



## **Terms of Reference (TORs) for Hiring of Consultant Firm**

### **Hiring of Consultant Firm:**

PTCL is going to execute a Project of Building (Ground+ One Storey). For which services of a qualified and experienced consultant firm are required.

### **Eligibility Criteria for Consultant Firm:**

The consultant firm shall be a tax filer and registered with Pakistan Council of Architects and Town Planners (PCATP), and Pakistan Engineering Council, incorporated similar services and have completed similar projects of this scale or above and complexity and in comparable organization. Consultant Firm should possess good knowledge of all concepts, principles and approach required for this assignment. Shall have an adequately staffed and equipped offices with complete address. Shall have competence of existing and proposed personnel. Experience of working with Government and public sector would be an advantage.

### **Short-listing of Consultant Firms:**

PTCL shall determine criteria for short listing. There will normally be a minimum of three or more consultant firms in the shortlisting process.

### **Terms & Conditions (Criteria / Documents) are required: -**

Following documents / criteria is required for preliminary examination and selection of Consultant Firms are as under: -

- a) Pakistan Engineering Council Membership Number Certificate
- b) Pakistan Council of Architects and Town Planners (PCATP)
- c) Registration Certificate of NTN and PRA (active taxpayer)
- d) Number of Similar and Comparable projects completed
- e) Declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial), a local body or a public sector organization etc.
- f) Affidavit on legal stamp paper of Rs. 100/- that their firm has not been blacklisted in the past on any ground by any Government (Federal, Provincial), a local body or a public sector organization.



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- g) Complete profile of Firm along with Logistical & Staff capacity
- h) General experience, Specific experience and Past performance
- i) Overall Relevant Experience
- j) Experience proof of working with Government (which would be an advantage)
- k) Under PTCL procurement regulations the procuring agency may reject all bids or proposals at any time prior to the acceptance of bid or proposal.

**Deliverables:**

The selected Consultant Firm will deliver the followings: -

- i. Architectural detailed design including site land survey, layout proposal plans, dimensional drawings, interior design, LDA submission drawing sets as per requirements, soft copy of drawings and BOQ. (Ground + one storey)
- ii. Structural design as per Pakistan Building Code & ACI codes including Etabs/Safe Soft Copy, construction drawings, dimensional drawings, LDA submission drawing sets as per requirements, BOQ and structural soundness & stability certificate. **(Ground + one storey ( 2400 Sft ) but with provision of further two floors for future expansion)**
- iii. Complete Plumbing, Sewerage, Water supply, Electrical, Mechanical, Fire Hydrant System, CCTV etc. designs of the Project including detailed BOQs and LDA submission sets. (Ground + one storey)
- iv. Detailed Bill of Quantities (BOQs) with Technical specifications of works in the form of tender documents with terms & conditions.
- v. Engineer's estimates with rates and with reference to floors.
- vi. Any other drawings and designs related to the project.

**Description of Tasks:**

The selected Consultant Firm will perform the following tasks: -

- i. Submit all drawings of the project.
- ii. Feasibility Study / Survey Report.
- iii. Will sign a Contract with PTCL.



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**Documents:**

The selected Consultant Firm will provide the following documents: -

- I. Certificate of Stability (Earth Quik Resistant, Wind resistant etc.) of the Project.
- II. Five sets of preliminary / final drawings.
- III. Seven sets of tender documents plus all the data in soft form.
- IV. Soft copy of the data (drawing etc.)

**Timelines:** The selected consultant firm will complete tender documents within 10 days from the date of its hiring / engagement.

**Bid Submission:** The interested Firms are requested to submit their Technical & Commercial Bids separately along with CDR amounting to Rs. 50,000/- in favor of "PTCL OTR Central Region MCA" up to Monday, 1<sup>st</sup> September, 2020 during office hours. Please

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