stage by any Consultant, the Procuring Agency may reject its Proposal and/or terminate the contract.</p>
<p><b>19. Opening of Proposal</b> <b>(Technical Proposals)</b></p>	<p>19.1. The Procuring Agency will open all Proposal, in public, in the presence of Consultants’ or their representatives who choose to attend, on the date and at the time, specified in the <b>Data Sheet</b>. The Consultant’ representatives present (who physically present) shall sign attendance sheet.</p> <p>19.2. First, envelopes marked “<b>WITHDRAWAL</b>” shall be opened and read out and the envelope with the corresponding Proposal shall not be opened, but returned to the Consultant. No Proposal withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at proposal opening.</p> <p>19.3. Second, outer envelopes marked “<b>SUBSTITUTION</b>” shall be opened. The inner envelopes containing the Substitution Proposal shall be exchanged for the corresponding Original Proposal being substituted, which is to be returned to the Consultant unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and</p>

	<p>recorded at proposal opening.</p> <p>19.4. Next, outer envelopes marked “<b>MODIFICATION</b>” shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Proposal. The Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial Proposal opening date.</p> <p>19.5. The Procuring Agency’s evaluation committee shall conduct the opening of the Technical Proposal in the presence of the Participating Consultants’ authorized representatives who choose to attend (in person, or online if this option is offered in the <b>Data Sheet</b>). The opening date, time and the address are stated in the <b>Data Sheet</b>. The envelopes with the Financial Proposal shall remain sealed until they are opened in accordance with <b>Clause 22</b> of the <b>ITC</b>.</p> <p>19.6. At the opening of the Technical Proposal the following shall be read out:</p> <ul style="list-style-type: none"> <li>(a) the name of the Consultant;</li> <li>(b) the presence or absence of a duly sealed envelope of the Financial Proposal;</li> <li>(c) any modifications to the Proposal submitted prior to proposal submission deadline; and</li> <li>(d) any other information deemed appropriate or as indicated in the <b>Data Sheet</b>.</li> </ul>
<p><b>20. Proposals Evaluation</b></p>	<p>20.1. The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p> <p>20.2. The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Procuring Agency will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p>
<p><b>21. Evaluation of</b></p>	<p>21.1. The Procuring Agency’s evaluation committee shall evaluate</p>

<b>Technical Proposals</b>	the Technical Proposal on the basis of their responsiveness to the Terms of Reference and the RFP document, applying the evaluation criteria, sub-criteria specified in the <b>Data Sheet</b> . A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP document or if it fails to comply with the evaluation criteria indicated in the <b>Data Sheet</b> .
<b>22. Public Opening of Financial Proposals (Least Cost Based Selection)</b>	<p>22.1. After the completion of technical evaluation, the Procuring Agency shall issue Technical Evaluation Report. The Financial Proposal of non-compliant consultants will be returned unopened after completing the selection process and Contract signing. The Procuring Agency shall notify in writing to technically responsive and compliant Consultants about the date, time and location for the opening of the Financial Proposal. The opening date should allow the Consultants sufficient time to plan for attending the opening. The Consultant's attendance at the opening of the Financial Proposal (in person, or online if such option is indicated in the <b>Data Sheet</b>) is optional and is at the Consultant's choice and cost.</p> <p>22.2. The Financial Proposal shall be opened by the Procuring Agency's evaluation committee in the presence of the representatives of those Consultants whose proposal are technically responsive and compliant. At the opening, the names of the Consultants, and the overall technical scores shall be read aloud. The Financial Proposal will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposal shall be then opened, and the total prices read aloud and recorded.</p> <p>22.3. To facilitate evaluation and comparison, the Procuring Agency will convert all proposal prices expressed in the amounts in various currencies in which the proposal prices are payable. For the purposes of comparison of proposal quoted in different currencies, the price shall be converted into a single currency specified in the <b>Data Sheet</b>. The rate of exchange shall be the selling rate, prevailing on the date of opening of financial proposal specified in the RFP documents, as notified by the State Bank of Pakistan on that day. The currency selected for converting Proposal prices to a common base for the purpose of evaluation, along with the source and date of the exchange rate, are specified in the <b>Data Sheet</b>.</p>
<b>23. Correction of</b>	23.1. Activities and items described in the Technical Proposal but

<b>Errors</b>	<p>not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.</p> <p>23.2. The Procuring Agency’s evaluation committee will correct any computational or arithmetical errors.</p> <p>23.3. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail.</p>
<b>24. Taxes</b>	24.1. The Procuring Agency shall evaluate the Consultant’s Financial Proposal in accordance with the instructions in the <b>Data Sheet</b> .
<b>25. Final Evaluation (Least Cost Based Selection)</b>	25.1. Least-Cost Selection (LCS), the Procuring Agency will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant to negotiate the Contract.
<b>D. Negotiations and Award</b>	
<b>26. Negotiations</b>	<p>26.1. The Procuring Agency may negotiate with the Consultant’s representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.</p> <p>26.2. The Procuring Agency shall prepare minutes of negotiations that are signed by the Procuring Agency and the Consultant’s authorized representative.</p> <p>(a) <b><u>Availability of Key Experts</u></b></p> <p>(i) The invited Consultant shall confirm the <b>availability of all Key Experts</b> included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with <b>Clause 12</b> of the <b>ITC</b>. Failure to confirm the Key Experts’ availability may result in the rejection of the Consultant’s Proposal and the Procuring Agency proceeding to negotiate the Contract with the next-ranked Consultant.</p> <p>(ii) Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not</p>

	<p>limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.</p> <p>(b) <b><u>Technical negotiations</u></b></p> <p>(i) The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Procuring Agency’s inputs, the special conditions of the Contract, and finalizing the “<b>Description of Services</b>” part of the Contract. These discussions shall not alter the original scope of services under the TORs or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.</p> <p>(c) <b><u>Financial Negotiations</u></b></p> <p>(i) There shall be no financial negotiations, however, it may include only the clarification of the Consultant’s tax liability and how it should be reflected in the Contract.</p>
<p><b>27. Conclusion of Negotiations</b></p>	<p>27.1. The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Procuring Agency and the Consultant’s authorized representative.</p> <p>27.2. If the negotiations fail, the Procuring Agency shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Procuring Agency shall terminate the negotiations informing the Consultant of the reasons for doing so; and the Procuring Agency may invite the next-ranked Consultant to negotiate a Contract. Once the Procuring Agency commences negotiations with the next-ranked Consultant, the Procuring Agency shall not reopen the earlier negotiations.</p>
<p><b>28. Award of Contract</b></p>	<p>28.1. Subject to <b>ITC 26</b>, the Procuring Agency will award the Contract to the Consultant whose Proposal has been determined to be substantially responsive to the RFP Documents and who has been declared as most advantageous Consultant, provided that such Consultant has been determined to be:</p>

	<p>(a) eligible in accordance with the provisions of <b>ITC 6</b>;</p> <p>(b) is determined to be qualified to perform the Contract satisfactorily; and</p> <p>(c) Successful negotiations have been concluded, if any.</p>
<p><b>29. Grievance Redressal Mechanism</b></p>	<p>29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee.</p> <p>29.2. Before the proposal submission deadline, any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the RFP documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC.</p> <p>29.3. Any Consultant feeling aggrieved by any act of the procuring agency after the submission of his proposal may lodge a written complaint concerning his grievances not later than seven days of the announcement of technical evaluation report and <b>five (05) days</b> after issuance of final evaluation report.</p> <p>29.4. In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.</p> <p>29.5. In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation report.</p> <p>29.6. The GRC shall investigate and decide upon the complaint within <b>ten (10) days</b> of its receipt.</p> <p>29.7. Any consultant not satisfied with the decision of the GRC, may file an appeal before the Authority within thirty days of communication of the decision subject to depositing the prescribed fee and in accordance with the procedure issued by the Authority. The decision of the Authority shall be considered as final.</p>
<p><b>30. Blacklisting</b></p>	<p>30.1. The Procuring Agency shall bar, for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, the Consultant who either:</p>

	<p>(a) Involved in corrupt and fraudulent practices as defined in <b>Rule-2 of PPR-2004;</b></p> <p>(b) Fails to perform his contractual obligations;</p> <p>30.2. The show-cause notice shall contain: (a) precise allegation, against the Consultant; (b) the maximum period for which the Procuring Agency proposes to debar the Consultant from participating in any public procurement of the Procuring Agency; and (c) the statement, if needed, about the intention of the Procuring Agency to make a request to the Authority for debarring the Consultant from participating in public procurements of all the procuring agencies.</p> <p>30.3. The procuring agency shall give minimum of <b>seven (07) days</b> to the Consultant for submission of written reply of the show cause notice.</p> <p>30.4. In case, the Consultant fails to submit written reply within the requisite time, the Procuring Agency may issue notice for personal hearing to the Consultant/authorize representative of the Consultant and the procuring agency shall decide the matter on the basis of available record and personal hearing, if availed.</p> <p>30.5. In case the Consultant submits written reply of the show cause notice, the Procuring Agency may decide to file the matter or direct issuance of a notice to the Consultant for personal hearing.</p> <p>30.6. The Procuring Agency shall give minimum of <b>seven (07) days</b> to the Consultant for appearance before the specified officer of the Procuring Agency for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the Consultant, if availed.</p> <p>30.7. The Procuring Agency shall decide the matter within <b>fifteen (15) days</b> from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.</p> <p>30.8. The Procuring Agency shall communicate to the Consultant the order of debarring the Consultant from participating in any public procurement with a statement that the Consultant may, within <b>thirty (30) days</b>, prefer a representation against the</p>
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	<p>order before the Authority.</p> <p>30.9. Such blacklisting or barring action shall be communicated by the procuring agency to the Authority and respective consultant(s) in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the procuring agency.</p> <p>30.10. The Consultant may file the review petition before the Review Petition Committee Authority within <b>thirty (30) days</b> of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with Regulations for “Procedure for Filing &amp; Disposal of Review Petition under Rule 19(3) of Public Procurement Rules, 2004”. The Committee shall evaluate the case and decide within <b>ninety (90) days</b> of filing of review petition.</p> <p>30.11. The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the procuring agency. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.</p> <p>30.12. The Authority on the basis of decision made by the committee either may debar a Consultant from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the Consultant from the allegations. The decision of the Authority shall be final.</p>
<p><b>31. Performance Guarantee</b></p>	<p>31.1. The Most advantageous Consultant shall provide Performance Guarantee as mentioned in <b>Data Sheet</b> to the Procuring Agency no later than <b>Seven (07) days</b> from the date of issuance of Purchase/Work order before signing of contract. The Performance Guarantee shall be issued in an amount and form acceptable to the Procuring Agency and denominated in the currency mentioned in <b>Data sheet</b>. The performance guarantee shall be issued either by a local commercial bank in Pakistan or at-least en-cashable through a local commercial</p>

	bank in Pakistan
<b>32. Applicable law</b>	32.1. This RFP is issued as per the Public Procurement Rules 2004 and Procurement of Consultancy Services Regulations, 2010.

**Data Sheet**

<b>ITC Clause Reference</b>	
<b>2.1</b>	<p><b>Name of the Procuring Agency:</b> Pakistan Security Printing Corporation Pvt Ltd</p> <p><b>Method of selection:</b> Least Cost Selection Method of the Procurement of Consultancy Services Regulations, 2010, after meeting the technical requirements as laid down in this document.</p> <p><b>Regulation 3 (c) of Procurement of Consultancy Services Regulations, 2010 Technical and Financial Proposals are to be submitted in separate on EPADs as per the Single Stage Two Envelope Bidding Procedure</b></p> <p><b>The name of the assignment is:</b> Consultancy Services for Design Vetting and Value Engineering for Structural, Infrastructure, Mechanical, Electrical &amp; Plumbing Design including Technical Advisory &amp; Quality Assurance/ Control of Security Paper Manufacturing and Banknote Production Facility at Faisalabad.</p>
<b>2.2</b>	<p><b>A pre-proposal conference/meeting will be held:</b> Yes</p> <p>Pre-Bid meeting will be held both in person/physical and via Zoom on <b>January 12, 2026</b> in PSPC Board Room located at Head Office, Pakistan Security Printing Corporation (Pvt.) Ltd., Jinnah Avenue, Malir Halt, Karachi, Pakistan. A Zoom session will be arranged for those who wish to attend virtually.</p> <p>To participate in the pre-bid meeting, potential bidders are requested to send the following details to <a href="mailto:furqan.awan@pspc.gov.pk">furqan.awan@pspc.gov.pk</a> at least one day prior to the meeting for entry permission. A Zoom link will be shared upon request sent to the same email address.</p> <ul style="list-style-type: none"> <li>• Name of Participant</li> <li>• CNIC No.</li> <li>• CNIC Issuance Date</li> <li>• Vehicle No.</li> <li>• Company</li> </ul>
	<p><b>The Procuring Agency will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:</b></p> <ol style="list-style-type: none"> <li>1. Concept Master Plan (issued only after signing of NDA during Pre-Bid meeting or at any time before proposal submission date)</li> <li>2. No other facility will be provided by the Employer.</li> </ol>

6.3	<b>Joint venture:</b> APPLICABLE (Between only two firm i.e. one lead firm & one partner firm)
6.9	Firm participating in the tender through their local branch office in Pakistan, can submit proposals and, if required, demonstrate documentary evidence of the required criteria of the firm’s main office to fulfill the requirements under clause 7.1.
6.12(a)	<p>A list of debarred firms and individuals is available at the PPRA website: <a href="https://ppra.org.pk/blacklist.asp">Black List Firm of Pakistan (ppra.org.pk) - https://ppra.org.pk/blacklist.asp</a></p> <p>Detail of UN Sanctioned regimes is accessible at <a href="https://www.un.org/securitycouncil/sanctions/information">Sanctions   United Nations Security Council - https://www.un.org/securitycouncil/sanctions/information</a></p>
9.1	<p>The <b>language of the Bid</b> is “<i>English</i>”.</p> <p>All correspondence shall be in “<i>English</i>”.</p> <p>The language for translation of supporting documents and printed literature is “<i>English</i>”.</p>
10.1	<p><b>The Proposal shall comprise the following:</b></p> <p><b>Technical Proposal Standard Forms (Section III)</b></p> <ol style="list-style-type: none"> <li>1. Annexure A: Power of Attorney</li> <li>2. Annexure B: Technical Proposal Submission Form</li> <li>3. Annexure C: Compliance Sheet</li> <li>4. Annexure D: Financial Capability form</li> <li>5. Annexure E: Declaration for Consultant’s Blacklisting &amp; Debarring Status</li> <li>6. Annexure F: Undertaking to comply with the Code of Conduct of Procuring Agency</li> <li>7. Annexure G: Beneficial Ownership Form</li> <li>8. Annexure H: Experience Capability Form</li> <li>9. Annexure I: Comments of Suggestion on the TORs</li> <li>10. Annexure J: Description of the Approach, Methodology and Work Plan</li> <li>11. Annexure K: Proposed Key Expert</li> <li>12. Annexure L: Curriculum Vitae (Cv) For Proposed Professional Staff</li> </ol> <p><b>Financial Proposal Standard Forms (Section IV)</b></p> <ol style="list-style-type: none"> <li>1. Form 1: Financial Proposal Submission Form</li> <li>2. Form 2: Contract Price Breakup</li> <li>3. Form 3: Proposal Security Form (in separate sealed envelope)</li> </ol>
11.1	<b>Participation of Sub-consultants, Key Experts and Non-Key Experts in</b>

	<p><b>more than one Proposal is permissible:</b></p> <p>Not Allowed</p>
<b>12.1</b>	<p><b>Proposals shall be valid until <i>One Hundred &amp; Twenty (120) days from date of submission of proposals.</i></b></p>
<b>13.1</b>	<p>Bid Security must accompany financial proposal. PKR 300,000 Proposal Security of the contract price must be issued in favour of the Procuring Agency.</p> <p>The amount of Proposal/Bid Security shall be PKR 300,000. The scanned copy of Bid Security should be uploaded via EPADS alongside Financial Proposal, while the original must be sent to the Purchase Department of Procuring Agency. It is mandatory that the original Proposal/Bid Security is received before the bid submission deadline. Non-receipt of original Proposal/Bid security before the bid submission deadline will lead to rejection of bid then &amp; there.</p> <p>Bid security can be submitted in the form of Pay Order / Bank Draft/ Call Deposit/ unconditional Bank Guarantee/ drawn in favor of “Pakistan Security Printing Corporation” along with financial proposal in separate sealed envelope. Proposals found deficient or without proposal security will be rejected.</p> <p>*In case of Bank Guarantee, the validity of guarantee should be 28 days beyond proposal’s validity period.</p>
<b>16.1(a)</b>	<p>All the applicable and prevailing indirect taxes and withholding tax in Procuring Agency’s country will be borne by Procuring Agency; however, Consultant will be responsible for meeting all tax liabilities arising out of the Contract in consultant’s country.</p> <p>However, any subsequent legislation enacted, changes in the rate of any indirect tax, levy of additional tax or duty during the currency of contract that impacts the contract price would be equally accounted for by both the parties i.e. in case of increase or decrease in the rates of the said taxes and duties or levy of any new tax or duty, the contract price would be adjusted accordingly.</p> <p>The consultant's financial proposal incorporates various direct and indirect expenses, including but not limited to:</p> <ol style="list-style-type: none"> <li>(1) a per diem allowance, including TA/DA, hotel, for experts for every day of absence from the home office for the purposes of the Services;</li> <li>(2) cost of travel by the most appropriate means of transport and the most direct practicable route;</li> <li>(3) cost of office accommodation, including overheads and back-stop support;</li> <li>(4) communications costs;</li> </ol>

	<p>(5) cost of purchase or rent or freight of any equipment required to be provided by the Consultants;</p> <p>(6) cost of reports production (including printing) and delivering to the Procuring Agency;</p> <p>(7) Any other sum as required to carry out the services in accordance with TORs (if any)</p>								
<b>16.1(b)</b>	The Financial Proposal shall be quoted in PKR only.								
<b>16.1(c)</b>	Payments will be made in the currency/currencies quoted by the consultant as per Clause 16.1(b).								
<b>17.1</b>	<p>The Consultants shall submit their Proposals electronically on EPADs.</p> <p><i>Hard copy of proposal is not acceptable and submission of only hard copy will lead to the rejection of proposal. Submission of scanned Proposal/Bid Security on EPADs is mandatory, while. Proposal/Bid Security shall be submitted in original form at the address given in letter for invitations before bid submission deadline. Non-receipt of original Proposal/Bid security before the bid submission deadline will lead to rejection of bid then &amp; there.</i></p>								
<b>17.4</b>	<p><b>The Consultant must submit:</b></p> <p>(a) <b>Technical Proposal</b></p> <p>(b) <b>Financial Proposal</b></p>								
<b>17.5 &amp; 17.10</b>	<b>The Proposals must be submitted on EPADs no later than - March 05, 2026 11:00 AM</b>								
<b>19.1 &amp; 19.5</b>	<b>The Technical Proposals to be opened on EPADs on – March 05, 2026 11:30 AM</b>								
<b>21.1</b>	<p>All technical proposals shall be evaluated as per Section-V (Evaluation Criteria) of this document. Summarize Evaluation Criteria is given below:</p> <p><b><u>Technical Evaluation</u></b></p> <table border="1"> <thead> <tr> <th><b>Capability</b></th> <th><b>Maximum</b></th> </tr> </thead> <tbody> <tr> <td>General Experience</td> <td>20</td> </tr> <tr> <td>Relevant Experience</td> <td>34</td> </tr> <tr> <td>Personnel Capability</td> <td>46</td> </tr> </tbody> </table> <p style="text-align: right;"><u>Marks</u></p> <p>(i) <b>General Experience of the Consultant</b></p>	<b>Capability</b>	<b>Maximum</b>	General Experience	20	Relevant Experience	34	Personnel Capability	46
<b>Capability</b>	<b>Maximum</b>								
General Experience	20								
Relevant Experience	34								
Personnel Capability	46								

	<p style="text-align: right;">[20 Marks]</p> <p>(ii) <b>Specific experience (Design Vetting &amp; Value Engineering) of the Consultant (as a firm) relevant to the Assignment</b></p> <p style="text-align: right;">[34 Marks]</p> <p>(iii) <b>Key Experts’ qualifications and competence for the Assignment</b></p> <table border="0"> <tr><td>Position K-1: Design Team Lead / Project Manager</td><td style="text-align: right;">[05]</td></tr> <tr><td>Position K-2: Principal Structural Engineer</td><td style="text-align: right;">[04]</td></tr> <tr><td>Position K-3: Principal MEP Engineer</td><td style="text-align: right;">[04]</td></tr> <tr><td>Position K-4: Senior Infrastructure Engineer</td><td style="text-align: right;">[03]</td></tr> <tr><td>Position K-5: Senior Structural Engineer</td><td style="text-align: right;">[03]</td></tr> <tr><td>Position K-6: Senior HVAC Desing Engineer</td><td style="text-align: right;">[03]</td></tr> <tr><td>Position K-7: Senior Fire Fighting &amp; Plumbing Design Engineer</td><td style="text-align: right;">[03]</td></tr> <tr><td>Position K-8: Senior Electrical Design Engineer</td><td style="text-align: right;">[03]</td></tr> <tr><td>Position K-9: Senior Material Engineer</td><td style="text-align: right;">[03]</td></tr> <tr><td>Position K-10: Senior Contracts Engineer</td><td style="text-align: right;">[03]</td></tr> <tr><td>Position K-11: Senior Transportation Engineer</td><td style="text-align: right;">[03]</td></tr> <tr><td>Position K-12: Senior BIM Engineer</td><td style="text-align: right;">[03]</td></tr> <tr><td>Position K-13: Chief Quantity Surveyor</td><td style="text-align: right;">[03]</td></tr> <tr><td>Position K-14: IT &amp; Security Expert</td><td style="text-align: right;">[03]</td></tr> </table> <p><b><u>Key Experts Position K-1 to K-9 &amp; K-12, K-13 is mandatory for the consultant to quote in the proposal. Failure to propose any of these mandatory key experts shall result in disqualification. If Key Experts at Positions K-10, K-11 and K-14 are not proposed at the proposal submission stage, no marks shall be awarded for these positions. The consultant shall provide these key-experts (K-10, K-11 and K-14) at the time of signing of contract, if awarded with the contract. The Consultant shall be liable to provide all above mentioned key-experts during execution of services.</u></b></p> <p>The number of points to be assigned to each of the above positions shall be determined considering the following two sub-criteria and relevant percentage weights:</p> <table border="0"> <tr><td>1) Qualification</td><td style="text-align: right;">– 30%</td></tr> <tr><td>2) Relevant Experience</td><td style="text-align: right;">– 70%</td></tr> <tr><td colspan="2" style="text-align: right;">Total weight: 100%</td></tr> </table> <p style="text-align: right;"><b>Total marks for criterion (iii): [46 Marks]</b></p> <p><b>Total marks for the three criteria: 100 Marks</b></p> <p><b>The minimum technical marks required to qualify is: Seventy (70)</b></p> <p>The consultant is to provide substantial documentary evidence in each case for marking in the Evaluation Criteria. Where it is found that</p>	Position K-1: Design Team Lead / Project Manager	[05]	Position K-2: Principal Structural Engineer	[04]	Position K-3: Principal MEP Engineer	[04]	Position K-4: Senior Infrastructure Engineer	[03]	Position K-5: Senior Structural Engineer	[03]	Position K-6: Senior HVAC Desing Engineer	[03]	Position K-7: Senior Fire Fighting & Plumbing Design Engineer	[03]	Position K-8: Senior Electrical Design Engineer	[03]	Position K-9: Senior Material Engineer	[03]	Position K-10: Senior Contracts Engineer	[03]	Position K-11: Senior Transportation Engineer	[03]	Position K-12: Senior BIM Engineer	[03]	Position K-13: Chief Quantity Surveyor	[03]	Position K-14: IT & Security Expert	[03]	1) Qualification	– 30%	2) Relevant Experience	– 70%	Total weight: 100%	
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Total weight: 100%																																			

	substantial evidence is not available, the marking will not be made.
<b>22.1</b>	The Financial Proposals to be opened on <b>EPADS</b> .
<b>22.3</b>	All Proposals shall be submitted in <b>PKR</b> .
<b>24.1</b>	The price quoted by the consultant will be exclusive of all local taxes (indirect taxes and withholding tax)
<b>25.1</b>	<p>Final Evaluation of proposals shall be done as per criteria mentioned in <b>Section-V (Evaluation Criteria)</b>.</p> <p><b><u>Financial Proposal Evaluation</u></b></p> <p>The lowest evaluated Financial Proposal of all technical qualified consultants will be awarded contract.</p>
<b>31.1</b>	<p>The successful consultant will submit Performance Guarantee @5% of the total contract price in the shape of a Pay Order / Bank Draft/ Call Deposit/ insurance Guarantee (For insurance guarantee PACRA rating AAA &amp; AA+ only) or an un-conditional Bank Guarantee.</p> <p>In case of Bank/Insurance Guarantee, it must remain valid 28 days beyond the contract's expiry date (including Defect Liability Period).</p>

**Section-III : Technical Proposal - Standard Forms**

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Checklist of Required Forms for Technical Proposal.

<b>Sr.</b>	<b>Form</b>	<b>Description</b>
1	Annexure A	Power of Attorney
2	Annexure B	Technical Proposal Submission Form
3	Annexure C	Compliance Sheet
4	Annexure D	Financial Capability Form
5	Annexure E	Declaration for Consultant's Blacklisting & Debarring Status
6	Annexure F	Undertaking to comply with the Code of Conduct of Procuring Agency
7	Annexure G	Beneficial Ownership Form
8	Annexure H	Experience Capability Form
9	Annexure I	Comments Of Suggestions On The Terms Of Reference
10	Annexure J	Description Of The Approach, Methodology And Work Plan
11	Annexure K	Proposed Key Experts
12	Annexure L	Curriculum Vitae (CV) For Proposed Professional Staff

**Note:**

- All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal.
- Comments in brackets [ ] provide guidance to the Consultants for the preparation of their Technical Proposals; this should not appear on the Technical Proposals to be submitted.
- The forms required on non-judicial stamp paper shall be submitted on PKR 200 stamp paper.

**ANNEXURE-A****POWER OF ATTORNEY***(On Consultant's Official Letterhead)*

<b>RFP No:</b>	<b>Tender # LP/T-4001/26</b>
<b>Title:</b>	<b>HIRING OF CONSULTANCY SERVICES FOR DESIGN VETTING AND VALUE ENGINEERING FOR STRUCTURAL, INFRASTRUCTURE, MECHANICAL, ELECTRICAL &amp; PLUMBING DESIGN INCLUDING TECHNICAL ADVISORY &amp; QUALITY ASSURANCE/CONTROL OF SECURITY PAPER MANUFACTURING AND BANKNOTE PRODUCTION FACILITY AT FAISALABAD</b>

We, **M/s <Firm Title>** , incorporated under <mention the relevant Act/ordinance/ regulation> having its registered office at <**complete business address**> do hereby nominate **Mr./Ms. <Complete Name>**, <**Designation**>, **CNIC#/or Passport number <xxxxx-xxxxxxx-x>** as our lawful representative to participate, negotiate, sign, correspond and fulfil all associated formalities of the subject procurement on our behalf.

Official Seal & Signature of Consultant:	_____
Date:	_____

**ANNEXURE-B**

**TECHNICAL PROPOSAL SUBMISSION FORM**

*(On Consultant's Official Letterhead)*

**To:**

**Deputy General Manager (Purchase)**

Purchase Department  
Pakistan Security Printing Corporation (Pvt.) Ltd  
Jinnah Avenue, Malir Halt,  
Karachi –Pakistan

**Dear Sir,**

We, the undersigned, request to participate in Hiring of Consultancy Services for Design Vetting and Value Engineering for Structural, Infrastructure, Mechanical, Electrical & Plumbing Design including Technical Advisory & Quality Assurance/Control of Security Paper Manufacturing and Banknote Production Facility at Faisalabad in accordance with your Request for Proposals dated \_\_\_\_\_ and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Procuring Agency.
- (b) Our Proposal shall be valid and remain binding upon us in accordance with **ITC 12.1**.
- (c) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Procuring Agency.
- (d) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations, if any.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than thirty days (30) days from the date of signing of the contract or after issuance of Notice to Commence which ever is earlier.

We understand that the Procuring Agency is not bound to accept any Proposal that the Procuring Agency receives.

**We remain,**

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Consultant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

**ANNEXURE-C****COMPLIANCE SHEET***(Required on signed and stamped consultant's official letter head)*

Please check against each document if attached with Proposal

<b>Sr. #</b>	<b>Description</b>	<b>Consultants Response (Yes/No)</b>
1.	Power of Attorney Form	
2.	Technical Proposal Submission Form	
3.	Experience Capability Form	
4.	Declaration for Consultant's Blacklisting & Debarring Status	
5.	Undertaking to comply with the Code of Conduct of Procuring Agency	
6.	Beneficial Ownership Form	
7.	Experience Capability form	
8.	Comments of Suggestions on the Terms of Reference	
9.	Description of the Approach, Methodology and Work Plan	
10	Proposed Expert	
11	Curriculum Vitae (CV) for Proposed Professional Staff	

Seal & Signature of  
Consultant:

Date:

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**ANNEXURE-D**

**FINANCIAL CAPABILITY FORM**

*(Required on signed and stamped consultant’s official letter head)*

<i>Consultant Name</i>
------------------------

Consultants shall provide financial information, if necessary, use separate sheets to provide complete information. A copy of the audited balance sheets certified by independent auditor should be attached.

**Annual Turnover & Equity:** All Consultants are requested to complete the information in this form. The information supplied should be the annual turnover of the consultant, in terms of the amounts billed to Procuring Agency(PA)/Employers for each year for work completed over the last three years, and the equity not older than one (01) year at the time of publication of this RFP.

<b>YEAR</b>	<b>ANNUAL TURNOVER (REVENUE) (in actual currency)</b>
1.	
2.	
3.	
<b>Average Annual Turn Over</b>	

*\* For this clause equity would include: Paid of capital, general reserves, share premium account (adjusted for any share discount) and accumulated profit/loss. Surplus on reevaluation of land, plant, machinery and equipment will not be considered as part of equity.*

Seal & Signature of Consultant:	_____
Date:	_____

**ANNEXURE-E**

**DECLARATION FOR CONSULTANT'S BLACKLISTING & DEBARRING STATUS**

*(Required on signed and stamped Non-Judicial Stamp Paper of Pakistan)*

**To:**

Deputy General Manager (Purchase)  
Purchase Department  
Pakistan Security Printing Corporation (Pvt.) Ltd  
Jinnah Avenue, Malir Halt,  
Karachi –Pakistan

**Affidavit for Consultant's Blacklisting Status**

Dear Sir,

- a) I/We hereby confirm and declare that I/We \_\_\_\_\_, has/have not been Blacklisted/Sanctioned by any Federal or Provincial Government Department, National Counter Terrorism Authority, Agency, Organization or Autonomous Body anywhere in Pakistan or by a foreign country, international organization, or other foreign institutions for the period defined by them.
- b) I/We hereby confirm and declare that I/We \_\_\_\_\_ has/have not blacklisted and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of proposal securing declaration and never been convicted in any litigation by any previous employer
- c) I/We hereby confirm and declare that in case of detection of false declaration / statement at any stage of the entire consultancy process / currency of the Contract shall lead to Disqualification and forfeiture of Proposal Security and/or Performance Guarantee and termination of contract.

Seal & Signature of Consultant:	_____
Date:	_____

**ANNEXURE-F**

**UNDERTAKING TO COMPLY WITH THE CODE OF CONDUCT OF  
PROCURING AGENCY**

*(Required on signed and stamped consultant's official letter head)*

- i. **[Name of Consultancy firm]** hereby declare that **[Name of Consultancy firm]** have read and understood the Code of Conduct of the procuring agency. *(Code of conduct is attached as annexure I at the end of this document)*
  
- ii. **[Name of Consultancy firm]** hereby undertake that we will comply with the Code of Conduct of the procuring agency as applicable to us as firm / company and our employees as employees of our firm / company
  
- iii. **[Name of Consultancy firm]** hereby undertake that we will provide the code of conduct of the procuring agency to our employees / associates engaged in or for the purpose of this consultancy project. **[Name of Consultancy firm]** further undertake that **[Name of Consultancy firm]** will submit an undertaking to comply with the Code of Conduct of the procuring agency from all employees / associates engaged in or for this project to the procuring agency.

Seal & Signature of Consultant:	_____
Date:	_____

**ANNEXURE-G**

**BENEFICIAL OWNERS INFORMATION**

*(Required on signed and stamped consultant’s official letter head)*

ITB No: Tender # **LP/T-4001/26**  
 Title: HIRING OF CONSULTANCY SERVICES FOR DESIGN VETTING AND VALUE ENGINEERING FOR STRUCTURAL, INFRASTRUCTURE, MECHANICAL, ELECTRICAL & PLUMBING DESIGN INCLUDING TECHNICAL ADVISORY & QUALITY ASSURANCE/CONTROL OF SECURITY PAPER MANUFACTURING AND BANKNOTE PRODUCTION FACILITY AT FAISALABAD  
 Consultant: \_\_\_\_\_

**Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts**

1. Name:
2. Father’s Name/Spouse’s Name:
3. CNIC/NICOP/Passport no:
4. Nationality:
5. Residential address:
6. Email address:
7. Date on which shareholding, control or interest acquired in the business:
8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entities or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/Limited Liability Partnership/ Association of Persons/Single Member Company/ Partnership Firm/ Trust/Any other individual, body corporate (to be specified))	Date of incorporation/ registration	Name of registering authority	Business Address	Country	Email address	Percentage of shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of shareholding, control or interest of legal person or legal arrangement in the Company	Identity of Natural Person who ultimately owns or controls the legal person or arrangement


9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).

1	2	3	4	5	6	7	8
Name and surname (In Block Letters)	CNIC No. (in case of foreigner, Passport No)	Father's/ Husband 'sName in full	Current Nationality	Any other Nationality (ies)	Occupation	Residential address in full or the registered/ principal office address for a subscriber other than natural person	Number of shares taken by each subscriber (in figures and words)
<b>Total number of shares taken (in figures and words)</b>							

10. Any other information incidental to or relevant to Beneficial Owner(s).

Name & signature

(Person authorized to issue notice on behalf of the company)

Seal & Signature of consultant:	
Date:	

**ANNEXURE-H****EXPERIENCE CAPABILITY FORM***(Required on signed and stamped consultant's official letter head)***Consultant Name**

Using the format below, provide information on previous experience as mentioned in Section V "Evaluation Criteria". Please attach copies of customer job completion certificate. Any project mentioned below without the attachment of Job completion certificate/Work Order shall not be considered for evaluation.

**LIST OF PROJECTS**

Details of projects is mentioned in Section V "Evaluation Criteria".

<b>Sr.</b>	<b>Description</b>
1	List of Relevant Projects Completed within Pakistan in last 15 Years
2	List of Relevant Projects Completed outside Pakistan in last 15 Years
3	List of Relevant Projects Completed with Govt. Dept./Agencies/Bodies etc. in last 15 Years
4	List of Completed Relevant Projects of Structural Design completed in last 15 Years
5	List of Completed Relevant Projects of MEP Design completed in last 15 Years
6	List of Completed Relevant Projects of Infrastructure Design completed in last 15 Years
7	List of Completed Relevant Projects of BIM Design completed in last 15 Years

**PROJECT DETAIL & DESCRIPTION**

Please provide details of all the projects mentioned in above in undermentioned format. Use a separate sheet for each contract.

Description of Project	
Value of the contract	
Procuring Agency(PA)/Employer Name	

Country & location within country	
Duration of assignment (months)	
Start date (month/year): Completion date (month/year)	
Procuring Agency(PA)/Employer's official email & Contact	
Detailed description of job	

Seal & Signature of Consultant:	_____
Date:	_____

**ANNEXURE-I**

**COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE**

*(Required on signed and stamped consultant's official letter head)*

<i>Consultant Name</i>
------------------------

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your proposal,]

**ON TERMS OF REFERENCE**

- 
- 
- 
- 
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**ANNEXURE-J**

**DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN**

*(Required on signed and stamped consultant's official letter head)  
(Must not exceed 25 pages)*

A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology for preliminary design, detailed design and detailed supervision.

*{Suggested structure of your response. Any better structure is acceptable}*

- a) **Technical Approach and Methodology.** {Please explain your understanding of objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and methodology you would adopt for implementing tasks to deliver the expected deliverable(s)/output(s), and the degree of detail of such deliverable/output. Please do not repeat/copy the TORs in here.}
- b) **Work Plan.** {Please outline the plan for implementation of main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Procuring Agency), and tentative delivery dates of the deliverables/reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. Tentative WBS and Gantt charts should be shared here}
- c) **Organization and Staffing.** {Please describe the structure and composition of your team, including the list of the Design Team, Supervision team, their specialties and roles in this project}

Use additional pages as per Need

Seal & Signature of Consultant:	_____
Date:	_____

**ANNEXURE-K****PROPOSED EXPERTS***(Required on signed and stamped consultant's official letter head)*

Consultant shall provide total experience and experience to similar nature and scale in years of respective key experts in the table below. Please mention in table below details of those Key experts mentioned in Section Evaluation Criteria. Please mention "NA" against key expert which are not provided. Please mention "Not available" against the key expert which is not provided at time of proposal submission. Key Experts Position K-1 to K-9 & K-12, K-13 is mandatory for the consultant to quote in the proposal. Failure to propose any of these mandatory key experts shall result in disqualification. If Key Experts at Positions K-10, K-11 and K-14 are not proposed at the proposal submission stage, no marks shall be awarded for these positions. The consultant shall provide these key-experts (*K-10, K-11 and K-14*) at the time of signing of contract, if awarded with the contract. The Consultant shall be liable to provide all above mentioned key-experts during execution of services.. Also provide detail of each key expert along with their CVs.

**For Vetting & Value Engineering:**

Sr. No.	Description of Expert	Name	Years of Relevant Experience
<b>Key Expert</b>			
1.	Design Team Lead / Project Manager		
2.	Principal Structural Engineer		
3.	Principal MEP Engineer		
4.	Senior Infrastructure Engineer		
5.	Senior Structural Engineer		
6.	Senior HVAC Desing Engineer		
7.	Senior Fire Fighting & Plumbing Design Engineer		
8.	Senior Electrical Design Engineer		
9.	Senior Material Engineer		
10.	Senior Contracts Engineer		
11.	Senior Transportation Engineer		
12.	Senior BIM Engineer		
13.	Chief Quantity Surveyor		
14.	IT & Security Expert		
<b>Non-Key Expert</b>			
Consultant in light of TORs shall propose and provide list of non-key experts i.e. Junior Design/QC Engineers, Surveyors, draftsman etc. required to execute the services in accordance with TORs. Consultant shall add cost of non-key experts in his financial proposal. No additional cost/payment shall be made for additional non-key experts, if requirement of such non-key expert(s) deemed necessary by the consultant to execute the services.			
However, addition of any Key/Non-Key Experts upon request of the Procureing Agency/Employer, cost of such experts shall be borne by the Procureing Agency/Employer.			

Such cost shall be finalized with mutual consent of both the parties i.e. procuring agency and Consultant.

**For Technical Advisory & Quality Assurance/Control:**

Sr. No.	Description of Expert	Name	Years of Relevant Experience
<b>Key Expert</b>			
1.	Design Team Lead / Project Manager		
2.	Senior Structural Engineer		
3.	Senior MEP Design Engineer		
4.	Senior HVAC Desing Engineer		
5.	Senior Infrastructure Engineer		
6.	Senior BIM Engineer		
7.	Senior Material Engineer		
8.	IT & Security Expert		
9.	Any expert as per requirement of activity		
<b>Non-Key Expert</b>			

Consultant in light of TORs shall propose and provide list of non-key experts i.e. Junior Design/QC Engineers, Surveyors, draftsman etc. required to execute the services in accordance with TORs. Consultant shall add cost of non-key experts in his financial proposal. No additional cost/payment shall be made for additional non-key experts, if requirement of such non-key expert(s) deemed necessary by the consultant to execute the services.

However, addition of any Key/Non-Key Experts upon request of the Procureing Agency/Employer, cost of such experts shall be borne by the Procureing Agency/Employer. Such cost shall be finalized with mutual consent of both the parties i.e. procuring agency and Consultant.

Seal & Signature of Consultant:	
Date:	

**ANNEXURE-L**

**CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**  
*(duly signed & stamped by Authroized Person of Consultant)*

**1. Proposed Position** [only one candidate shall be nominated for each position] \_\_\_\_\_

**2. Name of Firm** [insert name of firm proposing the staff] \_\_\_\_\_

**3. Name of Staff** [insert full name]: \_\_\_\_\_

**4. Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**5. Education** [indicate college/ university and other specialized education of staff member, giving name of institutions, degrees obtained, and date of obtainment]: \_\_\_\_\_  
\_\_\_\_\_

**6. Membership of Professional Associations including PEC No.:**  
\_\_\_\_\_

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**7. Other Training** [indicate significant training since degrees under 5- Education were Obtained] \_\_\_\_\_

**8. Countries of Work Experience:** [List countries where staff has worked in the last ten years]: \_\_\_\_\_

**9. Languages** [For each language indicate proficiency: good fair, or poor in speaking reading and writing]: \_\_\_\_\_

**10. Employment Record** [starting with present position, list in reverse order employment Held by staff member since graduation, giving for each employment (see format here below) dates of employment, name of employing organization, positions held]:

From [year]:\_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

**Section-IV: Financial Proposal Submission Form**

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Following form must be accompanied with financial proposal:

<b>Sr.</b>	<b>Form</b>	<b>Description</b>
1	FORM-1	Financial Proposal Submission Form
2	FORM-2	Contract Price Breakup
3	FORM-3	Proposal Security Form

**FORM-1**

**FINANCIAL PROPOSAL SUBMISSION FORM**  
*(Required on signed and stamped consultant's official letter head)*

**To:**

Deputy General Manager (Purchase)  
Purchase Department  
Pakistan Security Printing Corporation (Pvt.) Ltd  
Jinnah Avenue, Malir Halt,  
Karachi –Pakistan

**Dear Sir,**

We, the undersigned, request to participate in offer to provide the consulting services for *{Insert Project Name}* in accordance with your Request for Proposals and our Technical Proposal.

Our attached Financial Proposal is for the amount of **{Insert amount(s) in words and figures}**, “exclusive” of all local taxes taxes (indirect taxes and withholding tax) in accordance with **Clause 24.1 in the Data Sheet**. The breakup of aforesaid quoted amount is being provided as per Contract Price breakup (Form-2).

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

**Yours sincerely,**

Authorized Signature {In full and initials}: \_\_\_\_\_  
Name and Title of Signatory: \_\_\_\_\_  
In the capacity of: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Date: \_\_\_\_\_

**FORM-2**

**CONTRACT PRICE BREAKUP**

*(Required on signed and stamped consultant's official letter head)*

**Name of Consultant:** \_\_\_\_\_

**Title:** **HIRING OF CONSULTANCY SERVICES FOR DESIGN VETTING AND VALUE ENGINEERING FOR STRUCTURAL, INFRASTRUCTURE, MECHANICAL, ELECTRICAL & PLUMBING DESIGN INCLUDING TECHNICAL ADVISORY & QUALITY ASSURANCE/CONTROL OF SECURITY PAPER MANUFACTURING AND BANKNOTE PRODUCTION FACILITY AT FAISALABAD**

**Reference No:** *Tender # LP/T-4001/26*

*(Consultant Shall give breakup of contract amount quoted in financial Proposal. Consultant shall submit this form duly signed and stamped On Company's Official Letterhead).*

*Note: Payment to the consultant shall be made as per terms of Payment mentioned in Section V (Payment Terms) of this document.*

**Contract Price Breakup of Project Consultant**

Description	Lumpsum Consultancy Fee
Design Vetting and Value Engineering for Structural, Infrastructure, Mechanical, Electrical & Plumbing Design including Technical Advisory & Quality Assurance/Control of Security Paper Manufacturing and Banknote Production Facility at Faisalabad according to Terms of Reference (TOR) , Section-V.	

**Amount in Words:** \_\_\_\_\_  
 \_\_\_\_\_

**Notes:**

- The prices quoted in the proposal shall be exclusive of all taxes (indirect taxes and withholding tax)

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

**FORM-3**

**FORM OF PROPOSAL SECURITY  
(Bank Guarantee)**

**To:**

Deputy General Manager (Purchase)  
Purchase Department  
Pakistan Security Printing Corporation (Pvt.) Ltd  
Jinnah Avenue, Malir Halt,  
Karachi –Pakistan

**Dear Sir,**

Whereas M/s----- (hereinafter called “the Consultant”) has submitted its proposal dated ----- for Hiring of Consultancy Services for Design Vetting and Value Engineering for Structural, Infrastructure, Mechanical, Electrical & Plumbing Design including Technical Advisory & Quality Assurance/Control of Security Paper Manufacturing and Banknote Production Facility at Faisalabad (hereinafter called “the proposal”).

KNOW ALL MEN BY THESE PRESENTS that in pursuance of the terms of the Proposal. We the Guarantor [*name of Financial Institution*] having our registered office at [*address of Financial Institution*] (hereinafter called “the Commercial Bank”), are bound unto *Pakistan Security Printing Corporation* (hereinafter called “the Procuring agency”) in the sum stated [Proposal Security Amount], for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

Sealed with the Common Seal of the said Commercial Bank this \_\_\_\_ day of \_\_\_\_\_ 2024.

We undertake to pay to the Procuring Agency(PA)/Employer up to the above amount upon receipt of its first written demand, without the Procuring Agency(PA)/Employer having to substantiate its demand, provided that in its demand the procuring agency states the amount claimed by it is due to it, owing to the occurrence of one or any of the conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including twenty-eight (28) days after the period of proposal Validity, and any demand in respect thereof should reach the Commercial Bank not later than the above date.

**Signed:** [*insert signature of person whose name and capacity are shown*]

**In the capacity of** [*insert legal capacity of person signing the proposal security*]

**Name:** [*insert complete name of person signing the Proposal security*]

**Duly authorized to sign the Proposal for and on behalf of Guaranteeing Bank**

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [*insert date of signing*]  
Corporate Seal (where appropriate)

## Section-V: Terms Of Reference (TOR)

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### DESIGN VETTING AND VALUE ENGINEERING FOR STRUCTURAL, INFRASTRUCTURE, MECHANICAL, ELECTRICAL & PLUMBING DESIGN INCLUDING TECHNICAL ADVISORY/ QUALITY ASSURANCE OF SECURITY PAPER MANUFACTURING AND BANKNOTE PRODUCTION FACILITY AT FAISALABAD

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**DURATION:** The Duration of Assignment is as given in TORs.

**EMPLOYER:** PAKISTAN SECURITY PRINTING CORPORATION (PSPC) PVT. LTD.

#### 1. Introduction

Pakistan Security Printing Corporation (Pvt.) Ltd. (PSPC) is a wholly owned subsidiary of the State Bank of Pakistan (SBP) and is primarily responsible for production of banknotes, passports and other security products for various stakeholders. PSPC Intends to establish a new state-of-the-art security paper manufacturing and banknote production facility to produce high-quality banknotes and other security products in a secure, efficient, environmentally responsible and sustainable manner near Faisalabad, Pakistan.

PSPC intends to construct a Security Paper Manufacturing and Banknote Production Facility. The facility will be established at Allama Iqbal Industrial City (AIIC), a Special Economic Zone managed by Faisalabad Industrial Estate Development and Management Company (FIEDMC), Faisalabad.. Total land area of the project is approximately 80 Acres.

This document is aimed to procure the services of consultants for Design Vetting and Value Engineering for Structural, Infrastructure, Mechanical, Electrical & Plumbing Design including Technical Advisory & Quality Assurance/Control of Security Paper Manufacturing and Banknote Production Facility at Faisalabad, provide all related and allied consultancy services required. Below is the brief scope of works (Civil, MEP, internal/external utilities etc.) including but not limited to the construction (sub-surface and super-structure) of:

- **Bank Note Printing Facility & Utility Building:**
  - Bank Note Production Building
  - Offices, Stores, Vaults, Workshops, Utilities Spaces, loading bays etc.
- **Ancillary Buildings:**
  - Admin/Office Block
  - Multi-Purpose Hall
  - Mosque
  - Canteen/Kitchen Area
  - Day-Care Center
  - Guards Barracks
  - Lay-Off Area
  - Fire Station
  - Electrical Rooms/Sub-Stations

- DSF Buildings i.e. Office, Army Mess, Barracks etc.
- Scrap Yard
- Utilities i.e. Generator/Chiller/Boiler/LV/MV Room etc.
- **Infrastructure Works:**
  - Road Networks
  - Drainage/Sewerage/Storm Water
  - Water Supply Network incl. UGWT, OHWT etc.
  - ETP/RO Plant etc
  - External Lighting Network,i.e. flood lights, street lights, lightening arrestors etc
  - Rainwater Harvesting system
  - Horticulture & Landscaping, etc.
  - IT, Communication & Security Infrastructure
  - Solar Power System
  - Parking Area
  - Main Gate & Entrance Area
  - Power Distribution Network, 132 kv Grid, etc.
  - Weighing Station
- **Security Paper Manufacturing Facility & Utility Building:**
  - Security Paper Manufacturing Building
  - Utilities Building i.e. Generator/Chiller/Boiler/LV/MV Room etc.
  - Offices, Comber Area, Utilities Spaces, Loading/Unloading bays etc.

Above groups of buildings comprises of buildings planned to be constructed. Procuring Agency/Employer reserves the rights/authority to amend (add/delete any building) and in doing so, it shall not change any term or condition of contract in term of time, cost, scope etc.

## **2. Location of the Project**

The facility will be established at Allama Iqbal Industrial City (AIIC), a Special Economic Zone managed by Faisalabad Industrial Estate Development and Management Company (FIEDMC), Faisalabad.

## **3. Employer Requirement**

The main purpose of design review is to ensure the safety, economy and value engineering of a design.. This TOR defines the scope of services required from a specialized Consulting Firm (The Consultant) to conduct an independent review, validation, and optimization of the detailed design and documents (including Drawings, Specifications, and Bill of Quantities (BOQs), Tender Documents, BIM Models, etc.) across all major disciplines prior to construction, followed by expert oversight during the critical construction phase.

## **4. Eligibility Criteria for Consultant**

Following is minimum eligibility criteria for the Consultant ;

- a. Registered with Pakistan Engineering Council (PEC) with below mentioned codes:
  - i. **Specialization Code(s):** 1201, 1202, 1203, 1204
  - ii. **Service Code(s):** 0532, 0534, 0537, 0539, 0540, 0542, 0543, 0544, 0546 & 0549

- b. The Proposals should be accompanied by proposal security (refundable) amounting to Rs. 300,000 (Three hundred Thousand PKR) in shape of either pay order, demand draft or bank guarantee in favor of “Pakistan Security printing Corporation”. Cheque will not be acceptable.
- c. The proposal Security should be uploaded on EPADS and submitted in original form to PSPC before deadline of submission of proposal. In case of non-submission or receiving of original proposal security by PSPC after deadline, the proposal shall be considered as rejected and non-responsive.
- d. In case of non-submission or with less amount of proposal security or received after submission deadline, the proposal shall be considered as rejected and non-responsive.
- e. Only registered service providers who are on Active Taxpayers List (Income and Sales Tax) of FBR & PRA or respective board are only eligible to provide services to the Commission. **Bids of all those bidders who are In-Active on ATL on the date of bid opening shall be rejected.**
- f. Tax shall be deducted/withheld as per applicable sales tax and income tax law. If selected service provider is not in ATL at the time of payment then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
- g. Declaration of Ultimate Beneficial Owners Information as per Annexure-G.
- h. Bidder must submit affidavit/undertaking (on stamp paper of Rs.100) duly notarized, failing which the bid shall be rejected, format is available at Annex-E.

## 5. General Criteria & Scope of Services

Following general design criteria / guidelines shall be used by the consultant in carrying out of the proposed scope of services of the Project.

### i. Design Standards

Fully compliant with all relevant international and local building codes, ISO standards (i.e. ISO 9001, 14001, 45001 etc), safety regulations, and environmental standards/regulations, etc.

### ii. Design Criteria

Design should be fully compliant with all relevant international and local building codes, safety regulations, environmental standards and FIEDMC/FDA Bye-Laws etc.

### iii. Project Deliverable Report

Consultant shall prepare a comprehensive project deliverables report of the project, containing all relevant tables, calculations, computer analysis, interpretation of the computer results, conclusions, reference etc., all compiled and complete with sketches relevant to the preparation of construction drawings and calculation sheets. After approval of report from employer, vetting & value engineering consultant shall prepare and submit revised relevant construction drawings, technical specifications and Bill of Quantities.

## 6. Objectives

The Consultant's primary mandate is to ensure the design:

- i. Meets international standards for high-value assets and sensitive production processes.
- ii. Fully compliant with all relevant international and local building codes, safety regulations, and environmental standards.
- iii. Ensures 24/7 operational continuity with required redundancy levels, particularly for power, cooling, and critical process systems.
- iv. Achieves the lowest Life-Cycle Cost (LCC) without compromising quality, safety, or core security function.
- v. All documentation is coordinated, free of clashes, and ready for accurate construction tender and execution.

## **7. Scope of Services**

The Consultant shall execute the following tasks under the Design Vetting and Value Engineering framework for each discipline of all buildings and infrastructure works stipulated in the aforementioned Clause No. 1, including but not limited to:

### **i. Structural Design Vetting**

- i. The Procuring Agency requires independent verification and validation of all survey data and investigation reports that constitute the basis for the detailed engineering design (DED), in order to confirm their completeness, accuracy and suitability for design purpose
- ii. The consultant shall review, validate and where necessary supplement all survey data and field investigation data prepared by the Project Consultant to ensure adequacy for the detailed engineering design. The consultant shall carry out independent site survey and investigations on a sample or target basis to verify accuracy and may recommend refinements to the design consistent with value engineering objectives. Cost of all such testings/investigations shall be deemed included in the financial proposal.
- iii. To carry out independent design reviews of structural analysis, models, designs assumptions and calculation submitted by the project design consultant.
- iv. Verify the adequacy, authenticity and accuracy of structural designs, calculations and reports prepared by the project design consultant in accordance with applicable codes and project requirements.
- v. To undertake a comprehensive review of the entire building(s) structural review as submitted by the project design consultant. This review shall cover all structural components including but not limited to foundation (Piles, Raft footings etc), RCC walls, slabs /floors/roof, lateral forces, three-dimensional structural models. This review includes comments, changes, recommendations and supported calculations generated during the review process.
- vi. Review of three-dimensional structural modeling, and design of structural systems using standard computerized analysis and design methodologies and current structural analysis software. Review all applied loads, including dead, live, wind, seismic (as per seismic zone classification in Pakistan), and highly specialized dynamic loads from high-speed production machinery (e.g., printing presses, paper machines). Verify the structural design such as ductility, drift control, differential settlement etc and detailing to ensure sensitive equipment remains functional post-seismic event.
- vii. Vetting of the specialized design for cash vaults, secure material storage areas, facility

- walls and perimeter walls, focusing on blast resistance, impact resistance and anti-intrusion hardening specifications, in accordance with applicable security and safety standards.
- viii. To review the correctness of adopted design concepts, methodologies, and perform independent analysis checks as deemed necessary. This shall include review of concrete mix designs (particularly for high-strength concrete), reinforcement detailing, and structural steel connections with respect to constructability, durability, and code compliance.
  - ix. To verify compliance with all applicable codes, standards, and statutory requirements, identify constructability issues, confirm the correctness of design outputs, and recommend technically sound and economical improvements where appropriate.
  - x. To provide timely, accurate, cost effective and robust structural engineering review and recommendations.
  - xi. The Project design Consultant shall retain primary responsibility for the preparation, completeness, and technical correctness of the structural designs. The Review/Vetting Consultant's responsibility shall be limited to exercising due professional care in reviewing and certifying the designs within the defined scope of services. Such review and certification shall not relieve the Project Consultant of its primary design responsibility.
  - xii. To sign and stamp the vetted design/drawings as per the requirements of the procuring Agency/Employer, FIEDMC and any other relevant statutory or regulatory authority.

## **ii. Infrastructure Design Vetting**

- i. To review and vet the site grading and drainage plans to verify that stormwater and rainwater management systems, sewerage networks, RO plant, and ETP layouts are adequately designed to minimize the risk of surface water accumulation, particularly in critical areas such as secure entrances, basements, and vault locations, in accordance with approved drainage criteria and rainfall design standards.
- ii. Vetting of the design for the boundary wall (internal), anti-vehicle barriers, specialized gates, secured utility entries, and guard towers, ensuring integration with electronic security systems.
- iii. To review the design, capacity, and routing of external utility connections, including main power supply, water, gas, internet, and telecommunications, and to assess the adequacy of on-site storage and backup systems for operational continuity, without assuming responsibility for utility authority approvals.
- iv. To vet the design of internal road networks, specialized access routes for secure transport vehicles, staff parking facilities, and traffic circulation plans, including the segregation of clean and restricted operational zones, to ensure safety, security, and operational efficiency.
- v. To vet the overall site infrastructure designs, including stormwater and rainwater drainage, sewerage, water supply networks, roads, ETP, and RO systems, through independent verification of design assumptions, review of hydrological and drainage calculations, and targeted independent checks where justified. Full hydrological or drainage re-studies shall be undertaken only if material deficiencies are identified.

## **iii. Mechanical Design Vetting (HVAC & Process Systems)**

- i. To review and verify Heating, Ventilation, and Air Conditioning (HVAC) load calculations and design assumptions to confirm that the proposed cooling and heating capacities are appropriate for administrative areas and heat-intensive production zones, based on stated occupancy, equipment heat gains, and applicable design criteria.
- ii. To review the HVAC and ventilation design provisions intended to control temperature, relative humidity, and air cleanliness, including pressure differentials, within paper drying, ink mixing, and printing halls, and to assess their alignment with stated process requirements that affect security paper and ink quality.
- iii. Where ISO air cleanliness classifications or equivalent standards are specified for specialized zones, to review the stated requirements and verify that the AHU configuration, filtration stages, airflow rates, and pressure regimes are conceptually aligned with the intended classification.
- iv. To review the design basis and general arrangement of specialized process utility systems, including compressed air systems for machinery, steam and boiler systems, process cooling water loops, and chemical handling and exhaust systems, to assess adequacy of capacity, safety provisions, and interface with building services.
- v. To evaluate the HVAC design for compliance with energy codes and standards (such as ASHRAE, IMC etc.) and recommend optimizations to minimize operational energy consumption.

#### **iv. Electrical Design Vetting (Power, LV, MV, HV & Security Systems)**

- i. To review the electrical single-line diagrams, short-circuit analysis, load flow studies, and protective relay coordination studies to verify that design assumptions, protection philosophy, and calculated results are generally consistent with applicable codes, standards, and good engineering practice.
- ii. To vet the design of the primary/secondary power supply, the size and placement of backup Generator sets, and any alternate power source for critical process equipment, vaults, and security systems.
- iii. To review internal and external lighting levels, particularly high-security perimeter lighting, emergency lighting, and task lighting specific to quality control in production halls.
- iv. Vetting of all structured cabling, network distribution, and integration points for specialized manufacturing and security equipment.
- v. Conduct a rigorous review of the integrated security plan, including:
- vi. Review the access control system design, including biometric and smart card integration, airlocks, mantraps, and tiered access zoning, to confirm that the proposed configuration supports the defined personnel clearance hierarchy and operational security requirements.
- vii. Review CCTV system design parameters, including camera placement, field of view, resolution, recording and retention capacity, and integration with perimeter intrusion detection systems (PIDS), against stated operational and security requirements.
- viii. Alarm systems for vaults and secure zones, ensuring non-bypassable coverage and immediate, secure reporting to the central control room.

#### **v. IT System Design Vetting**

The consultant shall vet the following components but not-limited to:

- i. IT Network Architecture

- a. Logical & physical network topology
- b. Network segmentation strategy (e.g., production, administration, visitor, security networks)
- c. Redundancy and high-availability design
- d. Perimeter and internal network security
- ii. Data Center / Server Room Design
  - a. Layout review (non-sensitive, design-principle based)
  - b. Power, cooling, redundancy concepts
  - c. Fire suppression and environmental monitoring systems
  - d. Access control concepts and segregation of functions
- iii. Cybersecurity Architecture
  - a. Security policies and baseline controls
  - b. Identity & access management approach
  - c. Endpoint security, patch and vulnerability management concept
  - d. Incident detection & response framework
  - e. Encryption and data protection strategy
  - f. Backup, disaster recovery and business continuity principles
- iv. Application and Business Systems
  - a. High-level system architecture
  - b. User access architecture and segregation of duties
  - c. Proposed integrations and data flows
  - d. Resilience and failover concepts
- v. IT Governance & Compliance
  - a. Alignment with ISO 27001 or applicable cybersecurity frameworks
  - b. Risk management and audit readiness
  - c. Compliance with SBP / national security guidelines, if required

#### **vi. Security System Design Vetting**

The consultant shall vet the Security design components in line with the PSPC's security requirements including but not limited to the following:

- i. Facility Security Layout
  - a. Zoning of secure areas
  - b. Layered security principles
  - c. Access route and personnel flow management
- ii. Access Control System Concept
  - a. Badge/biometric/facial authentication approach
  - b. Visitor management system
  - c. Role-based access structure
- iii. Surveillance System Design
  - a. Camera coverage strategy
  - b. Storage retention policy and redundancy
  - c. Monitoring setup and fail-safe arrangements
- iv. Intrusion Detection & Monitoring Systems
  - a. Sensor types and integration concept
  - b. Alarm monitoring architecture
  - c. Response process design

- v. Control Room Concept
  - a. Integration approach for multiple systems
  - b. Operator workflow, alert prioritization, redundancy
  - c. Communication and escalation framework
- vi. Perimeter Security Design
  - a. Layered perimeter controls
  - b. Lighting, detection, and monitoring strategy
- vii. Integration of IT & Security Systems
  - a. Interoperability standards
  - b. Data flow restrictions and network segmentation
  - c. Central command-and-control architecture

#### **vii. Fire Fighting Design Vetting**

- i. Validate the Fire Load Calculation based on the specific combustible materials used in paper/ink production and storage.
- ii. Review the selection of fire suppression systems (e.g., wet-pipe, pre-action, clean agent systems) to ensure the agent used is appropriate for the area (e.g., clean agent for server rooms/vaults; specialized systems for high-voltage rooms).
- iii. Verify that sprinkler density, coverage, water demand, and hydraulic calculations comply with NFPA standards and BCP Fire Safety Code etc.
- iv. Review fire alarm zoning, smoke detection, emergency evacuation routes, and the pressurization of stairwells and secure egress pathways.

#### **viii. Plumbing and Sanitary Design Vetting**

- i. Review the raw and potable water distribution systems, storage capacity (including reserve for fire fighting), and pressure boosting systems.
- ii. Vetting of the design for any de-ionized (DI) or specialized water purification systems required for paper manufacturing processes.
- iii. Review sanitary, storm, and specialized industrial waste/effluent drainage systems, ensuring separation and compliance with environmental discharge regulations.
- iv. Review spill containment, neutralization pit design, and material selection (piping, fittings) for resistance to process chemicals.

#### **ix. Value Engineering (VE) Study (Cross-Disciplinary)**

The Consultant shall conduct a structured Value Engineering study using the standard job plan methodology.

- i. Systematically identify and define the essential function of major cost elements and system forming part of the project design.
- ii. Generate and document alternative design concept, materials, construction methods or systems capable to achieve the required function.
- iii. Develop Value Engineering Change Proposals (VECPs) by evaluating alternatives against the Procuring Agency(PA)/Employer's value criteria (Security, LCC, Maintainability, Initial Cost). VECPs shall be submitted as recommendations for consideration and approval by the Procuring Agency/Employer.

- iv. Each VECP shall clearly describe the original design intent, the proposed alternative, the estimated capital cost impact, and the anticipated life-cycle cost implications. The Consultant shall provide a professional assessment indicating that, based on the information reviewed, the proposal is not expected to adversely affect structural stability, operational functionality, security requirements, or overall facility performance. Final responsibility for acceptance and implementation of any VECP shall rest with the Procuring Agency/Employer.

#### **x. Technical Advisory & Quality Assurance/Control**

The Consultant shall provide highly experienced senior engineers for periodic site visits and critical inspection hold points for the technical advice and QA/QC to ensure compliance with the finalized design.

- i. Focus on critical elements.
- ii. Witnessing high-strength concrete pours and noting general compliance with approved mix designs and placement procedures.
- iii. Observing complex structural steel connections and bracing details.
- iv. Inspecting visible elements of security perimeters and specialized openings to assess adherence to approved design intent.
- v. Witnessing compliance of construction material and site acceptance tests (SAT) for critical equipment (Generators, Main Switchgear, Chillers, Pumps, Compressors etc.).
- vi. Review and endorse the Contractor's Quality Plan, Inspection and Test Plan (ITP), and material submittals for all critical security-related and structural components.
- vii. Preparing a comprehensive handover report of the project, ensuring that all aspects of the project are completed, documented, and transferred in accordance with the agreed terms and standards.
- viii. Confirm that all aspects of the project, including design, construction, and commissioning, have been completed as per the contract specifications and project requirements.
- ix. Ensure that all regulatory, safety, and environmental standards have been met.
- x. Submitting to PSPC a complete set of final documents in both physical and digital formats.

#### **xi. BIM Model Vetting**

1. The Consultant shall conduct a rigorous audit of the federated BIM models (currently developed by the project consultant) to confirm their reliability and compliance with the project's requirements.
  - i. Verify that all model elements (Structural, Architectural, MEP, Security) meet the minimum LOD required for the current design stage (e.g., LOD 300/350/400 etc.), particularly for elements where quantities are extracted for the BOQ.
  - ii. Check for geometrical accuracy and ensure all components are modeled as single, accurate objects (avoiding drafting lines in 3D views).
  - iii. Audit the data embedded within critical families and components (e.g., equipment schedules, door/vault specifications, fire rating). Confirm parameters are compliant with required data standards for facility management (FM).

- iv. Review the model decomposition and file linking structure (federation) to ensure logical organization, adherence to file naming conventions, and proper coordinates/datum points.
  - v. Run a comprehensive clash detection analysis across the Structural, Architectural, and MEP models using the project-defined tolerance levels (e.g.,  $\pm 10$  mm).
  - vi. Identify and report all clashes within highly critical or secure areas (e.g., vault passages, access control airlocks, main utility corridors) where zero tolerance is required.
  - vii. Vet the model for spatial accessibility for maintenance and installation, ensuring adequate clearance for fittings, valves, and equipment access panels. This is crucial for high-density MEP routes in industrial facilities.
2. The Consultant shall vet the draft or existing BIM Execution Plan (BEP) prepared by the design team against industry best practices and the specific high-security needs of the facility.
    - i. Ensure clear definition of the BIM lead, BIM authoring roles, and the data ownership handover process, especially regarding sensitive security system data.
    - ii. Vetting of the protocols for data sharing and deliverables, including the format for Facility Management handover (e.g., Procuring Agency(PA)/Employer-specific FM software requirements).
    - iii. Verify that the BEP complies with international BIM standards (e.g., ISO 19650) or regional standards, including all requirements for version control and change management documentation.
    - iv. Audit the BEP to confirm robust procedures for isolating, encrypting, and controlling access to security-sensitive data models (e.g., surveillance camera locations, vault reinforcement details, wiring pathways).
  3. The Consultant shall leverage the BIM models and their embedded data to facilitate and validate Value Engineering (VE) proposals from a whole-life costing perspective.
    - i. Use the model's data extraction capabilities to quickly verify the quantities of materials impacted by proposed VE changes, providing immediate feedback on cost savings.
    - ii. Use BIM to rapidly model and visualize alternative design scenarios (e.g., changing structural systems, optimizing duct layouts) to assess their impact on space utilization, constructability, and maintenance access.
    - iii. Link critical asset data in the model (e.g., chiller size, lamp types, maintenance schedules) to the VE process to automatically calculate the long-term operational and replacement cost implications of any proposed change.
    - iv. Verify that all approved Value Engineering Change Proposals (VECPs) are accurately reflected and implemented across all relevant BIM models (Architectural, Structural, MEP) before the final tender package release.
  4. The Consultant must submit the following BIM-specific deliverables:
    - i. BIM Model Audit Report: A detailed report identifying all non-conformances related to LOD, model integrity, parametric data quality, and compliance with the BEP.
    - ii. Federated Clash Resolution Report: A log of all identified hard and soft clashes, including the required steps and accountability for their resolution in the model.
    - iii. Final BEP Vetting Report: Document confirming the suitability and robustness of the

- iv. Certified BIM Models: Final, fully coordinated, and clash-free BIM models prepared to the approved LOD and data standards, delivered in agreed native and IFC formats, and formally certified by the Consultant as fit for construction tender purposes.
- v. FM Data Schema Check: A report verifying that the data embedded in the models meets the required standard for asset registration and facility management handover.

**xii. Tender Document Review and Vetting**

1. The Consultant shall review and vet all sections of the Tender Documents (TDs). The Consultant shall ensure that the Data Sheet and the Special Conditions of Contract (SCC) are fully consistent in light of the standard Instructions to Bidders (ITB) and General Conditions of Contract (GCC). The Tender documents typically include the Invitation to Bid, ITB, Data Sheet, GCC, SCC, Forms of Tender, Appendices, and Schedules.

Area of Review	Detailed Vetting Requirements
Legal & Contractual Vetting	<ol style="list-style-type: none"> <li>1. Compliance: Verify adherence to the PPRA procurement rules, relevant international (e.g., FIDIC, if applicable).</li> <li>2. Risk Allocation: Review the GCC/SCC for balanced and clear allocation of risks (e.g., Force Majeure, time extensions, indemnities) specifically related to high-security industrial construction.</li> <li>3. Defects &amp; Warranties: Confirm clear definition of Defect Liability Period, Performance Guarantees, and specialized warranties for critical plant equipment and security systems.</li> <li>4. Liquidated Damages (LDs): Ensure LD clauses are fair, enforceable, and clearly defined for delays in key milestones, including operational readiness.</li> </ol>
Payment & Financial Terms	<ol style="list-style-type: none"> <li>1. Payment Schedule: Review the proposed payment milestones and mechanisms (e.g., interim payments, retention money) for feasibility and compliance.</li> <li>2. Price Adjustment: Vet any escalation or price adjustment clauses to ensure they are transparent and tied to reliable indices.</li> </ol>

2. The Technical Specifications (TS) must be audited and updated to incorporate all findings and decisions from the earlier Design Vetting and Value Engineering (VE) phases.

Area of Review	Detailed Vetting Requirements
Clarity and Non-Ambiguity	<ol style="list-style-type: none"> <li>1. Consistency: Verify 100% consistency between the TS, the latest set of approved drawings, and the BOQ.</li> <li>2. Restrictiveness: Ensure specifications are generally performance-based and do not restrict competition by limiting options to a single vendor or proprietary product, unless explicitly justified for security/interoperability.</li> <li>3. Cross-Reference Audit: Check all cross-references within the TS and external references (e.g., to specific ISO, ASTM, NFPA, etc. standards) for accuracy.</li> </ol>

Materials & Workmanship	<ol style="list-style-type: none"> <li>1. Security Materials: Rigorously vet the specifications for materials used in secure zones, vaults, and perimeter hardening (e.g., specific concrete strength, steel gauge, coating requirements).</li> <li>2. Specialized Equipment: Confirm the TS accurately defines the performance, interface, and compatibility requirements for all specialized banknote production machinery and security control systems.</li> <li>3. Quality Control (QC): Detail mandatory site testing requirements (SAT) for critical systems like the redundant power supply, HVAC humidity control, and access control infrastructure.</li> </ol>
Post-Construction Requirements	<ol style="list-style-type: none"> <li>1. Training &amp; Handover: Ensure the TS includes mandatory requirements for comprehensive operator training on all installed systems and a detailed schedule for the handover of maintenance manuals and as-built documentation.</li> <li>2. Commissioning: Verify the detailed schedule and methodology for integrated system testing and commissioning, essential for high-redundancy facilities.</li> </ol>

3. The BOQ is the commercial foundation of the tender. The Consultant shall execute a full, independent audit of the BOQ's structure, completeness, and accuracy.

Area of Review	Detailed Vetting Requirements
Quantity Accuracy Check	<ol style="list-style-type: none"> <li>1. Take-off Vetting: Conduct random quantity take-offs for all major and high-value items (e.g., structural concrete/steel, ductwork, cabling, secure doors, etc.) to verify the BOQ against the final, approved drawings.</li> <li>2. Contingencies: Review the provision for provisional sums, prime cost sums, and appropriate contingencies.</li> </ol>
Structure and Measurability	<ol style="list-style-type: none"> <li>1. Standardization: Ensure the BOQ adheres to a recognized Standard Method of Measurement.</li> <li>2. Clarity: Verify that each BOQ item is clearly defined, unambiguous, and easily measurable for valuation purposes.</li> <li>3. Unit Consistency: Ensure consistent use of units (e.g., linear meters, square meters, lump sum) and avoid generic descriptions that could lead to disputes.</li> </ol>
Alignment with VE/Design	VECP Integration: Confirm that quantities and descriptions for items affected by the approved Value Engineering Change Proposals (VECPs) and mandatory design corrections have been fully and accurately updated in the final BOQ.

4. The Consultant shall deliver a comprehensive, updated, and vetted Tender Package(s).
  - i. Tender Package Vetting Report: A consolidated report detailing all findings, recommended changes, and the ultimate resolution for every section of the Tender Document (Data Sheets, SCC, Forms of Contract etc).
  - ii. BOQ Audit Report: A report detailing the results of the quantity audit, listing any corrections made, and certifying the accuracy of the final BOQ quantities.
  - iii. Final, Marked-Up Tender Documents: The complete set of draft Tender Documents (Data Sheets, SCC, Forms of Contract etc) with all incorporated revisions tracked and marked for the Procuring Agency(PA)/Employer's final approval.
  - iv. Final, Ready-for-Tender Package: The fully revised and finalized electronic copies of the:
    - a. Final Technical Specifications.
    - b. Final Bill of Quantities (BOQ) (in editable and PDF format).
    - c. Final Construction Drawings (incorporating all design review and VE changes).
    - d. Tender Readiness Certificate: A formal certificate signed by the lead consultant,

confirming the entire package is commercially and technically sound for immediate tendering.

**xiii. Technical Advisory & QA/QC**

The Consultant shall act in an independent advisory role and shall not assume managerial, contractual, or supervisory authority over contractors. The consultant's responsibility shall be reviewing, vetting, and advising on designs, and to ensure that any design-related revisions or changes arising from its review are correctly incorporated into the approved design documents and executed accordingly.

**a) Technical Advisory:**

- i. Review and advise over project scope, execution strategy, and implementation schedule.
- ii. Review and advise over master planning, site layout, and functional zoning.
- iii. Advise on security zoning, access control, and surveillance concepts.
- iv. Review risk registers and mitigation measures.

**b) QA/QC**

- i. Review and advise on the Contractor's Project Quality Plan (PQP).
- ii. Establish independent QA/QC procedures and inspection protocols for periodic visits.
- iii. Advise inspection and test plans (ITPs) for critical works and equipment.
- iv. Advise on material approvals, method statements, and work procedures.
- v. Ensure traceability and documentation control.

**c) Construction Phase Technical Support**

- i. Monitor critical construction activities at defined intervals or as and when required for compliance with approved designs and quality standards.
- ii. Conduct site inspections and quality audits at defined intervals.
- iii. Review non-conformance reports (NCRs) and their corrective actions.
- iv. Advise on resolution of technical and quality issues.

**d) Installation, Testing, and Commissioning**

- i. Review installation methodologies for equipment.
- ii. Verify readiness for testing and commissioning.
- iii. Witness and evaluate:
  - a. Site Acceptance Tests (SAT)
  - b. Performance and reliability tests
- iv. Advise on commissioning results and acceptance criteria.

**e) Monitor overall compliance of contractors with contractual obligations**

- i. Review major variations and change proposals submitted to the Procuring Agency(PA)/Employer.
- ii. Advise on contractual entitlement, scope impact, and risk exposure.
- iii. Review and advise over contractor claims for time and cost at a strategic level.
- iv. Advise on claim avoidance and mitigation strategies.
- v. Support senior-level negotiations and dispute prevention.
- vi. Advise on financial exposure, escalation, cost risk etc.
- vii. Identify critical delay risks and contractual implications.

- viii. Advise on extension-of-time (EOT) requests at a strategic level.
- ix. Advise on any other contractual matter as referred by PA.

**f) Periodic Project Oversight**

- i. Conduct Periodic Site visits (42 Months / 02 Visit per month or as required by employer, having maximum visits up to 84 Nos.) to review overall construction progress against approved milestones.
- ii. Submit a Periodic Oversight Report after each visit summarizing observations such as deficiencies, delays etc. and their recommendations.
- iii. Highlight systemic risks and recurring technical issues.
- iv. Provide advisory comments on compliance trends with approved specifications and applicable standards.
- v. Provide advisory inputs to the Client on strategic decisions, corrective measures, and risk mitigation strategies.

**8. Summary of Deliverables**

Phase	Deliverable Title	Description
Vetting	Design Vetting & Compliance Report	Detailed, discipline-specific reports for each design phase, package such as Banknote production facility, ancillary building, Infrastructure works, security paper manufacturing plant. Each report shall identify non-compliances, design risks, deviations from standards, and mandatory design corrections.
Vetting	Inter-Disciplinary Clash Report	Log of all identified clashes and their proposed resolution method.
Value Engineering	Value Engineering Study Report	Comprehensive report including Function Analysis, VECP development, LCC analysis, and final recommendations.
Finalization	Amended Drawing & Specification Log	Final log confirming all approved VECPs and mandatory corrections have been incorporated by the original designer into the final construction documents.
Finalization	Design Compliance and Readiness Certificate	Formal certification that the final design is technically sound, fully coordinated, value-optimized, and ready for tender.
Construction	Quality Checks & Inspection Reports	Periodic reports detailing observations, deficiencies found, corrective actions, and QA/QC endorsements during the construction phase.

**9. Payment Terms & Key Deliverables**

Milestone	Deliverable Required	Payment Due (%of Total Contract Price)
Award of Contract	After signing of contract	5%
<b>Bank Note Production Facility (20%)</b>		
Technical Vetting Completion	Submission and Procuring Agency(PA)/Employer Acceptance of the comprehensive Vetting Report (covering all discipline-specific findings, mandatory corrections, and clash resolutions).	4%

	<b>Time for Submission:</b> Within 45 calendar days of submission of drawings by the procuring agency/employer.	
Value Engineering Acceptance	Submission and Procuring Agency(PA)/Employer Approval of the Value Engineering (VE) Study Report and formal acceptance of the recommended Value Engineering Change Proposals (VECPs).  <b>Time for Submission:</b> Within 60 calendar days of submission of drawings by the procuring agency/employer.	7%
Documentation Finalization	Submission and Procuring Agency(PA)/Employer Acceptance of the Final Design Compliance Certificate confirming all corrections and approved VECPs are fully incorporated into the final Construction Drawings and Technical Specifications and are duly approved  <b>Time for Submission:</b> Within 14 calendar days of issuance of approval letter of VE by the procuring agency/employer.	3%
BOQ & BIM Vetting	Submission and Procuring Agency(PA)/Employer Acceptance of the BOQ Audit Report and the BIM Model Audit Report, certifying accuracy and clash-free status.  <b>Time for Submission:</b> Within 21 calendar days of issuance of approval letter of VE by the procuring agency/employer.	3%
Tender Readiness	Submission and Procuring Agency(PA)/Employer Acceptance of the complete and vetted Final Tender Package (including Final BOQ, Technical Specifications, and Contract Documents) and issuance of the Tender Readiness Certificate.  <b>Time for Submission:</b> Within 14 calendar days of issuance of approval letter of BOQ & BIM vetting by the procuring agency/employer.	3%
<b>Ancillary Buildings (20%)</b>		
Technical Vetting Completion	Submission and Procuring Agency(PA)/Employer Acceptance of the comprehensive Vetting Report (covering all discipline-specific findings, mandatory corrections, and clash resolutions).  <b>Time for Submission:</b> Within 45 calendar days of submission of drawings by the procuring agency/employer.	4%
Value Engineering Acceptance	Submission and Procuring Agency(PA)/Employer Approval of the Value Engineering (VE) Study Report and formal acceptance of the recommended Value Engineering Change Proposals (VECPs).  <b>Time for Submission:</b> Within 60 calendar days of submission of drawings by the procuring agency/employer.	7%

Documentation Finalization	Submission and Procuring Agency(PA)/Employer Acceptance of the Final Design Compliance Certificate confirming all corrections and approved VECPs are fully incorporated into the final Construction Drawings and Technical Specifications and are duly approved  <b>Time for Submission:</b> Within 14 calendar days of issuance of approval letter of VE by the procuring agency/employer.	3%
BOQ & BIM Vetting	Submission and Procuring Agency(PA)/Employer Acceptance of the BOQ Audit Report and the BIM Model Audit Report, certifying accuracy and clash-free status.  <b>Time for Submission:</b> Within 21 calendar days of issuance of approval letter of VE by the procuring agency/employer.	3%
Tender Readiness	Submission and Procuring Agency(PA)/Employer Acceptance of the complete and vetted Final Tender Package (including Final BOQ, Technical Specifications, and Contract Documents) and issuance of the Tender Readiness Certificate.  <b>Time for Submission:</b> Within 14 calendar days of issuance of approval letter of BOQ & BIM vetting by the procuring agency/employer.	3%
<b>Infrastructure Works (20%)</b>		
Technical Vetting Completion	Submission and Procuring Agency(PA)/Employer Acceptance of the comprehensive Vetting Report (covering all discipline-specific findings, mandatory corrections, and clash resolutions).  <b>Time for Submission:</b> Within 45 calendar days of submission of drawings by the procuring agency/employer.	4%
Value Engineering Acceptance	Submission and Procuring Agency(PA)/Employer Approval of the Value Engineering (VE) Study Report and formal acceptance of the recommended Value Engineering Change Proposals (VECPs).  <b>Time for Submission:</b> Within 60 calendar days of submission of drawings by the procuring agency/employer.	7%
Documentation Finalization	Submission and Procuring Agency(PA)/Employer Acceptance of the Final Design Compliance Certificate confirming all corrections and approved VECPs are fully incorporated into the final Construction Drawings and Technical Specifications and are duly approved  <b>Time for Submission:</b> Within 14 calendar days of issuance of approval letter of VE by the procuring agency/employer.	3%
BOQ & BIM Vetting	Submission and Procuring Agency(PA)/Employer Acceptance of the BOQ Audit Report and the BIM Model Audit Report, certifying accuracy and clash-free status.  <b>Time for Submission:</b> Within 21 calendar days of issuance of approval letter of VE by the procuring agency/employer.	3%

Tender Readiness	Submission and Procuring Agency(PA)/Employer Acceptance of the complete and vetted Final Tender Package (including Final BOQ, Technical Specifications, and Contract Documents) and issuance of the Tender Readiness Certificate.  <b>Time for Submission:</b> Within 14 calendar days of issuance of approval letter of BOQ & BIM vetting by the procuring agency/employer.	3%
<b>Security Paper Manufacturing Facility (25%)</b>		
Technical Vetting Completion	Submission and Procuring Agency(PA)/Employer Acceptance of the comprehensive Detailed Review & Vetting Report (covering all discipline-specific findings, mandatory corrections, and clash resolutions).  <b>Time for Submission:</b> Within 28 calendar days of submission of drawings by the procuring agency/employer.	4%
Value Engineering Acceptance	Submission and Procuring Agency(PA)/Employer Approval of the Value Engineering (VE) Study Report and formal acceptance of the recommended Value Engineering Change Proposals (VECPs).  <b>Time for Submission:</b> Within 42 calendar days of submission of drawings by the procuring agency/employer.	8%
Documentation Finalization	Submission and Procuring Agency(PA)/Employer Acceptance of the Final Design Compliance Certificate confirming all corrections and approved VECPs are fully incorporated into the final Construction Drawings and Technical Specifications and are duly approved.  <b>Time for Submission:</b> Within 14 calendar days of issuance of approval letter of VE by the procuring agency/employer.	4%
BOQ & BIM Vetting	Submission and Procuring Agency(PA)/Employer Acceptance of the BOQ Audit Report and the BIM Model Audit Report, certifying accuracy and clash-free status.  <b>Time for Submission:</b> Within 21 calendar days of issuance of approval letter of VE by the procuring agency/employer.	5%
Tender Readiness	Submission and Procuring Agency(PA)/Employer Acceptance of the complete and vetted Final Tender Package (including Final BOQ, Technical Specifications, and Contract Documents) and issuance of the Tender Readiness Certificate.  <b>Time for Submission:</b> Within 14 calendar days of issuance of approval letter of BOQ & BIM vetting by the procuring agency/employer.	4%
<b>Technical Advisory &amp; Quality Assurance/Control (10%)</b>		
Construction Phase	The Construction Phase shall be forty-two (42) months. Periodic monthly payments, commencing upon the start of the defined construction phase (42 Months / 02 Visit per month or as required by employer, having maximum visits up to 84 Nos.). Payments are released monthly upon submission of satisfactory Technical Advisory and QA/QC Reports for that	8%

	<p>month. Construction phase may be increased/decreased depending upon the completion period of construction after approval of Procuring Agency/Employer.                  Payment shall be calculated as follows:                  Quoted Bid Amount = X                  Eight percent (8%) of the Quoted Bid Amount = Y = (X × 0.08)                  Monthly Rate (Z) = Y ÷ 42                  Payments shall be made at the above monthly rate, subject to submission and acceptance of required reports and satisfactory performance.                  If services are required beyond 42 months, up to an additional twelve (12) months, payment shall be calculated using the same formula and monthly rate as worked out above.</p>	
<p>Final Closeout</p>	<p>Submission and Procuring Agency(PA)/Employer Acceptance of the Final Project Report, which summarizes all technical resolutions, financial benefits achieved via VE, and lessons learned from the construction phase.</p> <p><b>Time for Submission:</b> Within 28 calendar days of completion of construction phase.</p>	<p>2%</p>

**Terms & Conditions**

- i. The Consultant shall submit an invoice upon achieving the specified milestone and receiving formal written acceptance from the Procuring Agency(PA)/Employer for the acceptance of corresponding deliverable.
- ii. For the purpose of calculating any deadlines or time periods related to the submission or completion of the Deliverables, any days consumed by the PA (including but not limited to days required for review, approval, comments, or internal administrative processes) shall be excluded. All applicable timelines shall be extended automatically by the number of days taken by the PA for such review and approval activities, without the need for further amendment or notice.
- iii. Payments shall be processed by the Procuring Agency(PA)/Employer within 28 days of receiving a valid invoice and the corresponding milestone acceptance.
- iv. If a deliverable is rejected, the Procuring Agency(PA)/Employer shall provide the Consultant with detailed reasons for non-acceptance. The Consultant must address and resubmit the deliverable within the stipulated time (14 days) without any claim for additional cost or time.
- v. Payment of applicable stamp duty as per law of land of the total contract value will be responsibility of successful consultant.
- vi. Amount is percentage (%) of lump sum contract price and all the payments shall be subject to verification of deliverables by authorized official(s) of Procuring Agency.
- vii. In case of non-provision or delay in provision of drawing/design of any building or area (as mentioned in Clause-1 (Introduction) of Section-V) by Procuring Agency/Employer, 5% of cost of deliverable shall be retain against the building with covered area of less than 50,000 sft and 10% for building with covered area of more than 50,000 sft while releasing the balance amount and it shall not change any term or condition of contract in term of time, cost, scope etc. (For example; due to some reason, delay occur on behalf of Procuring Agency/Employer in provision of design/drawing of admin building and day

care center with covered area of 80,000 sft and 25,000 sft respectively. These buildings are mentioned under group of Ancillary Buildings (while ancillary buildings hold 20% of total contract cost as per clause-9 (payment terms) of Section-V), only 10% and 5% of 20%, which is calculated as 3% of contract shall be retained/deducted against admin building and day care center while releasing the balance amount.

#### **10. Coordination with Procuring Agency(PA)/Employer & Project Consultant**

- i. A Coordination & Liaison Committee (CLC) shall be notified by the Procuring Agency/Employer, comprising:
  - a. Focal Person from PSpC-Project Management Office (PMO)
  - b. Focal Person from Project Consultant (PC)
  - c. Focal Person from Vetting & VE Consultant (The Consultant)
  - d. Any other Person as proposed by Procuring Agency/Employer.
- ii. The CLC will coordinate, supervise, and oversee all activities related to design review, vetting, value engineering, design updates, BOQ revisions, cost updates, and preparation of documents/reports.
- iii. CLC will establish communication protocols, document exchange mechanisms and response timeline among all parties.
- iv. CLC will approve the review, vetting & VE methodology, sequencing and workflow proposed by the consultant.
- v. CLC will decide the first set of documents to be shared for review and agree on the starting priority tasks.
- vi. CLC will develop and approve a Joint Review Work Plan with clear timelines for all deliverables, keeping in view the overall project timelines provided by the PMO of the Procuring Agency.
- vii. CLC will hold regular coordination meetings (weekly/bi-weekly) with formal minutes.
- viii. CLC will ensure all updates are aligned with set timelines.
- ix. CLC will identify and resolve any technical disagreements between the consultant and project Consultant through agreed procedures. However, in case of dispute, the matter shall be referred to Procuring Agency/Employer for decision.
- x. CLC will maintain a centralized document control and tracking system for comments, updates, and submissions.
- xi. CLC shall finalize priority procurement packages for early tendering.
- xii. The consultant shall comply with all CLC decisions and incorporate required revisions within agreed timelines.

The Consultant shall:

- xiii. Be responsible for coordination with Project Consultant and with any other stakeholder regarding discussion/approval of value engineering, technical advisory and quality assurance/control.
- xiv. Conduct periodic/regular VE workshops with the Procuring Agency(PA)/Employer and Project Consultant.
- xv. Review and analyze design alternatives for cost, performance, and functional efficiency with coordination of Project Consultant..
- xvi. Recommend cost-effective materials, systems, and construction methods to Project Consultant.
- xvii. Provide consolidated review comments and action points to avoid duplication and

- conflict.
- xviii. Ensure alignment of disciplines (architectural, structural, MEP, infrastructure).
  - xix. Support stakeholder coordination, including utility agencies, authorities, and third parties as needed.
  - xx. Provide a VE Report to Project Consultant summarizing recommendations, quantifiable savings, and implementation plans.
  - xxi. Procuring Agency/Employer may change the scope of services. In case of increase in scope of service by the Procuring Agency/Employer, cost of such services shall be borne by the Procuring Agency/Employer. Such cost shall be finalized with mutual consent of both the parties i.e. procuring agency and Consultant.
  - xxii. All documents/drawings shall be duly signed and stamped by the consultant and relevant key-expert(s).

## 11. Timelines

The timelines stated below represent the Consultant's working duration only and shall commence from the date of submission of drawings/documents by the Procuring Agency/Employer.

- i. For Bank Note Production Facility, Ancillary Buildings & Infrastructure Works:  
180 days from submission of drawings by the procuring agency/employer.
- ii. For Security Paper Manufacturing Facility:  
180 days from submission of drawings by the procuring agency/employer.
- iii. Construction Phase:  
42 Months.

Above mentioned timelines does not include timeline required for documents review by PSPC and Project Consultant and approval from PSPC Competent Authority. Above-mentioned timeline is the working time of consultant only.

## 12. Evaluation Criteria

Sr.	Criteira	Total Marks
1	<p><b>General Experience of the Consultant:</b></p> <ul style="list-style-type: none"> <li>i. <b>Incorporation:</b> Atleast 15 Years of Experience of Consultancy Services within Pakistan. (As evidence; attach Incorporation Certificate with SECP/GOP/Registrar of Firm, etc. along with Registration with Pakistan Engineering Council (PEC).) – <b>05 Marks</b></li> <li>ii. <b>Local Assignments:</b> List of Relevant Assignmments of building/ industrial unit including design/vetting/value engineering (at least 06 Nos. out of which at least 1 for vetting and value engineering projects) completed within Pakistan during last 15Years (List shall comprise of Assignmnet Name, Project Cost, Covered Area, Completion Year, Name of Procuring Agency(PA)/Employer, Contract Details of Procuring</li> </ul>	<b>20</b>

	<p>Agency(PA)/Employer) – <b>06 Marks</b> (1 mark for each project assignment with covered area of atleast 150,000 sft or project cost of atleast PKR 2000 Million)</p> <p>a. <b>Designed Projects</b> – Max. 04 Marks</p> <p>b. <b>Vetted and Value Engineering Projects</b> – Max. 02 Marks</p> <p>iii. <b>International Assignments:</b> List of Relevant Assignments of building/industrial unit (at least 03 Nos.) completed outside Pakistan during last 15 Years (List shall comprise of Assignmnet Name, Project Cost, Completion Year, Name of Procuring Agency(PA)/Employer, Contract Details of Procuring Agency(PA)/Employer) – <b>03 Marks</b> (01 marks for each project assignment with covered area of atleast 150,000 sft)</p> <p>a. <b>Designed Projects</b> – Max. 03 Marks</p> <p>iv. <b>Government Assignments:</b> List of Relevant Assignments of Departments/Agencies/Authorities etc. of Government of Pakistan (Federal/Provincial) (at least 03 Nos.) completed/in-hand during last 15 Years (List shall comprise of Assignmnet Name, Project Cost, Completion Year, Name of Procuring Agency(PA)/Employer, Contract Details of Procuring Agency(PA)/Employer) – <b>06 Marks</b> (02 marks for each project assignment with covered area of atleast 150,000 sft or project cost of at least PKR 2000 Million).</p> <p>a. <b>Designed Projects</b> – Max. 04 Marks</p> <p>b. <b>Vetted and Value Engineering Projects</b> – Max. 02 Marks</p> <p><b>Note:</b></p> <p>i. <u>Minimum 50% marks in section I is mandatory for technical qualification.</u></p> <p>ii. <u>Minimum 1 project of Vetting and Value Engineering is mandatory for qualification</u></p>	
2	<p><b>Specific experience (Design Vetting &amp; Value Engineering) of the Consultant (as a firm) relevant to the Assignment:</b></p> <p>i. Specific relevant projects of Structural design completed (in last 15 Years) with Consultancy Services of similar nature &amp; Complexity provided for project cost over Rs. 2000 Million or Building/industrial unit with minimum Covered Area of 150,000sft (5 completed Projects) - <b>10 Marks</b> (02 Marks for each project)</p> <p>a. <b>Designed Projects</b> – Max. 06 Marks</p> <p>b. <b>Vetted and Value Engineering Projects</b> – Max. 04 Marks</p> <p>ii. Specific relevant projects of Mechanical, Electrical &amp; Plumbing (MEP) design (HVAC including chiller rooms, Fire Fighting, Power Distribution (MV/LV network &amp; Generation (Gas Generators/HFO/132KV Grid), etc.) completed (in last 15 Years) with Consultancy Services of similar nature &amp; Complexity provided for project cost over Rs. 2000 Million or Building/industrial unit with minimum Covered Area of 150,000sft (5 completed Projects) - <b>10 Marks</b> (02 Marks for each project)</p> <p>a. <b>Designed Projects</b> – Max. 06 Marks</p> <p>b. <b>Vetted and Value Engineering Projects</b> – Max. 04 Marks</p> <p>iii. Specific relevant projects of Infrastructure design completed (in last 15</p>	<b>34</b>

	<p>Years) with Consultancy Services of similar nature &amp; Complexity (Roads, Security &amp; IT Systems, Communication System, Electrical System, RO Plant, WWTP, Water Supply &amp; Sewerage Network etc) provided for project cost over Rs. 2000 Million or Building/industrial unit with minimum Covered Area of 150,000sft or plot area of more than 40 Acres (5 completed Projects) - <b>10 Marks</b> (02 Marks for each project)</p> <p>a. <b>Designed Projects</b> – Max. 10 Marks</p> <p>iv. Specific relevant projects of BIM design (Minimum LOD300) completed (in last 15 Years) with Consultancy Services of similar nature &amp; Complexity (Buildings/industrial units) provided for project cost over Rs. 2000 Million or Building/industrial unit with minimum Covered Area of 150,000sft (2 completed Projects) - <b>04 Marks</b> (02 Marks for each project)</p> <p>b. <b>BIM Designed Projects</b> – Max. 04 Marks</p> <p><b>Note:</b></p> <p>i. <u>Minimum 50% marks in section 2 is mandatory for technical qualification.</u></p> <p>ii. <u>Minimum 1 project of Vetting and Value Engineering is mandatory for qualification</u></p>	
3	<p><b>Key Experts’ Qualifications and Competence for the Assignment</b></p> <p>Position K-1: Design Team Lead / Project Manager [05]                  Position K-2: Principal Structural Engineer [04]                  Position K-3: Principal MEP Engineer [04]                  Position K-4: Senior Infrastructure Engineer [03]                  Position K-5: Senior Structural Engineer [03]                  Position K-6: Senior HVAC Desing Engineer [03]                  Position K-7: Senior Fire Fighting &amp; Plumbing Design Engineer [03]                  Position K-8: Senior Electrical Design Engineer [03]                  Position K-9: Senior Material Engineer [03]                  Position K-10: Senior Contracts Engineer [03]                  Position K-11: Senior Transportation Engineer [03]                  Position K-12: Senior BIM Engineer [03]                  Position K-13: Chief Quantity Surveyor [03]                  Position K-14: IT &amp; Security Expert [03]</p> <p><b>Note:</b></p> <p><u>Key Experts Position K-1 to K-9 &amp; K-12, K-13 is mandatory for the consultant to quote in the proposal. Failure to propose any of these mandatory key experts shall result in disqualification. If Key Experts at Positions K-10, K-11 and K-14 are not proposed at the proposal submission stage, no marks shall be awarded for these positions. The consultant shall provide these key-experts (K-10, K-11 and K-14) at the time of signing of contract, if awarded with the contract. The Consultant shall be liable to provide all above mentioned key-experts during execution of services.</u></p>	46
<b>Total Marks</b>		<b>100</b>
<p>• <b>The minimum technical marks required to pass is: Seventy (70). Bidder failing to achieve this threshold shall be disqualified.</b></p>		

**13. List of Experts Required:**

1. Consultant shall provide below mentioned key-experts during execution of services.

<b>Sr. No.</b>	<b>Description of Expert</b>	<b>Quantity</b>
<b>Key Expert</b>		
1.	Design Team Lead / Project Manager	01
2.	Principal Structural Engineer	01
3.	Principal MEP Engineer	01
4.	Senior Infrastructure Engineer	01
5.	Senior Structural Engineer	01
6.	Senior HVAC Desing Engineer	01
7.	Senior Fire Fighting & Plumbing Design Engineer	01
8.	Senior Electrical Design Engineer	01
9.	Senior Material Engineer	01
10.	Senior Contracts Engineer	01
11.	Senior Transporatation Engineer	01
12.	Senior BIM Engineer	01
13.	Chief Quantity Surveyor	01
14.	IT & Security Expert	01
<b>Total</b>		<b>14</b>
<b>Non-Key Experts</b>		
<p>Consultant in light of TORs shall propose and provide list of non-key experts i.e. Junior Design/QC Engineers, Surveyors, draftsman etc. required to execute the services in accordance with TORs. Consultant shall add cost of non-key experts in his financial proposal. No additional cost/payment shall be made for additional non-key experts, if requirement of such non-key expert(s) deemed necessary by the consultant to execute the services.</p> <p>However, addition of any Key/Non-Key Experts upon request of the Procureing Agency/Employer, cost of such experts shall be borne by the Procureing Agency/Employer. Such cost shall be finalized with mutual consent of both the parties i.e. procuring agency and Consultant.</p>		

2. Cost/expense of key expert, other than above, necessary to complete the execution of services, shall be borne by the consultant and the procuring agency shall not be liable for payment of those expences. Consultant shall forecast such requirement while developing methodology and add cost in the financial proposal.
3. Following expert shall be part of team during the site visit. Number of team members may vary according to requirement of site, purpose of visit, type of activity and nature of inspection. Any expert if required by Procuring Agency or as per requirement identified by the consultant may be added in team. No claim shall be made against such addition of expert.

<b>Sr. No.</b>	<b>Description of Expert</b>	<b>Quantity</b>
<b>Key Expert</b>		
1.	Design Team Lead / Project Manager	01
2.	Senior Structural Engineer	01

3.	Senior MEP Design Engineer	01
4.	Senior HVAC Desing Engineer	01
5.	Senior Infrastructure Engineer	01
6.	Senior BIM Engineer	01
7.	Senior Material Engineer	01
8.	IT & Security Expert	01
9.	Any other expert as per activity requirment	

#### **Non-Key Expert**

Consultant in light of TORs shall propose and provide list of non-key experts i.e. Junior Design/QC Engineers, Surveyors, draftsman etc. required to execute the services in accordance with TORs. Consultant shall add cost of non-key experts in his financial proposal. No additional cost/payment shall be made for additional non-key experts, if requirement of such non-key expert(s) deemed necessary by the consultant to execute the services.

However, addition of any Key/Non-Key Experts upon request of the Procuring Agency/Employer, cost of such experts shall be borne by the Procuring Agency/Employer. Such cost shall be finalized with mutual consent of both the parties i.e. procuring agency and Consultant.

#### **14. Key Expert Qualification and Experience**

Note: List of assignments/projects must be part of resume with Procuring Agency(PA)/Employer contact details. Resume without list of assignment/project and detail of experience (including the entity for which the person worked, project employer etc) will not be considered for evaluation and zero (00) marks will be awarded for that Key Expert.

##### **i. K-1: Design Team Lead / Project Manager**

**Qualification:** Should have at least have Master degree in Civil/Electrical/Mechanical Engineering from recognized university.

**Experience:** Must have at least 20 years' experience of leading building or industrial units design projects and should have experience of leading design team who completed detailed design or reviewed, vetted and value engineered the design of at least five (05) high rise building / industrial units (min. covered area of 150,000sft) Project as a Design team Lead. Must be registered as Professional Engineer (PE) with Pakistan Engineering Council in relevant discipline.

##### **ii. K-2: Principal Structural Engineer**

**Qualificaiton:** Should at least have Master degree in Structural Engineering from recognized university.

**Experience:** Must have at least 15 years' experience in building/industrial units design projects and should have completed detailed structural design or reviewed, vetted and value engineered the structural design of at least five (05) high rise building or industrial units (min. covered area of 150,000sft) Project as structural engineer in leading role. Must be registered as Professional Engineer (PE) with Pakistan Engineering Council in relevant discipline.

##### **iii. K-3: Principal MEP Engineer**

**Qualification:** Should at least have Bachelor degree in Electrical/Mechanical from recognized university.

**Experience:** Must have at least 15 years' experience in building/industrial units MEP design projects and should have completed detailed MEP design or reviewed, vetted and value engineered the MEP design of at least five (05) high rise building or industrial units (min. covered area of 150,000sft) Project as MEP desing engineer in leading role. Must be registered as Professional Engineer (PE) with Pakistan Engineering Council in relevant discipline.

**iv. K-4: Senior Infrastructure Engineer**

**Qualification:** Should at least have Bachelor degree Civil/Urban or Infrastructure Planning or relevant discipline from recognized university.

**Experience:** Must have at least 12 years' experience in infrastructure planning projects and should have completed detailed design or reviewed, vetted and value engineered the infrastructure design of at least four (04) projects with land area of atleast 20 Acres Project as Infrastructure Engineer in leading role. Must be registered as with Pakistan Engineering Council (PEC) or Pakistan Council of Architects and Town Planners (PCATP).

**v. K-5: Senior Structural Engineer**

**Qualification:** Should at least have Master degree in Structural Engineering from recognized university.

**Experience:** Must have at least 12 years' experience in building/industrial units design projects and should have completed detailed structural design or reviewed, vetted and value engineered the structural design of at least four (04) high rise building or industrial units (min. covered area of 150,000sft) Project as structural engineer in leading role. Must be registered as Professional Engineer (PE) with Pakistan Engineering Council in relevant discipline.

**vi. K-6: Senior HVAC Design Engineer**

**Qualification:** Should at least have Bachelor degree in Mechanical Engineering from recognized university.

**Experience:** Must have at least 12 years' experience in building/industrial units HVAC design projects and should have completed detailed HVAC design or reviewed, vetted and value engineered the HVAC design of at least four (04) high rise building or industrial units (min. covered area of 150,000sft) or HVAC system of min. 1000 Ton Project as HVAC desing engineer in leading role. Must be registered as Professional Engineer (PE) with Pakistan Engineering Council in relevant discipline.

**vii. K-7: Senior Fire Fighting & Plumbing Design Engineer**

**Qualification:** Should at least have Bachelor degree in Civil/Mechanical from recognized university.

**Experience:** Must have at least 12 years' experience in building/industrial units Fire Fighting & Plumbing system design projects and should have completed detailed fire fighting and plumbing system design or reviewed, vetted and value engineered the Fire Fighting & Plumbing design of at least four (04) high rise building or industrial units (min. covered area of 150,000sft) Project as Fire Fighting & Plumbing desing engineer in leading role. Must be registered as Professional Engineer (PE) with Pakistan Engineering Council in relevant discipline.

**viii. K-8: Senior Electrical Design Engineer**

**Qualification:** Should at least have Bachelor degree in Electrical from recognized university.

**Experience:** Must have at least 12 years' experience in building/industrial units electrical design projects and should have completed detailed electrical design or reviewed, vetted and value engineered the electrical design of at least four (04) high rise building) or industrial units (min. covered area of 150,000sft) Project as electrical desing engineer in leading role. Must be registered as Professional Engineer (PE) with Pakistan Engineering Council in relevant discipline.

**ix. K-9: Senior Material Engineer**

**Qualification:** Should at least have Bachelor degree in Civil Engineering from recognized university.

**Experience:** Must have at least 12 years' experience in developing technical specifications and construction of building/industrial units construction projects and should have completed at least four (04) high rise building/industrial units (with covered area of atleast 150,000 sft) Project as material engineer in leading role. Must be registered as Professional Engineer (PE) with Pakistan Engineering Council in relevant discipline.

**x. K-10: Senior Contracts Engineer**

**Qualification:** Should at least have Bachelor degree in Civil Engineering from recognized university.

**Experience:** Must have at least 12 years' experience in contracts drafting and management of construction projects and should have completed at least four (04) construction projects (with covered area of atleast 150,000 sft) as contract engineer in leading role. Must be registered as Professional Engineer (PE) with Pakistan Engineering Council in relevant discipline.

**xi. K-11: Senior Transportation Engineer**

**Qualification:** Should at least have Bachelor degree in Civil Engineering from recognized university.

**Experience:** Must have at least 12 years' experience in pavement design projects and should have completed detailed pavement design or reviewed, vetted and value engineered the pavement design of at least four (04) road project as design engineer in leading role. Must be registered as Professional Engineer (PE) with Pakistan Engineering Council in relevant discipline.

**xii. K-12: Senior BIM Engineer**

**Qualification:** Should at least have Bachelor degree in Civil Engineering from recognized university.

**Experience:** Must have at least 12 years' experience in BIM modelling of projects and should have completed detailed BIM modelling or reviewed, vetted and value engineered the BIM models of at least four (04) project as BIM engineer in leading role. Must be registered as Engineer with Pakistan Engineering Council in relevant discipline.

**xiii. K-13: Chief Quantity Surveyor**

**Qualification:** Should at least have DAE/Bachelor degree in Civil Engineering from recognized institute.

**Experience:** Must have at least 20 years' experience in estimation/quantification of building/industrial units construction projects and should have completed at least four (04) high

rise building/industrial units (with covered area of atleast 150,000 sft) Project as quantity surveyor in leading role.

**xiv. K-14: IT & Security Expert**

**Qualification:** Should at least have Bachelor degree in Software/Computer Engineering or Computer Science from recognized institute.

**Experience:** Must have at least 15 years' experience in designing of IT & Security Infrastructure of building/industrial units/defence complex etc. construction projects and should have completed at least four (04) relevant assignments of relevant Projects as IT and Security Expert.

**15. Non-Key Expert Qualification and Experience**

**i. Engineer**

**Qualification:** Should at least have Bachelor degree in relevant Engineering from recognized institute.

**Experience;** Must have at least 05 years' experience relevant construction projects. Must be registered as Registered Engineer (RE) with Pakistan Engineering Council in relevant discipline.

**i. Non-Engineer/Surveyor/Draftsman**

**Qualification:** Should at least have DAE degree in relevant discipline from recognized institute.

**Experience:** Must have at least 05 years' experience relevant construction projects.

## **Section-VI : Eligible Countries**

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All the consultants are allowed to participate in the subject procurement without regard to nationality, except consultants of some nationality, prohibited in accordance with policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

1. India
2. Israel

Ministry of Interior, Government of Pakistan has notified List of Business-Friendly Countries (BVL), information can be accessed through following link:

<http://www.dgip.gov.pk/Files/Visa%20Categories.aspx#L>

Further, the countries listed under UN sanctioned regimes are also ineligible to participate. Information can be accessed at [Sanctions | United Nations Security Council](#).

**PART B CONDITIONS OF CONTRACT AND CONTRACT FORMS**

**Section-VII: Standard Forms Of Contract**

**GENERAL CONDITION OF CONTRACT (GCC)**

<p><b>1. Definitions</b></p>	<p>Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:</p> <ul style="list-style-type: none"> <li>(a) <b>“Applicable Law”</b> means the laws and any other instruments having the force of law in Pakistan or as may be specified in the <b>Special Conditions of Contract (SCC)</b>, as they may be issued and enforced from time to time.</li> <li>(b) <b>“Authority”</b> means Public Procurement Regulatory Authority.</li> <li>(c) <b>“Procuring Agency”</b> means: Pakistan Security Printing Corporation</li> <li>(d) <b>“Consultant’s Personnel”</b> means personnel whom the Consultant utilizes in the execution of its contract, including the staff, labor and other employees of the Consultant and any other personnel assisting the Consultant in the execution of the contract to be supervised by the Consultant (if applicable).</li> <li>(e) <b>“Consultant”</b> means <u>(Name of the Most Advantageous Consultant)</u></li> <li>(f) <b>“Contract”</b> means an agreement enforceable by law;</li> <li>(g) <b>“Day”</b> means calendar day unless indicated otherwise.</li> <li>(h) <b>“Effective Date”</b> means the date on which this contract comes into force and effect pursuant to <b>Clause GCC 11.</b></li> <li>(i) <b>“Experts”</b> means, collectively, Key Experts, or any other personnel of the Consultant, to perform the Services or any part thereof under the Contract.</li> <li>(j) <b>“GCC”</b> means the General Conditions of Contract.</li> <li>(k) <b>“Government”</b> shall include the federal and provincial Government of Pakistan.</li> <li>(l) <b>“Key Expert(s)”</b> means an individual professional provided by the Consultant as part of their main team to perform the services under the Contract.</li> <li>(m) <b>“Local Currency”</b> means the currency of Pakistan</li> <li>(n) <b>“Party”</b> means the Procuring Agency or the Consultant, as the</li> </ul>
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	<p>case may be, and “Parties” means both of them.</p> <p>(o) <b>“SCC”</b> means the Special Conditions of Contract by which the <b>GCC</b> may be amended or supplemented but not over-written.</p> <p>(p) <b>“Services”</b> means the activities and tasks to be performed by the Consultant pursuant to the Contract.</p> <p>(q) <b>“Third Party”</b> means any person or entity other than the Government, the Procuring Agency, the Consultant</p> <p>s) <b>“TORs”</b> means the Terms of Reference that explain the objectives, scope of services, respective responsibilities of the Procuring Agency and the Consultant, deliverables of the assignment, project completion timelines, Non-disclosure Agreement and intellectual property rights clause.</p> <p>t) <b>“Project Consultant”</b> means a legally-established professional consulting firm responsible for Consultancy services (detailed design and resident supervision) of construction of complete facility.</p>
<b>2. Relationship between the Parties</b>	2.1. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent between the Procuring Agency and the Consultant. The Consultant, subject to this Contract, has complete charge of the Experts if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.
<b>3. Law Governing Contract</b>	3.1. The contract shall be governed and interpreted in accordance with the laws of Islamic Republic of Pakistan, unless otherwise specified in <b>SCC</b> .
<b>4. Language</b>	4.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Consultant and the Procuring Agency, shall be written in the English language unless otherwise stated in the <b>SCC</b> . Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purpose of interpretation of the Contract, this translation shall govern.
<b>5. Headings</b>	5.1. The headings shall not limit, alter or affect the meaning of this Contract.

<p><b>6. Communications</b></p>	<p>6.1. Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in <b>Clause GCC 4</b>. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the <b>SCC</b>.</p> <p>6.2. A Party may change its address for notice hereunder by giving the other Party any communication of such change at the address specified in the <b>SCC</b>.</p>
<p><b>7. Location</b></p>	<p>7.1. The Services shall be performed at such locations as are specified in '<b>Term of Reference</b>' and, where the location of a particular task is not so specified, at such locations, whether in the Procuring agency's country or elsewhere, as the Procuring agency may approve.</p>
<p><b>8. Authority of Member in Charge</b></p>	<p>8.1. In case the Consultant is a Joint Venture, the members hereby authorize the member specified in the <b>SCC</b> to act on their behalf in exercising all the Consultant's rights and obligations towards the Procuring agency under this Contract, including without limitation the receiving of instructions and payments from the Procuring agency.</p>
<p><b>9. Authorized Representatives</b></p>	<p>9.1. Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Procuring agency or the Consultant may be taken or executed by the officials specified in the <b>SCC</b>.</p>
<p><b>10. Fraud and Corruption</b></p>	<p>10.1. Public Procurement Regulatory Authority requires that Procuring Agencies (including beneficiaries of Government funded projects) as well as Consultants under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts.</p> <p>10.2. The Consultant shall permit and shall cause their agents (whether declared or not), service providers, suppliers, and their personnel, to permit the Procuring agency to inspect all accounts, records and other documents relating to any, Proposal submission, Contract performance and to have them audited by auditors appointed by the Procuring agency.</p> <p>10.3. Any communications between the Consultant and the Procuring agency related to matters of alleged corrupt and fraudulent practices must be made in writing/via email that provide record</p>

	<p>of the content of communication.</p> <p>10.4. Procuring agency will terminate the contract and may blacklist the Consultant under <b>Rule 19 of PPR-2004</b> if it is established that the Consultant was engaged in corrupt and fraudulent practices in competing for the contract.</p>
<b>Commencement, Completion, Modification and Termination of Contract</b>	
<b>11. Effectiveness of Contract</b>	11.1. This Contract shall come into force and effect on the signing date or as specified in the <b>SCC</b> (to be called as effective date).
<b>12. Commencement of Services</b>	12.1. The Consultant shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the <b>SCC</b> .
<b>13. Expiration of Contract</b>	13.1. Unless terminated earlier pursuant to <b>Clause GCC 18</b> hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the <b>SCC</b> .
<b>14. Entire Contract</b>	14.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
<b>15. Modifications or Variations</b>	<p>15.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties as mentioned in <b>SSC</b> which may not alter the original substance of the TOR/BOQ. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.</p> <p>15.2. In cases of any modifications or variations, the prior written consent of the Procuring agency is required.</p>
<b>16. Force Majeure</b>	
<b>a) Definition</b>	16.1. For the purposes of this Contract, “Force Majeure” means an unforeseeable event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions,

	<p>strikes, lockouts or other industrial action confiscation or any other action by Government agencies.</p> <p>16.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party’s Experts, agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.</p> <p>16.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.</p>
<p><b>b) No Breach of Contract</b></p>	<p>16.4. The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.</p>
<p><b>c) Measures to be Taken</b></p>	<p>16.5. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.</p> <p>16.6. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than <b>fourteen (14) days</b> following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.</p> <p>16.7. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.</p> <p>16.8. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the Procuring agency, shall either:</p> <p>(a) demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Procuring agency, in reactivating the Services; or</p>

	<p>(b) continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.</p> <p>16.9. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to <b>Clauses GCC 38.</b></p>
<b>17. Suspension</b>	<p>17.1. The Procuring agency may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to remedy such failure within a period not exceeding <b>thirty (30) days</b> after receipt by the Consultant of such notice of suspension.</p>
<b>18. Termination</b>	<p>18.1. This Contract may be terminated by either Party as per provisions set up below:</p>
<b>a) By the Procuring agency</b>	<p>18.1.1. Procuring agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this <b>Clause</b>. In such an occurrence the Procuring agency shall give at least <b>thirty (30) days'</b> written notice of termination to the Consultant in case of the events referred to in (a) through (d); at least <b>sixty (60) days'</b> written notice in case of the event referred to in (e); and at least <b>five (5) days'</b> written notice in case of the event referred to in (f):</p> <p>a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to <b>Clause GCC 17;</b></p> <p>b) If the Consultant becomes insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;</p> <p>c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to <b>Clause GCC 38.</b></p> <p>d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than <b>sixty (60) days;</b></p>

	<p>e) If the Procuring agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;</p> <p>f) If the Consultant fails to confirm availability of Key Experts as required in <b>Clause GCC 12</b>.</p> <p>18.1.2. If the Consultant, in the judgment of the Procuring agency has engaged in Fraud and Corruption, in competing for or in executing the Contract, then the Procuring agency may, after giving <b>fourteen (14) days</b> written notice to the Consultant, terminate the Contract.</p>
<p><b>b) By the Consultant</b></p>	<p>18.1.3. The Consultant may terminate this Contract, by not less than <b>sixty (60) days</b>’ written notice to the Procuring agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this <b>Clause</b>.</p> <p>a) If the Procuring agency fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to <b>Clauses GCC 38</b> within <b>forty-five (45) days</b> after receiving written notice from the Consultant that such payment is overdue.</p> <p>b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than <b>sixty (60) days</b>.</p> <p>c) If the Procuring agency fails to comply with any final decision reached as a result of arbitration pursuant to <b>Clause GCC 38</b>.</p>
<p><b>c) Cessation of Rights and Obligations</b></p>	<p>18.1.4. Upon termination of this Contract pursuant to <b>Clause GCC 18</b> hereof, or upon expiration of this Contract pursuant to <b>Clause GCC 13</b>, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in <b>Clause GCC 21</b>, (iii) the Consultant’s obligation to permit inspection, copying and auditing of their accounts and records set forth in <b>Clause GCC 24</b> and to cooperate and assist in any inspection or investigation, and (iv) any right which a Party may have under the Applicable Law.</p>
<p><b>d) Cessation of Services</b></p>	<p>18.1.5. Upon termination of this Contract by notice of either Party to the other pursuant to <b>Clauses GCC 18a</b> or <b>18b</b>, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep</p>

	expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Procuring agency, the Consultant shall proceed as provided, respectively, by <b>Clauses GCC 25 or GCC 26.</b>
<b>e) Payment upon Termination</b>	18.1.6. Upon termination of this Contract, the Procuring agency shall make the following payments to the Consultant:  a) payment for Services satisfactorily performed prior to the effective date of termination, and pursuant to <b>Clause 33;</b>
<b>Obligations of the Consultant</b>	
<b>19. General</b>	19.1. The Consultant shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring agency, and shall at all times support and safeguard the Procuring agency's legitimate interests in any dealings with the third parties.  19.2. The Consultant shall employ and provide such qualified and experienced Experts as are required to carry out the Services.  19.3. The Consultant may subcontract part of the Services to an extent and with such Key Experts as may be approved in advance by the Procuring agency.  19.4. The Consultant shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts comply with the Applicable Law.  19.5. The consultant shall abide by the Code of Conduct of Procuring Agency
<b>20. Conflict of Interests</b>	20.1. The Consultant shall hold the Procuring agency's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.
<b>a) Consultant Not to Benefit from</b>	20.1.1. The payment of the Consultant pursuant to <b>GCC (Clauses GCC 34 through 37)</b> shall constitute the Consultant's only payment in

<p><b>Commissions, Discounts, etc.</b></p>	<p>connection with this Contract and, subject to <b>Clause GCC 20.1.3</b>, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Expert and agents of either of them, similarly shall not receive any such additional payment.</p> <p>20.1.2. Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Procuring agency on the procurement of goods or services. Any discounts or commissions obtained by the Consultant in the exercise of such procurement shall be for the account of the Procuring agency.</p>
<p><b>b) Consultant and Affiliates Not to Engage in Certain Activities</b></p>	<p>20.1.3. The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the Consultant's Services for the preparation or implementation of the project, unless otherwise indicated in the <b>SCC</b>.</p>
<p><b>c) Prohibition of Conflicting Activities</b></p>	<p>20.1.4. The Consultant shall not engage, and shall cause its Experts as well as its Sub-consultants not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.</p>
<p><b>d) Strict Duty to Disclose Conflicting Activities</b></p>	<p>20.1.5. The Consultant has an obligation and shall ensure that its Experts and Sub-consultants shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Procuring agency, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.</p>
<p><b>21. Confidentiality</b></p>	<p>21.1. Information relating to evaluation of Proposals and recommendations concerning to award of the contract shall not be disclosed by the Procuring agency to the Consultants or to any other person who is not officially concerned with the process, until the announcement of the result of evaluation.</p> <p>21.2. The Consultant shall not disclose or attempt to make public any information relating to the RFP Documents, procurement process and award of the contract to any person or entity without the</p>

	<p>Procuring agency's prior written consent.</p> <p>21.3. In case of any disclosure related to the procurement process and contractual obligations at any stage by the Consultant, the Procuring agency may terminate the contract.</p>
<b>22. Liability of the Consultant</b>	<p>22.1. Subject to additional provisions, if any, set forth in the <b>SCC</b>, the Consultant's liability under this Contract shall be as determined under the Applicable Law.</p> <p>22.2. With respect to Professional Liability of the Consultant, <b>Regulation 11 of Procurement of Consultancy Services Regulations -2010 (PCSR- 2010)</b> would be applicable. As per PCSR-2010, the extent of liability of the consultant would be equal to one time of the contract price.</p>
<b>23. Insurance to be Taken out by the Consultant</b>	<p>23.1. The Consultant (i) may take out and maintain at its own cost, insurance against the risks and (ii) at the Procuring agency's request, shall provide evidence to the Procuring agency showing that if any such insurance has been taken out and maintained and that the current premiums therefore have been paid.</p>
<b>24. Accounting, Inspection and Auditing</b>	<p>24.1. The Consultant shall keep, and shall make all reasonable efforts to keep, accurate and systematic accounts and records in respect of the Services in such form and detail as will clearly identify relevant changes.</p> <p>24.2. The Consultant shall permit and shall cause its agents (where declared or not), service providers, suppliers, and personnel, to permit, the Procuring agency to inspect the site and/or the accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have such accounts, records and other documents. The Consultant's acts intended to materially impede the exercise of the Procuring agency's inspection and audit rights shall constitute a prohibited practice that may lead to contract termination.</p>
<b>25. Reporting Obligations</b>	<p>25.1. The Consultant shall submit to the Procuring agency the reports and documents, in the form, in the numbers and within the time periods as specified in <b>Appendix A</b>.</p>
<b>26. Proprietary Rights of the Procuring agency in Reports and Records</b>	<p>26.1. Unless otherwise indicated in the <b>SCC</b>, all reports and relevant data and information such as preliminary design, detailed design, diagrams, plans, RFP documents, other documents and supporting records or material compiled or prepared by the Consultant for the Procuring agency in the course of the Consultancy Services shall be confidential and become and remain the absolute property of</p>

	<p>the Procuring agency. The Consultant shall, not later than upon termination or expiration of this Contract, deliver all such data and other supporting material to the Procuring agency, together with a detailed inventory thereof.</p> <p>26.2. If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of the plans, drawings, specifications, designs, databases &amp; other documents and software, the Consultant shall obtain the Procuring agency's prior written approval to such agreements.</p>
<b>27. Code of Conduct</b>	27.1. The Consultant is bound to follow the Code of Conduct issued by the Procuring agency and Public Procurement Regulatory Authority.
<b>Consultant's Experts</b>	
<b>28. Description of Key Experts</b>	28.1. The detail of Key Experts is given in <b>Appendix B.</b>
<b>29. Replacement of Key Experts</b>	<p>29.1. Except as the Procuring agency may otherwise agree in writing, no changes shall be made in the Key Experts.</p> <p>29.2. Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualification and experience, and at the same rate of remuneration.</p>
<b>30. Removal of Experts</b>	<p>30.1. If the Procuring agency finds that any of the Experts has committed serious misconduct or has been charged with having committed a criminal action, or shall the Procuring agency determine that a Consultant's Expert has engaged in Fraud and Corruption while performing the Services, the Consultant shall, at the Procuring agency's written request, provide a replacement.</p> <p>30.2. In the event that any of Key Experts, is found by the Procuring agency to be incompetent or incapable in discharging assigned duties, the Procuring agency, specifying the grounds therefore, may request the Consultant to provide a replacement.</p> <p>30.3. Any replacement of the removed Experts shall possess better qualifications and experience and shall be acceptable to the</p>

	<p>Procuring agency.</p> <p>30.4. The Consultant shall bear all costs arising out of or incidental to any removal and/or replacement of such Experts.</p>
<b>Obligations of the Procuring agency</b>	
<b>31. Assistance to the Consultant</b>	<p>31.1. Unless otherwise specified in the <b>SCC</b>, the Procuring agency shall use its best efforts to:</p> <p>a) Assist the Consultant by providing requisite information / documents as shall be necessary to enable the Consultant to perform the Services.</p> <p>b) Provide to the Consultant any such other assistance as may be specified in the <b>SCC</b>, if any.</p>
<b>32. Change in the Applicable Law Related to Taxes and Duties</b>	<p>32.1. If, after the date of this Contract, there is any change in the applicable laws of Pakistan with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the contract price shall be adjusted accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the contract price specified in <b>Clause GCC 34.1</b>, only if specified in <b>SCC</b>.</p>
<b>33. Payment Obligation</b>	<p>33.1. In consideration of the Services performed by the Consultant under this Contract, the Procuring agency shall make such payments to the Consultant and in such manner as is provided in clause (<b>GCC 34 through GCC 37.3</b>) below.</p>
<b>Payments to the Consultant</b>	
<b>34. Contract Price</b>	<p>34.1. The Contract price is fixed and is set forth in the <b>SCC</b>.</p>
<b>35. Taxes and Duties</b>	<p>35.1. The Consultant, and Experts are responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the <b>SCC</b>.</p> <p>35.2. As an exception to the above and as stated in the <b>SCC</b>, all local identifiable direct/indirect taxes and withholding tax (itemized and finalized at Contract negotiations) are reimbursed to the Consultant or are paid by the Procuring agency on behalf of the Consultant.</p>
<b>36. Currency of</b>	<p>36.1. Any payment under this Contract shall be made in the currency</p>

<b>Payment</b>	specified in the <b>SCC</b> .
<b>37. Mode of Billing and Payment</b>	<p>Billings and payments in respect of the Services shall be made as follows:</p> <p>37.1. The total payments under this Contract shall not exceed the Contract price set forth in <b>Clause GCC 34.1</b>.</p> <p>37.2. The payments under this Contract shall be made in lump-sum or installments against deliverables specified in <b>Appendix D</b> or as mentioned in <b>SCC</b>. The payments will be made according to the payment schedule stated in the <b>SCC</b>.</p> <p>37.3. The Procuring agency shall pay the Consultant within <b>thirty (30) days</b> after the receipt by the Procuring agency of the deliverable(s) and the cover invoice for the related payment. The payment can be withheld if the Procuring agency does not approve the submitted deliverable(s) as satisfactory in which case the Procuring agency shall provide comments to the Consultant within the same <b>thirty (30) days</b> period. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated.</p> <p>37.4. All payments under this Contract shall be made to the bank accounts of the Consultant specified in the <b>SCC</b>.</p>
<b>Settlement of Disputes</b>	
<b>38. Amicable Settlement</b>	<p>38.1. In case of any dispute and difference which may arise in connection with the execution of the contract, the matter shall be settled as mentioned in <b>SCC</b></p> <p>38.2. In case the dispute remains unresolved, the matter will be resolved through arbitration as per the Arbitration Act, 1940. The place of arbitration shall be as provided in <b>SCC</b>.</p>
<b>Performance Guarantee</b>	
<b>39. Performance Guarantee</b>	<p>39.1. The Most Advantageous Consultant shall provide Performance Guarantee to the Procuring agency no later than <b>07 days</b> from the date of issuance of PO before signing of contract. The Performance Guarantee shall be issued in an amount and form by a Commercial Bank acceptable to the Procuring agency and denominated in the currency in which the Contract Price is payable. The performance guarantee shall be issued either by a local bank in Pakistan or at-least en-cashable through a local bank in Pakistan.</p>

<b>40. Liquidated Damages</b>	40.1. The Consultant shall pay liquidated damages to the Procuring agency at the rate stated in the SCC. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Procuring agency may deduct liquidated damages from payments due to the consultant. Payment of liquidated damages shall not affect the Consultant's liabilities.
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### SPECIAL CONDITIONS OF CONTRACT (SCC)

GCC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of the Contract
1.1(a) and 3.1	The Contract shall be construed in accordance with the laws of the Islamic Republic of Pakistan.
4.1	The language is: <b>English</b>
6.1 and 6.2	<p><b>The addresses are:</b></p> <p>Procuring agency:</p> <p><b>Deputy General Manager,</b> Purchase department Pakistan Security Printing Corporation Jinnah Avenue Malir Halt Karachi Tel: +92-21-99242511-2201</p> <p>Consultant:</p> <p>Attention:</p> <p><b>E-mail (where permitted)</b></p>
8.1	Joint Venture: <b>APPLICABLE (Between only two firm i.e. one lead firm &amp; one partner firm)</b>
9.1	<p><b>The Authorized Representatives are:</b></p> <p><b>For the Procuring agency: <i>Head of Project Management Office - PSPC</i></b></p> <p>For the Consultant: <i>[name, title]</i></p>
11.1	The contract will be effective from the date of signing of contract.
12.1	Commencement of Services: From the date of the signing of the contract.
13.1	Expiration of Contract: Till the end of Defect Liability Period
34.1	The contract price is: _____ (exclusive of indirect taxes and withholding tax).

35	All local indirect taxes will be Paid by the Procuring agency.																																												
36.1	Payment will be made in respective Pak rupee																																												
37.2	<p>The currency of payment shall be <b>PKR</b>. The payment to consultant will be made according to the payment terms as mentioned in TORs (Section V):</p> <p><b>Note:</b> Amount is percentage (%) of lump sum contract price and all the payments shall be subject to verification of deliverables by authorized official(s) of Procuring Agency.</p>																																												
37.4	<p>Following account detail to be provided;</p> <table border="1" data-bbox="367 684 1401 800"> <tr> <td data-bbox="367 684 570 758"><b>Account Title</b></td> <td colspan="16" data-bbox="576 684 1401 758"></td> </tr> <tr> <td data-bbox="367 766 570 800"><b>IBAN</b></td> <td data-bbox="576 766 602 800"></td> <td data-bbox="609 766 634 800"></td> <td data-bbox="641 766 667 800"></td> <td data-bbox="673 766 699 800"></td> <td data-bbox="706 766 732 800"></td> <td data-bbox="738 766 764 800"></td> <td data-bbox="771 766 797 800"></td> <td data-bbox="803 766 829 800"></td> <td data-bbox="836 766 862 800"></td> <td data-bbox="868 766 894 800"></td> <td data-bbox="901 766 927 800"></td> <td data-bbox="933 766 959 800"></td> <td data-bbox="966 766 992 800"></td> <td data-bbox="998 766 1024 800"></td> <td data-bbox="1031 766 1057 800"></td> <td data-bbox="1063 766 1089 800"></td> <td data-bbox="1096 766 1122 800"></td> <td data-bbox="1128 766 1154 800"></td> <td data-bbox="1161 766 1187 800"></td> <td data-bbox="1193 766 1219 800"></td> <td data-bbox="1226 766 1252 800"></td> <td data-bbox="1258 766 1284 800"></td> <td data-bbox="1291 766 1317 800"></td> <td data-bbox="1323 766 1349 800"></td> <td data-bbox="1356 766 1382 800"></td> <td data-bbox="1388 766 1414 800"></td> </tr> </table> <p>And any additional details required by Procuring Agency.</p>	<b>Account Title</b>																	<b>IBAN</b>																										
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38	<p>In case of any dispute and difference which may arise in connection with the execution of the contract, the matter shall be referred to Managing Director of Corporation, who shall take decision in the matter.</p> <p>In case the dispute remains unresolved, the matter will be resolved through arbitration as per the Arbitration Act, 1940. The place of arbitration shall be Karachi.</p>																																												
39.1	<p>The successful consultant will submit Performance Guarantee @5% of the total contract price in the shape of a Pay Order / Bank Draft/ Call Deposit/ insurance Guarantee (For insurance guarantee PACRA rating AAA &amp; AA+ only) or an unconditional Bank Guarantee.</p> <p>In case of Bank/Insurance Guarantee, it must remain valid 28 days beyond the contract's expiry date (including 12 months of Defect Liability Period). Performance Guarantee shall be release after 28 days of expiry of Defect Liability/Notification Period and upon submission of Defect Liability/Notification Period Report which shall become part of Final Closeout Report.</p>																																												
40.1	<p>That if the said work against agreed payment timelines is not completed within the stipulated period, a fine of 0.1% of relevant deliverable fee per day will be imposed as penalty provided that total liquidated damages shall not exceed 05% of the total price payable under the Purchase/work Contract. The consultant shall pay these liquidated damages to the corporation otherwise procuring agency shall make deduction from consultant's bill. Liquidated Damages shall only be charged if the reason of delay mentioned by consultant is found unsatisfactory by Procuring Agency management.</p>																																												

## **APPENDICES TO CONTRACT**

<b>Appendix 1:</b>	FORM OF CONTRACT
<b>Appendix A:</b>	TERMS OF REFERENCE
<b>Appendix B:</b>	PERSONNEL CAPABILITY FORM
<b>Appendix C:</b>	CONTRACT PRICE BREAKUP
<b>Appendix D:</b>	PAYMENT SCHEDULE
<b>Appendix E:</b>	PURCHASE/WORK ORDER
<b>Appendix F:</b>	ACCEPTANCE LETTER
<b>Appendix G:</b>	INTEGRITY PACT
<b>Appendix H:</b>	NON-DISCLOSURE AGREEMENT (NDA)
<b>Appendix I:</b>	CODE OF CONDUCT

## Appendix 1 – FORM OF CONTRACT

This CONTRACT (hereinafter called the “Contract”) is made on the \_\_\_\_\_ day of the month of [month], [year], between the **Pakistan Security Printing Corporation** (hereinafter called the “**Procuring Agency**”) having its registered office at Jinnah Avenue Malir Halt, Karachi.

**AND**

**(Name of the Most Advantageous Consultant)** (hereinafter called the “**Consultant**”) having its registered office at \_\_\_\_\_ (address)\_\_\_\_\_.

WHEREAS

- (a) the Procuring Agency has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the “**Services**”);
- (b) the Consultant, having represented to the Procuring Agency that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- (a) The General Conditions of Contract
- (b) The Special Conditions of Contract;
- (c) Appendices:

- **Appendix A: TERMS OF REFERENCE**
- **Appendix B: PERSONNEL CAPABILITY FORM**
- **Appendix C: CONTRACT PRICE BREAKUP**
- **Appendix D: PAYMENT SCHEDULE**
- **Appendix E: PURCHASE/WORK ORDER**
- **Appendix F: ACCEPTANCE LETTER**
- **Appendix G: INTEGRITY PACT**
- **Appendix H: NON-DISCLOSURE AGREEMENT**
- **Appendix I: PSPC CODE OF CONDUCT**

In the event of any inconsistency between the documents, the following order of precedence shall prevail: The Special Conditions of Contract; the General Conditions of Contract, including all Appendices.

2. The mutual rights and obligations of the Procuring agency and the Consultant shall be as set forth in the Contract, in particular:

(a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and

(b) the Procuring agency shall make payments to the Consultant in accordance with the provisions of the Contract.

(c) IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of the PAKISTAN SECURITY PRINTING CORPORATION PVT. LTD.	For and on behalf of (Name of the Most Advantageous Consultant)
<b>Authorized Representative</b> <i>(Name, Designation/Official Stamp and Signature)</i>	<b>Authorized Representative</b> <i>(Name, Designation/Official Stamp and Signature)</i>
<b>Witness 1</b>	<b>Witness 1</b>
<b>Name:</b> _____	<b>Name:</b> _____
<b>CNIC#</b> _____	<b>CNIC#</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____
<b>Witness 2</b>	<b>Witness 2</b>
<b>Name:</b> _____	<b>Name:</b> _____
<b>CNIC#</b> _____	<b>CNIC#</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____

**Appendix A – TERMS OF REFERENCE**

*Please attach signed and stamped Section V (Terms of Reference) of this Document*

**Appendix B – PERSONNEL CAPABILITY FORM**

Please attach “Section – III” Technical Proposal - Standard Forms of this document.

## **Appendix C – CONTRACT PRICE BREAKUP**

Please attach signed and stamped of “Section – IV” Financial Proposal - Standard Forms of this document.

## Appendix D – PAYMENT SCHEDULE

*(Consultant Shall be paid on the table given below. Consultants shall submit this form duly signed and stamped On Company's Official Letterhead. Also given in Section-V (TORs))*

### Payment Terms for Consultant

Milestone	Deliverable Required	Payment Due (%of Total Contract Price)
Award of Contract	After signing of contract	5%
<b>1. Bank Note Production Facility (20%)</b>		
Technical Vetting Completion	Submission and Procuring Agency(PA)/Employer Acceptance of the comprehensive Vetting Report (covering all discipline-specific findings, mandatory corrections, and clash resolutions).  <b>Time for Submission:</b> Within 45 calendar days of submission of drawings by the procuring agency/employer.	4%
Value Engineering Acceptance	Submission and Procuring Agency(PA)/Employer Approval of the Value Engineering (VE) Study Report and formal acceptance of the recommended Value Engineering Change Proposals (VECPs).  <b>Time for Submission:</b> Within 60 calendar days of submission of drawings by the procuring agency/employer.	7%
Documentation Finalization	Submission and Procuring Agency(PA)/Employer Acceptance of the Final Design Compliance Certificate confirming all corrections and approved VECPs are fully incorporated into the final Construction Drawings and Technical Specifications and are duly approved  <b>Time for Submission:</b> Within 14 calendar days of issuance of approval letter of VE by the procuring agency/employer.	3%
BOQ & BIM Vetting	Submission and Procuring Agency(PA)/Employer Acceptance of the BOQ Audit Report and the BIM Model Audit Report, certifying accuracy and clash-free status.  <b>Time for Submission:</b> Within 21 calendar days of issuance of approval letter of VE by the procuring agency/employer.	3%
Tender Readiness	Submission and Procuring Agency(PA)/Employer Acceptance of the complete and vetted Final Tender Package (including Final BOQ, Technical Specifications, and Contract Documents) and issuance of the Tender Readiness Certificate.  <b>Time for Submission:</b> Within 14 calendar days of issuance of approval letter of BOQ & BIM vetting by the procuring agency/employer.	3%
<b>2. Ancillary Buildings (20%)</b>		

Technical Vetting Completion	Submission and Procuring Agency(PA)/Employer Acceptance of the comprehensive Vetting Report (covering all discipline-specific findings, mandatory corrections, and clash resolutions).  <b>Time for Submission:</b> Within 45 calendar days of submission of drawings by the procuring agency/employer.	4%
Value Engineering Acceptance	Submission and Procuring Agency(PA)/Employer Approval of the Value Engineering (VE) Study Report and formal acceptance of the recommended Value Engineering Change Proposals (VECPs).  <b>Time for Submission:</b> Within 60 calendar days of submission of drawings by the procuring agency/employer.	7%
Documentation Finalization	Submission and Procuring Agency(PA)/Employer Acceptance of the Final Design Compliance Certificate confirming all corrections and approved VECPs are fully incorporated into the final Construction Drawings and Technical Specifications and are duly approved  <b>Time for Submission:</b> Within 14 calendar days of issuance of approval letter of VE by the procuring agency/employer.	3%
BOQ & BIM Vetting	Submission and Procuring Agency(PA)/Employer Acceptance of the BOQ Audit Report and the BIM Model Audit Report, certifying accuracy and clash-free status.  <b>Time for Submission:</b> Within 21 calendar days of issuance of approval letter of VE by the procuring agency/employer.	3%
Tender Readiness	Submission and Procuring Agency(PA)/Employer Acceptance of the complete and vetted Final Tender Package (including Final BOQ, Technical Specifications, and Contract Documents) and issuance of the Tender Readiness Certificate.  <b>Time for Submission:</b> Within 14 calendar days of issuance of approval letter of BOQ & BIM vetting by the procuring agency/employer.	3%
<b>3. Infrastructure Works (20%)</b>		
Technical Vetting Completion	Submission and Procuring Agency(PA)/Employer Acceptance of the comprehensive Vetting Report (covering all discipline-specific findings, mandatory corrections, and clash resolutions).  <b>Time for Submission:</b> Within 45 calendar days of submission of drawings by the procuring agency/employer.	4%
Value Engineering Acceptance	Submission and Procuring Agency(PA)/Employer Approval of the Value Engineering (VE) Study Report and formal acceptance of the recommended Value Engineering Change Proposals (VECPs).  <b>Time for Submission:</b> Within 60 calendar days of submission of drawings by the procuring agency/employer.	7%

Documentation Finalization	Submission and Procuring Agency(PA)/Employer Acceptance of the Final Design Compliance Certificate confirming all corrections and approved VECPs are fully incorporated into the final Construction Drawings and Technical Specifications and are duly approved  <b>Time for Submission:</b> Within 14 calendar days of issuance of approval letter of VE by the procuring agency/employer.	3%
BOQ & BIM Vetting	Submission and Procuring Agency(PA)/Employer Acceptance of the BOQ Audit Report and the BIM Model Audit Report, certifying accuracy and clash-free status.  <b>Time for Submission:</b> Within 21 calendar days of issuance of approval letter of VE by the procuring agency/employer.	3%
Tender Readiness	Submission and Procuring Agency(PA)/Employer Acceptance of the complete and vetted Final Tender Package (including Final BOQ, Technical Specifications, and Contract Documents) and issuance of the Tender Readiness Certificate.  <b>Time for Submission:</b> Within r 14 calendar days of issuance of approval letter of BOQ & BIM vetting by the procuring agency/employer.	3%
<b>4. Security Paper Manufacturing Facility (25%)</b>		
Technical Vetting Completion	Submission and Procuring Agency(PA)/Employer Acceptance of the comprehensive Detailed Review & Vetting Report (covering all discipline-specific findings, mandatory corrections, and clash resolutions).  <b>Time for Submission:</b> Within 28 calendar days of submission of drawings by the procuring agency/employer.	4%
Value Engineering Acceptance	Submission and Procuring Agency(PA)/Employer Approval of the Value Engineering (VE) Study Report and formal acceptance of the recommended Value Engineering Change Proposals (VECPs).  <b>Time for Submission:</b> Within 42 calendar days of submission of drawings by the procuring agency/employer.	8%
Documentation Finalization	Submission and Procuring Agency(PA)/Employer Acceptance of the Final Design Compliance Certificate confirming all corrections and approved VECPs are fully incorporated into the final Construction Drawings and Technical Specifications and are duly approved.  <b>Time for Submission:</b> Within 14 calendar days of issuance of approval letter of VE by the procuring agency/employer.	4%
BOQ & BIM Vetting	Submission and Procuring Agency(PA)/Employer Acceptance of the BOQ Audit Report and the BIM Model Audit Report, certifying accuracy and clash-free status.  <b>Time for Submission:</b> Within 21 calendar days of issuance of approval letter of VE by the procuring agency/employer.	5%

Tender Readiness	Submission and Procuring Agency(PA)/Employer Acceptance of the complete and vetted Final Tender Package (including Final BOQ, Technical Specifications, and Contract Documents) and issuance of the Tender Readiness Certificate.  <b>Time for Submission:</b> Within 14 calendar days of issuance of approval letter of BOQ & BIM vetting by the procuring agency/employer.	4%
<b>5. Technical Advisory &amp; Quality Assurance/Control (10%)</b>		
Construction Phase	The Construction Phase shall be forty-two (42) months. Periodic monthly payments, commencing upon the start of the defined construction phase (42 Months / 02 Visit per month or as required by employer, having maximum visits up to 84 Nos.). Payments are released monthly upon submission of satisfactory Technical Advisory and QA/QC Reports for that month.. Construction phase may be increased/decreased depending upon the completion period of construction after approval of Procuring Agency/Employer. Payment shall be calculated as follows: Quoted Bid Amount = X Eight percent (8%) of the Quoted Bid Amount = Y = (X × 0.08) Monthly Rate (Z) = Y ÷ 42 Payments shall be made at the above monthly rate, subject to submission and acceptance of required reports and satisfactory performance. If services are required beyond 42 months, up to an additional twelve (12) months, payment shall be calculated using the same formula and monthly rate as worked out above.	8%
Final Closeout	Submission and Procuring Agency(PA)/Employer Acceptance of the Final Project Report, which summarizes all technical resolutions, financial benefits achieved via VE, and lessons learned from the initial construction phase.  <b>Time for Submission:</b> After 28 calendar days of completion of construction phase.	2%

### Terms & Conditions

- i. The Consultant shall submit an invoice upon achieving the specified milestone and receiving formal written acceptance from the Procuring Agency(PA)/Employer for the acceptance of corresponding deliverable.
- ii. For the purpose of calculating any deadlines or time periods related to the submission or completion of the Deliverables, any days consumed by the PA (including but not limited to days required for review, approval, comments, or internal administrative processes) shall be excluded. All applicable timelines shall be extended automatically by the number of days taken by the PA for such review and approval activities, without the need for further amendment or notice.
- iii. Payments shall be processed by the Procuring Agency(PA)/Employer within 28 days of receiving a valid invoice and the corresponding milestone acceptance.
- iv. If a deliverable is rejected, the Procuring Agency(PA)/Employer shall provide the Consultant with detailed reasons for non-acceptance. The Consultant must address

and resubmit the deliverable within the stipulated time (14 days) without any claim for additional cost or time.

- v. Payment of applicable stamp duty as per law of land of the total contract value will be responsibility of successful consultant.
- vi. Amount is percentage (%) of lump sum contract price and all the payments shall be subject to verification of deliverables by authorized official(s) of Procuring Agency.
- vii. In case of non-provision or delay in provision of drawing/design of any building or area (as mentioned in Clause-1 (Introduction) of Section-V) by Procuring Agency/Employer, 5% of cost of deliverable shall be retained against the building with covered area of less than 50,000 sft and 10% for building with covered area of more than 50,000 sft while releasing the balance amount and it shall not change any term or condition of contract in term of time, cost, scope etc. (For example; due to some reason, delay occur on behalf of Procuring Agency/Employer in provision of design/drawing of admin building and day care center with covered area of 80,000 sft and 25,000 sft respectively. These buildings are mentioned under group of Ancillary Buildings (while ancillary buildings hold 20% of total contract cost as per clause-9 (payment terms) of Section-V), only 10% and 5% of 20%, which is calculated as 3% of contract shall be retained/deducted against admin building and day care center while releasing the balance amount.

**Appendix E – PURCHASE/WORK ORDER**

Attach Purchase/Work order. *(to be inserted at the time of signing of contract)*

## **Appendix F – ACCEPTANCE LETTER**

Consultant should provide the signed acceptance letter based on the Purchase/work order issued by the Procuring Agency. *(to be inserted at the time of signing of contract)*

## Appendix G – INTEGRITY PACT

(Required on signed and stamped Non-Judicial Stamp Paper of Pakistan)

*Integrity Pact pursuant to Rule 7 Public Procurement Rules 2004*

### **Declaration of Fees, Commissions and Brokerage, etc. Payable by the Suppliers of Goods, Services & Works**

**(Name of the Most Advantageous Consultant)** hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege, or other obligation or benefit from the Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, **(Name of the Most Advantageous Consultant)** represents and warrants that it has fully declared the brokerage, commission, fees, etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

**(Name of the Most Advantageous Consultant)** certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

**(Name of the Most Advantageous Consultant)** accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instruments, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, **(Name of the Most Advantageous Consultant)** agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by **(Name of the Most Advantageous Consultant)** as aforesaid to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Official Seal & Signature of Consultant: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix H – NON-DISCLOSURE AGREEMENT (NDA)**

**(Required on signed and stamped Non-Judicial Stamp Paper of Pakistan)**

**NON-DISCLOSURE AGREEMENT (NDA)**

This agreement is entered into as of ..... day of..... Year

between

**Pakistan Security Printing Corporation (Pvt.) Limited (PSPC)**, Manufacturer of Banknotes and Prize Bonds registered under the laws of Pakistan, having its registered office at Jinnah Avenue Malir Halt, Karachi, Pakistan through its authorized representative \_\_\_\_\_ (hereinafter referred to as “**Disclosing Party**”), which expression, where the context so requires and permits, shall mean and include its successors-in-interest, administrators, executors, legal representatives and permitted assigns );

and

**(Name of the Most Advantageous Consultant)**, having its registered office at ..... through its authorized representative (hereinafter referred to as ‘**Receiving Party**’ which expression, where the context so requires and permits, shall mean and include its successors-in-interest, administrators, executors, legal representatives and permitted assigns).

(Disclosing Party and Receiving Party are hereinafter collectively referred to as the “Parties” and individually as a “Party”).

**Agreement**’ means this Agreement and all written amendments and revisions made thereto from time to time.

**“Effective Date”** means the date of execution of this Agreement.

**‘State’** means the territory of the Islamic Republic of Pakistan.

**WHEREAS**

The Parties to this Agreement wishes to enter into an Agreement concerning the disclosure of certain proprietary and confidential information, whereby it will be necessary for each party (the "**Disclosing Party**") to disclose to the other Party (the "**Receiving Party**"), as the case

may, information of a confidential or proprietary nature for the purposes as defined in the Agreement (**Authorized Purpose** ) (irrespective of the form of presentation or communication including, but not limited to data, notes, analyses, compilations, studies, physical objects, samples, financial information, technical information, cost information, techniques, , material, methods, processes, sources and any other information, however, described, which is or could be valuable in the type of business in which Disclosing Party is engaged) provided that any disclosure of information made in writing shall be marked confidential or with words of similar effect and that any disclosure made orally shall subsequently be reduced to writing by the Disclosing Party and marked confidential or with words of similar effect with a copy sent to the Receiving Party within 30 days of disclosure ("Information").

**IT IS AGREED AS FOLLOWS:**

1. This Agreement will apply to any disclosure of Information from the Effective Date. This Agreement may be terminated by any Party after giving a prior notice of 30 (Thirty) days' in writing; or immediately if the Disclosing Party has reason to believe that the Receiving Party is in breach of any of the obligations contained herein. Such termination shall not affect any obligation imposed by this Agreement with respect to Information received prior to such termination.
2. Receiving Party shall hold and protect the Confidential Information in the same manner as it protects its own confidential information and in any event such protection shall not be less than that which a reasonable person or business would take in protecting its own confidential information; and shall use the Confidential Information for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information and only disclose Information on a need-to-know basis to such of its employees, contractors, agents, representatives and consultants as is reasonably required, and are under similar obligations of confidentiality as contained in this Agreement, the use whereof shall be restricted for Authorized Purpose only.

Receiving Party shall not, without the prior written approval of the Disclosing Party, use publish, copy, or otherwise disclose the Confidential Information to others, or permit the use by others for any purpose other than the Authorized Purpose, except the personnel of the Receiving Party that require to know such information for execution of the contract. Receiving Party shall, forthwith upon receipt of a written request from the Disclosing Party or on termination:

- (i) return all information supplied by the Disclosing Party as well as items and materials relating to or derived from the Information;
- (ii) deliver to the Disclosing Party or at its request destroy immediately all items and materials made by the Receiving Party containing Information, that are not returned pursuant to paragraph (i) above;
- (iii) not keep copies or duplicates of any items or materials referred to in paragraphs (i) or above; and

- (iv) provide a certificate signed by a senior officer of the Receiving Party confirming that the provisions of this clause have been complied with.
3. This Agreement shall not apply to any Information which the Receiving Party: (a) can show is or becomes publicly available through no fault of the Receiving Party; (b) can show was in its possession prior to the date of disclosure; (c) may subsequently receive from any third party legally in possession of the Information and who was not restricted from disclosing it; (d) is required to disclose pursuant to a court order or any law/rules/regulations provided that the Receiving Party shall have given prior written notice to the Disclosing Party.
  4. This Agreement shall not be deemed to confer or imply the grant or agreement to grant by the Disclosing Party to the Receiving Parties of any of its rights under copyright, patents, trademarks, design rights or other similar rights. All Information supplied hereunder is supplied on an “as is” basis and the Disclosing Party gives no representation or warranty as to its accuracy, completeness or fitness for any purpose other than the Authorized Purpose. The Disclosing Party shall not be liable for any loss or damage suffered by the Receiving Party as a result of any Receiving Party’s use of the Information.
  5. This Agreement does not create any agency or partnership relationship and each party shall act as an independent entity. This Agreement will not be assignable or transferable by the Parties. All additions or modifications to this Agreement must be made in writing and signed by the Parties.
  6. Notices shall be delivered personally, or by prepaid first-class mail, or transmitted by facsimile to the Parties at such address or number as the parties shall specify from time to time.
  7. The Receiving party may obtain consent of the Disclosing party for any waiver of rights, to share information received under this Agreement to a third party for the Authorized Purpose. Any waiver of any right under this Agreement is only effective if it is in writing and applies to the specific circumstance for which it has been given.
  8. In the event of a breach, Disclosing Party shall be entitled, in addition to any other remedies and damages available at law or in equity, to an injunction to restrain the violation thereof by Receiving Party, or its employees, contractors, agents, representatives and consultants.
  9. This Agreement shall be governed by and shall be construed in accordance with the laws of Islamic Republic of Pakistan. In case a dispute arises between the Parties with regard to the terms of or rights and obligations of the Parties under this Agreement, if not resolved amicably, shall be referred to the arbitrator to be mutually appointed by the Parties. The arbitration shall be carried out in accordance with the Arbitration Act, 1940. The award shall be conclusive, and binding on the Parties and the Parties submit to the non-exclusive jurisdiction of the Pakistan’s Courts.

In WITNESS WHEREOF, the parties have executed this Agreement and shall be effective as of the date first above written.

for and on behalf of

Pakistan Security Printing Corporation  
Advantageous Consultant)

For and on behalf of

(Name of the Most

This Agreement has been executed in the presence of the following witnesses:

1. Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_  
CNIC No: \_\_\_\_\_

2. Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_  
CNIC No: \_\_\_\_\_

## **Appendix I - PSPC CODE OF CONDUCT & UNDERTAKINGS**

### **CODE OF CONDUCT**

#### **Objective**

This Code of Conduct aims to establish PSPC's business and employment practices on the highest standards of ethical behavior, integrity, accountability, courage and excellence.

It also aims to ensure that all concerned adhere to PSPC's defined core values, act with prudence, protect the interests of PSPC and maintain a positive work environment.

#### **Scope**

This Code of Conduct is applicable on all PSPC Employees, Contract Employees, Trainees, Apprentices, Deputationist, Outsourced Workforce, and other stakeholders.

#### **General Behavior**

The ethical principles of the Corporation prevail over the concerned individual's personal origins, beliefs, values, opinions, preferences, or habits at all times. All concerned, while they are in PSPC's service, shall strictly adhere to the following rules of General Behavior at all times which include, but are not limited to, the following responsibilities:

3.1. Comply with all applicable laws, including, but not limited to, those pertaining to general employment, anti-fraud, corruption, bribery, anti-discrimination, anti-harassment, health, safety and environmental protection.

3.2. Conduct themselves honestly and carry out their duties diligently and impartially to the best of their abilities, in compliance with the applicable rules, regulations, policies and procedures, as defined by PSPC from time to time.

3.3. Maintain highest standards of ethics and professionalism and devote their working activities to the service of PSPC.

3.4. Not guarantee or promise employment of any type to anyone for any length of time.

3.5. Assist and advise colleagues and show openness and transparency in all dealings with them.

3.6. Do not withhold information from concerned colleagues that may affect the conduct of business, particularly in order to gain a personal advantage. Providing false, inaccurate or exaggerated information, refusing to cooperate with colleagues or demonstrating any form of obstructive behavior is strictly not allowed.

3.7. Not indulge in any activity during off duty hours that directly or indirectly undermines the provisions of this Code, other PSPC rules, policies and procedures, or brings disrepute to PSPC.

3.8. Refrain from indulging in any illegal and unlawful activity including but not restricted to substance abuse and consumption of alcohol, drugs or any kind of intoxicant(s), as well as, any sort of gambling/betting activities, etc.

3.9. Officers of PSPC performing supervisory functions/roles on behalf of PSPC shall take every possible care to act within the delegated authority as provided by any law, rules or regulations under which such officers may purport to act.

### **Fraud, Embezzlement & Misrepresentation**

4.1. All concerned shall not commit, or assist any activity that involves making false statements, fraud, forgery, misappropriation, theft, embezzlement, bribery, misrepresentation, violation of PSPC rules and regulations, policies and procedures or any similar activity that harms, or may harm the interest and reputation of PSPC.

4.2. Be honest in conveying professional conclusions, opinions, research and findings for whatever purpose and shall not manipulate the system for personal gains.

4.3. Refrain from indulging in any illegal and unlawful activity.

4.4. Abstain from any false or intentionally misleading information and declarations, bogus documents, and submit false or misleading claims with wrong information.

### **Discrimination and Harassment**

5.1. All concerned shall treat all internal and external stakeholders with respect, fairness and courtesy and avoid all such forms of behavior that create or may create an atmosphere of harassment, hostility, intimidation and discrimination of any kind, especially involving age, gender, health, ancestry, physical disability, race, religion, length of service, political beliefs, marital status or family structure.

5.2. Shall not propagate in any manner whatsoever sectarianism, ethnic / regional hatred / animosity and take part in sectarian, ethnic, linguistic or parochial activities, as well as

partiality or favoritism on these bases, indulge in nepotism, victimization, willful abuse of power, and unwarranted negative criticism and gossip about other employees.

5.3. Avoid creating / sending / forwarding electronic or any other form of communication that contains statements or material, which is discriminatory, offensive, defamatory, illegal or constituting harassment.

5.4. Refrain from engaging in any form of inappropriate relationship with persons with whom they have a professional relationship.

## **Confidentiality**

6.1. All concerned shall maintain strict confidentiality of PSPC and its constituents affairs and shall not communicate directly or indirectly to their colleague(s) or (ex) employee(s) belonging to other department(s) or profession or to the press or public, any document or information which has come into their possession in the course of their official duties, or has been prepared or collected by them in the course of their duties, whether from official sources or otherwise, unless compelled to do so by judicial or other authority or unless instructed to do so by a superior officer in the discharge of his / her duties.

This confidentiality must be maintained by the employee even after the cessation of their employment with PSPC.

6.2. All concerned shall not give any evidence, document, or any information before a public committee without the prior approval of the Competent Authority.

6.3. Interaction or communication directly or indirectly on behalf of PSPC with foreign governments, media, and missions in Pakistan without seeking clearance from the competent authority is not permissible.

## **Use of PSPC Assets and Resources**

7.1. All concerned are required to use PSPC assets such as properties, office equipment, supplies etc. for PSPC's business purposes and not for gain or benefit of persons or entities other than PSPC, including self.

7.2. Material information such as information contained in any file, document, note, report, letter, fax, USB, email, instrument, etc. held by the concerned must be used solely for the purpose of PSPC business and returned to PSPC upon cessation of employment / contract agreement.

7.3. Official information, documents, reports, proposals, research papers, software, etc. developed using PSPC time and resources constitute PSPC's intellectual property. All concerned will neither have the right to claim these as their own, nor shall they use/exploit the same for personal gain or benefit of persons or entities other than PSPC during or beyond cessation of their employment with PSPC.

## **Political Affiliation**

8.1. No employee of PSPC shall take part in or subscribe in aid of or assist in any way, any political activity / movement in Pakistan or relating to the affairs of Pakistan, or take part in, or in any way assist, any movement or activity, which is, or tends directly or indirectly to be, subversive to Government as by law established in Pakistan or detrimental to the ideology or integrity of Pakistan.

8.2. Employees shall not canvass or otherwise interfere with or use their influence in connection with or take part in any election to a legislative body, whether in Pakistan or elsewhere, provided that an employee who is qualified to vote at such election may exercise their right to vote; but if he/she does so, he/she shall give no indication of the manner in which he/she proposes to vote or has voted.

### **Attendance and Punctuality**

9.1. All concerned shall not leave the office or absent himself / herself from duty, without prior permission of the Competent Authority.

9.2. Strictly adhere to defined break timings, as defined by PSPC from time to time.

### **Conflict of Interest**

10.1. All concerned are required to recognize and disclose activities that might give rise to conflicts of interest or the perception of conflicts and to ensure that such conflicts are properly managed or avoided. All disclosure should be made at the time the conflict arises, or when it is recognized that a conflict may be perceived, in writing to the supervisor. If the supervisor also has an interest in the matter, the disclosure shall be made to the next higher level of authority.

10.2. While an officer is serving in PSPC, their spouse, children and siblings will henceforth not be eligible for recruitment in PSPC, SBP and/or any of its other subsidiaries.

### **Gifts and Entertainment**

11.1. Except as permitted, employees shall neither receive nor give any gift(s) or favor(s), in cash or any kind, from / to any organization, including those stakeholders (individual, entities or person created by law) who are in contact with PSPC.

11.2. The above instructions will not be applicable in case;

a. A gift received for value of up to Rs 10,000 provided aggregate value of gifts received / given from / to during a fiscal year from same source does not exceed Rs 20,000;

b. Advertising materials including trade discounts that an individual or entity normally offers to its general customers;

11.3. The intended recipient will politely refuse the offer of gifts valuing above. However,

where such refusal may impact the official relationships, the gift so received would be immediately, but not later than 72 hours, surrendered to HR.

## **Prohibitions**

12.1. Smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, electronic Cig, snuff, or chewing tobacco) is not permitted within the office premises. Employees may smoke outside in open air, at the designated areas, without compromising on the working hours.

12.2. Use of any sort of drug including Pan, Gutka, Naswar, etc. within the office premises is not allowed.

## **Self-Disclosure of Criminal Conviction**

All employees are required to self-disclose any criminal offence for which any investigating agency have taken cognizance and for which a conviction has been decided against such an employee by any court of law while being professionally engaged with PSPC irrespective of the nature of engagement.

## **Health & Safety**

All employees must take measures to promote safe working practices, and follow the instructions given by the Health, Safety, and Environment Team from time to time.

## **Whistleblowing**

All concerned are responsible to immediately report any alleged ethical misconduct or fraud. The employees may raise their concerns through a written report or email at [whistleblower@pspc.gov.pk](mailto:whistleblower@pspc.gov.pk). For more information on the applicability of this policy, refer to Whistleblowing Policy.

## **Compliance with the rules of conduct**

### **Role of line managers**

16.1.1. Line managers shall take the necessary measures to encourage respect for the rules of conduct within the entities for which they are responsible.

16.1.2. Managers should ensure that employees placed under their authority are aware of this code.

16.1.3. Apart from the vigilance, line managers are expected to behave in an exemplary manner as regards respect for the principles and rules set out in this code.

16.2. Any information pertaining to violation of this Code must immediately be reported to Director Human Resources.

16.3. If Director Human Resources is found to be violating this Code, MD may be reported. In case of violation by MD, Chairman PSPC may be reported.

### **Reporting Confidentially**

17.1. All stakeholders when reporting to Director HR shall be deemed to have made such report in strict confidence.

17.2. Human Resource Department shall not disclose the identity of concerned employee to other parties unless it is in the interest of the Corporation or it is required by law.

### **Consequences of Violating the Code**

18.1. Any employee who violates the Code shall be subject to disciplinary action.

18.2. Failure to report deviations of the Code by all concerned may result in disciplinary action. Similarly, failure to report deviations of the Code by other stakeholders may result in the termination of their relationship with the Corporation.

### **Interpretation**

This policy shall supersede all previous policies on the subject. In case of any ambiguity in understanding this Policy, the interpretation of the Managing Director will be treated as final. Any exception to the policy shall be approved by the Managing Director on the recommendation of Director HR and shall be reported to Board Human Resource Committee for ratification.

## Undertaking for Compliance with Code of Conduct

**Bidder Name:** \_\_\_\_\_

**Bidder Representative (If any):** \_\_\_\_\_

**Date:** \_\_\_\_\_

I, the undersigned, on behalf of [Bidder Company Name], hereby acknowledge that I have received, read, and understood the Code of Conduct established by [Procuring Agency Name].

As a bidder participating in the procurement process, I undertake to:

1. Adhere to the highest standards of integrity and professionalism in all interactions with PSPC
2. Ensure that all communications and representations made during the bidding process are truthful and transparent.
3. Comply with all applicable laws, regulations, and policies outlined in the Code of Conduct.
4. Avoid any conflicts of interest and disclose any potential conflicts promptly.
5. Report any unethical behavior or violations of the Code of Conduct to the appropriate authorities within PSPC.

I understand that any breach of this undertaking or the Code of Conduct may result in disqualification from the bidding process and potential legal consequences.

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Undertaking for Compliance with  
Health, Safety & Environment (HSE) Policy of PSPC**

**Bidder Name:** \_\_\_\_\_

**Bidder Representative (If any):** \_\_\_\_\_

**Date:** \_\_\_\_\_

As a bidder participating in the procurement process, I undertake to comply with all applicable HSE laws, regulations and industry standards; and with all following HSE requirements of PSPC:

1. Suppliers / Contractors are responsible for the health, safety and well-being of their employees. The contractors will also be responsible to provide relevant personal protective equipment (PPEs) to their workforce where required.
2. Suppliers / Contractors who have their own HSE management system, shall provide details of the same on request.
3. The contractor / suppliers must take all necessary safety precautions related to the performance of contract in order to protect all worksites, including all personnel and property of the PSPC, the contractor, all third parties and the communities.
4. Contractor shall ensure that all personnel are adequately trained & skilled to perform the task assigned.
5. Supplier / Contractor shall ensure compliance with PSPC policies, procedures and applicable legal and regulatory requirements after award of contract and during execution. These policies and procedures can be obtained upon request from Purchase Department.
6. Contractor shall adhere to set standards and requirements for environmental protection.

I, the undersigned, on behalf of [Bidder Company Name], hereby acknowledge that I have received, read, and understood the HSE requirements of PSPC.

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_