



**PAKISTAN INDUSTRIAL DEVELOPMENT CORPORATION  
(PIDC)**



**INVITATION OF APPLICATIONS FOR APPOINTMENT OF CONSULTING FIRMS  
(ARCHITECTS AND/ OR ENGINEERS) TO VET & APPROVE BUILDING PLANS,  
ARCHITECTURAL AND/ OR STRUCTURAL/ MEP DRAWINGS ACCORDING TO BY-LAWS  
OF SINDH BUILDING CONTROL AUTHORITY**

1. Pakistan Industrial Development Corporation (PIDC), a government-owned company under the administrative control of the Federal Ministry of Industries & Production, invites applications from reputed Consulting Firms (Architects and/ or Engineers), registered with the Pakistan Engineering Council (PEC) / Pakistan Council of Architects & Town Planners (PCATP), Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue, to designate a panel of Architects and/ or Engineers to **Vet & Approve** Building Plans, Architectural and/ or Structural/ MEP drawings of the industrial buildings at Special Economic Zones (SEZs) of Pakistan Industrial Development Corporation (PIDC) in **Sindh** Province.
2. RFP document along with Eligibility/ Selection Criteria, and detailed terms & conditions can be downloaded from PPRA or PIDC websites i.e., [www.ppra.org.pk](http://www.ppra.org.pk) or [www.pidc.com.pk](http://www.pidc.com.pk).
3. In order to clarify the bidder's queries for the captioned work, a pre-Bid meeting has been scheduled on **1<sup>st</sup> November 2022** at the below-mentioned address at **11 a.m.**
4. The interested firms are requested to submit their applications on or before **9<sup>th</sup> November till 11 a.m.** at the below-given address. Applications will be opened on the same day at **11:30 a.m.** Delayed/ conditional/ telegraphic applications will not be entertained.
5. The envelope containing the applications shall be clearly marked with the name of the bidder's firm and the title of the work. The applications should contain one original and one true copy.
6. PIDC reserves the right to accept or reject any or all applications as per PPRA rules. Applications submitted or received after the closing time shall be rejected.

**Manager Technical  
(Industrial Infrastructure Division)  
Pakistan Industrial Development Corporation  
PAKISTAN INDUSTRIAL DEVELOPMENT CORPORATION (PIDC)  
Address: 2<sup>nd</sup> Floor, PIDC House, Dr. Ziauddin Road, Karachi, Pakistan  
Telephone: 021-38266666 (Ext:392), 0333-2580811, Web: [www.pidc.com.pk](http://www.pidc.com.pk)**



# **REQUEST FOR PROPOSAL**

## **APPOINTMENT OF CONSULTING FIRMS**

(Architects And/ Or Engineers)

For

**VET & APPROVE BUILDING PLANS, ARCHITECTURAL AND/ OR  
STRUCTURAL/ MEP DRAWINGS OF THE INDUSTRIAL BUILDINGS AT  
SPECIAL ECONOMIC ZONES (SEZS) OF PAKISTAN INDUSTRIAL  
DEVELOPMENT CORPORATION (PIDC) IN SINDH PROVINCE**

**National Competitive Bidding**

[Procurement No. PIDC/Tender/Tech./12]

**Manager Technical  
(Industrial Infrastructure Division)**

**Pakistan Industrial Development Corporation**

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**October 2022**

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## **PART A – LETTER OF INVITATION**

## Letter of Invitation

To: \_\_\_\_\_

**Subject: Application for Registration as Vetting Consultant (Architect and/ or Engineer) for Building Plans, Architectural and/ or Structural/ MEP drawings of the industrial buildings at Special Economic Zones (SEZs) in Sindh region**

1. Pursuant to Section 43 (Building Code Enforcement) of the Special Economic Zone Rules 2013, Pakistan Industrial Development Corporation (PIDC), a government-owned company under the administrative control of the Federal Ministry of Industries & Production, invites applications from reputed Consulting Firms (Architects & Engineers), registered with the Pakistan Engineering Council (PEC) / Pakistan Council of Architects & Town Planners (PCATP), Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue, to designate a panel of Architects and Engineers to **Vet & Approve** Building Plans, Architectural and/ or Structural/ MEP drawings of the industrial buildings at Special Economic Zones (SEZs) of Pakistan Industrial Development Corporation (PIDC) in **Sindh** Province.
2. The scope of services includes but not limited **Vet & Approve** Building Plans (submission and completion), Architectural and/ or Structural/ MEP drawings and issuance of completion/ stability certificate to customers for the industrial buildings at Special Economic Zones (SEZs) of PIDC in Sindh Province, as per SEZ Act 2012. SBCA building by-laws will be followed.
3. RFP document along with Eligibility/ Selection Criteria, and detailed terms & conditions can be downloaded from PPRA or PIDC websites i.e., [www.ppra.org.pk](http://www.ppra.org.pk) or [www.pidc.com.pk](http://www.pidc.com.pk).
4. In order to clarify the bidder's queries for the captioned work, a pre-Bid meeting has been scheduled on **1<sup>st</sup> November 2022** at the below-mentioned address at **11 a.m.**
5. The interested firms are requested to submit their applications on or before **9<sup>th</sup> November till 11 a.m.** at the below-given address. Applications will be opened on the same day at **11:30 a.m.** Delayed/ conditional/ telegraphic Applications will not be entertained.
6. The envelope containing the application shall be clearly marked with the name of the bidder's firm and the title of the work. The application should contain one original and one true copy.
7. PIDC reserves the right to accept or reject any or all applications as per PPRA rules. Applications submitted or received after the closing time shall be rejected.

### Manager Technical

(Industrial Infrastructure Division)

### Pakistan Industrial Development Corporation

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Address: 2<sup>nd</sup> Floor, PIDC House, Dr. Ziauddin Road, Karachi, Pakistan  
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**PART B – INSTRUCTIONS TO BIDDERS**

## **1 About the Company/ Client/ Procuring Agency**

PIDC has been incorporated with the Securities and Exchange Commission of Pakistan (SECP) under Section 32 of the repealed Companies Ordinance, 1984 (now Companies Act, 2017) as a Private Limited Company working under the administrative control of the Ministry of Industries & Production, Government of Pakistan.

Details about the company are available at PIDC website at [www.pidc.com.pk](http://www.pidc.com.pk)

## **2 Instructions for Bidders**

This document contains all the information pertinent to our solicitation, and governs the preparation and submission of application. The forms to be filled by a bidder for the assignment are annexed with this RFP document. Applications must be submitted by the deadline, completed in the formats provided by the Company, with supporting documents, according to the guidelines given in the document titled **Instructions to Bidders**. The proposals will be evaluated by a Bid Evaluation Committee constituted by the company. The selection of bidders will be based on the evaluation of documentary proofs provided by bidders.

## **3 Solicitation Document**

### **3.1 Contents**

The bidder is expected to examine all instructions, forms, terms and specifications contained in the RFP document and its annexures. Failure to comply with instructions will be at the bidder's risk and may affect the evaluation of the proposal. Proposals that do not comprehensively address the TORs and requirements may be rejected. Inability to comply with the corresponding instructions, terms and specifications may lead to rejection of the proposal.

In the event of non-compliance with the TORs of the RFP document and obligations contained in the agreement, the Company may terminate the license by providing 01 month's written notice to the successful bidder without any further obligation or compensation on the part of the Company.

## **4 Preparation of Proposal/ Applications**

### **4.1 Language of the Proposal**

The proposals prepared by the bidders and all correspondence and documents relating to the proposal exchanged between the bidders and the Company shall be in writing and in the English Language.

### **4.2 Period of Validity of Proposal**

Proposals shall remain valid for 120 days from the date of submission of proposal as provided in the RFP document. In exceptional circumstances, Company may solicit the bidder's consent to an extension of the period of validity without any material changes in the bidding document.

### **4.3 Supporting Documents**

While preparing the Proposal, the bidding firm shall ensure that it provides the Company with documentary evidence. The evaluation committee will evaluate the bids on the basis of their responsiveness, applying the qualification/ eligibility criteria. A proposal shall be rejected at this stage if it does not respond to important aspects of this document or if it fails to comply all/ any requirement of Selection Criteria.

### **4.4 Cost of Preparing Proposal**

The costs of preparing the proposal are not reimbursable.

### **4.5 Proposal Documents**

The proposal should be in binder form with a serial number on each page.



#### **4.6 Format and Authorization**

The proposal shall contain no interlineations, erasures, or overwriting, except, as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the bidder's authorized person. The proposals shall be clear and elaborate. Different parts of the proposals shall be separated using color separators, flags or tags

An authorized representative of the Consultants shall stamp and sign the original submission letters in the required format for Proposal and shall initial and stamp all pages of Proposal. The written authorization on letter head must be attached to the Proposal.

### **5 Submission, Receipt and Opening of Proposal/ Application**

- 5.1 Bidder is required to submit Proposal along with all supporting documents.
- 5.2 The Proposal shall be placed in a sealed envelope and shall bear the submission address and title of the assignment “**APPLICATION FOR VETTING CONSULTANT**” and clearly marked “**DO NOT OPEN BEFORE SUBMISSION DEADLINE**”. The proposal should contain one original and one true copy. The Company shall not be responsible for misplacement, loss or premature opening if the envelope is not sealed and/or marked as stipulated. This circumstance may be the case for Proposal rejection.
- 5.3 The Proposal must be sent to the given address and received by the Company not later than the time and the date indicated in the RFP document.
- 5.4 Any proposal received by the Company after the deadline for submission shall be returned unopened.
- 5.5 Delayed / conditional Proposals shall not be entertained.
- 5.6 This RFP comprises detailed information about the services requested as well as information to help applicants in the formulation of their proposals. While every effort has been made to ensure that the information contained in this document is accurate, it may not contain all of the information needed by the applicants. Queries of the applicants seeking clarifications must be received in writing or through e-mail to the Company before pre-bid meeting.
- 5.7 The Company reserves the right to edit, revise, delete, update, or cancel any or all conditions or information set out in this document as the Company may deem necessary in compliance with PPRA Rules through the publication of an appropriate corrigendum.
- 5.8 The Company reserves the right to accept or reject all of the proposals submitted at any time in accordance with applicable PPRA rules.
- 5.9 The Company shall open the applications thirty minutes after the submission deadline.

## **6 Conflict of Interest**

Without limitation on the generality of the foregoing, the bidder shall be considered to have a conflict of interest and shall not be recruited under any of the circumstances set forth below:

### **6.1 Conflicting assignments**

- The bidder (including its Personnel) or any of its affiliates shall not be hired for any assignment that, by its nature, may conflict with another assignment to be executed for the same or another Client.

### **6.2 Conflicting Relationships**

- The bidder (including its Personnel) or any of its affiliates that has a business or family relationship with a member of the Company Board, Management, or staff who is directly or indirectly involved in the preparation of Terms of Reference, the selection process of third party evaluation services and/or supervision of the Agreement may not be awarded an Agreement unless conflict stemming from this relationship has been resolved in a manner acceptable to the Board throughout the selection process and the execution of the Agreement.
- The bidder has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest, or that may reasonably be perceived as having this effect by notifying the Company in writing. Failure to disclose said situations may lead to disqualification of the bidder or the termination of its Agreement.
- Current employees of the Company shall not work as and for the bidder.

## **7 Fraud and Corruption**

7.1 The Company requires the bidder/s participating in the provision of Service/s to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of this policy, the Company defines, for this paragraph, the terms set forth below as follows:

“Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of the Company in the selection process or agreement execution;

“Fraudulent practice” means a misrepresentation or omission of facts to influence a selection process or the execution of an agreement;

7.2 “Collusive practices” means a scheme or arrangement between two or more with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels;

“Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of an agreement. The Company will reject a proposal for award if it determines that the bidder recommended for award has directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement in question. The Company may also impose penalties on the bidder, declaring it ineligible, either indefinitely or for a stated period, for Company funding, if at any time it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Company funded project.

- 7.3 The Company will have the right to inspect the bidding firm’s accounts and records and other documents relating to the submission of proposals and agreement performance and have them audited by an Auditor appointed by the Company.

## **8 Clarification Request/ Amendment**

- 8.1 The bidder can request clarification in the RFP document up to the date indicated in the RFP document. Any request for clarification must be sent in writing, or by standard electronic means to the Company’s e-mail address indicated in the RFP document. The Company will respond in writing or by standard electronic means and may place responses on the Company’s website under FAQs for the understanding of all potential bidders.
- 8.2 At any time before the submission of Proposals, the procuring agency may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.

**PART C - TERMS OF REFERENCE & SCOPE OF  
SERVICES**

## 9 Background

Pakistan Industrial Development Corporation (PIDC), a government-owned company under the administrative control of the Federal Ministry of Industries & Production, invites applications from reputed Consulting Firms (Architects & Engineers), registered with the Pakistan Engineering Council (PEC) / Pakistan Council of Architects & Town Planners (PCATP), Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue, to designate a panel of Architects and Engineers to **Vet & Approve** Building Plans, Architectural and/ or Structural/ MEP drawings of the industrial buildings at Special Economic Zones (SEZs) of Pakistan Industrial Development Corporation (PIDC) in **Sindh** Province.

### 9.1 Scope of the Services

- To vet & approve building plans (submission and completion), architectural and/ or Structural/ MEP drawings of the industrial buildings as per SBCA by-laws.
- To issue the Completion/ Stability Certificate as per SBCA by-laws.

### 9.2 Terms & Conditions

- Vetting charges should not exceed the limit of **07 Rs. / sft** of covered area.
- License will be provided to the qualified Architectural and/ or Engineering firms but only after submission of Licensing fee accordingly. License is renewable upto **3 years**. It will be renewed on yearly basis, based on performance of firm, re-submission of valid registration with PEC/ PCATP, proofs of SBCA approved Structure engineer and/ or Architect, yearly licensing fee, and willingness of client and firm.
- Selected consultants are liable to pay yearly vetting charges to client as per below:
  - i. Architectural or Structural consultant: 25,000 PKR / annum
  - ii. Architectural & Structural consultant: 50,000 PKR / annum
- SBCA by-laws will be followed.

## **PART D – ELIGIBILITY & EVALUATION**

## **10 Evaluation of Proposals/ Applications**

- 10.1 From the time the Applications are opened to the time the evaluation report is announced, the bidders should not contact the Procuring Agency on any matter related to its proposal. Any effort by the bidder to influence the Procuring Agency in the examination, evaluation, ranking of Proposals, and recommendation for the award of Agreement/ license may result in the rejection of the bidder's Proposal. However, the Procuring Agency may contact the bidder for seeking clarification of any aspect of the application or demand any missing information.
- 10.2 During the evaluation no amendments in the proposals shall be permitted. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP and particularly the eligibility criteria (mandatory requirements) or if it fails to achieve the minimum qualifying technical score in selection criteria. The eligible Bidders who obtain at least **70 marks** in the selection criteria will be selected.

### *Note:*

*It is the responsibility of the bidders to ensure the provision of sufficient/ required documents to the Company along with the proposal.*

## **11 Evaluation Criteria**

### **11.1 Eligibility/ Mandatory Requirements**

For Eligibility, Bidders must meet mandatory requirements.

- Valid registration of firm with Pakistan Engineering Council (PEC) and/ or Pakistan Engineering Council for Architect and Town Planner (PCATP).
- Firm should be registered with relevant body since last 5 years (years of experience)
- CVs of PCATP registered Architects (atleast 01) having minimum 12 Years' experience and PEC registered Structure Engineers (atleast 01) having minimum 12 Years' experience. Both individuals should have valid license from SBCA.
- The Firm should be an Active Tax payer; Sales Tax and NTN Registration Certificates are required.
- Affidavit be submitted for Consulting firm not Blacklisted nor in litigation on any Project or by any organization.

## 11.2 Selection Criteria

For selection, bidders must attain 70 marks out of 100.

<b>S. No.</b>	<b>Description</b>	<b>Marks (max.)</b>	<b>Total Marks</b>
<b>A</b>	<b>General</b>		<b>10</b>
	Presence of office in Karachi <i>(Client have a right to visit office)</i>	10	
<b>B</b>	<b>Experience</b>		<b>40</b>
1	Design or design vet of building/ industry project with covered area of minimum 0.5 acre <b>completed</b> in last 10 years (10 Marks for each Project)	30	
2	Design or design review/ vet of building/ industry project <b>in-hand</b> (since not more than last 2 years) with covered area of minimum 0.5 acre	10	
<b>C</b>	<b>Key Personnel</b>		<b>40</b>
1	Architect – Min. B. Arch <i>Minimum 12 years' experience, registered with Pakistan Engineering Council for Architect and Town Planner (PCATP)</i>	10	
2	Structure Engineer – Min. BE/ BS Civil <i>Minimum 12 years' experience, registered with Pakistan Engineering Council (PEC)</i>	10	
3	Electrical Engineer – Min. BE/ BSc Electrical <i>Minimum 12 years' experience, registered with Pakistan Engineering Council (PEC)</i>	5	
4	Mechanical Engineer – Min. BE/ BSc Mechanical <i>Minimum 12 years' experience, registered with Pakistan Engineering Council (PEC)</i>	5	
5	Plumbing Engineer – Min. BE/ BSc in relevant field <i>Minimum 12 years' experience, Registered with Pakistan Engineering Council (PEC), work experience in design of sanitary waste, water distribution, gas piping and process piping system for various buildings / industries. Including knowledge in equipment selection, hydraulic calculations, piping design, etc.</i>	5	
6	Surveyor – Min. DAE Civil <i>Minimum 12 years' experience</i>	5	



<b>D</b>	<b>Financial</b>		<b>10</b>
1	Audit Report for last 3 years	5	
2	Official Bank account statement for last 2 years	5	
	<b>Total Marks</b>		<b>100</b>

*Note:*

1. *Consulting firms need to provide documentary proof for completed and in-hand projects/ assignments i.e., completion certificate/ performance certificate/ final bill, etc.*
2. *For Architect and Structure engineer; provide CVs, PEC/ PCATP registration, Proof of SBCA license.*
3. *For other engineers; provide CVs and PEC/ PCATP registration.*
4. *For Surveyor; provide CV and copy of degree.*

**PART E - FORMS TO BE SUBMITTED WITH THE  
PROPOSAL/ APPLICATION**

## Application Submission Form

[Location, Date]

To:

Manager Technical  
Pakistan Industrial Development Corporation (Private) Limited,  
2<sup>nd</sup> Floor, PIDC House, Dr. Ziauddin Ahmed Road, Karachi

**Subject: Application for Vetting Consultant as an Architect and/ or Structure Engineer**

Sir/ Madam,

We, the undersigned, offer to provide the services as “XXXX” in accordance with your Request for Proposal dated [ADVERTISEMENT DATE]. We are hereby submitting our application sealed under an envelope.

Our application shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity period of the Proposal, which is 120 calendar days from the date of submission.

We understand you are not bound to accept any application you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

*Yellow highlighted need to be filled by bidder*