



THE UNIVERSITY OF SUFISM AND MODERN SCIENCES

BHITSHAH, SINDH, PAKSITAN

SCOPE AND NECESSARY INFORMATION /DOCUMENTS REQUIRED WITH PROPOSAL

1. Scope of Services.

- I. The consultant will verify soil investigation.
- II. To prepare architectural drawings, construction drawing, BOQ and estimates and costing.
- III. A detailed supervision of construction and development work at site.
- IV. Technical and financial review and vetting of estimates.
- V. Verification of materials installed at site and preparation of reconciliation statements.
- VI. Monitoring of construction work with reference to the specifications and standards lay down by the client.
- VII. Submission of monthly progress reports.
- VIII. Assistance to be provided to the client in the acceptance of the completed projects.
- IX. Preparation of completion Report
- X. Verification of completion report
- XI. Submission of GPS Data (soft and hard copy) on prescribed formats

2. Interested firms are required to submit their applications along with the flowing information:

- I. Name and address of company and branch office (if any).
- II. Status of the firm (i.e. Proprietorship, Partnership or a Limited Company).
- III. Certified copies of Registration/Proprietorship Deed and Articles and Memorandum of Association of the firm.
- IV. Organizational set-up and list of technical staff along with their qualifications and experience in the permanent employment of the firm.
- V. List of works of similar nature completed during the last 5 years indicating their scope/cost and names of clients.
- VI. List of similar works in hand indicating their scope/ cost and names of clients.



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- VII. Certificates of satisfactory work completion from previous clients.
- VIII. Registration with FBR & SRB.
- IX. Affidavit on Stamp paper regarding details of disputes/ litigations and arbitration with various clients (if any).
- X. Affidavit on stamp paper properly attested by the Oath Commissioner to the effect that the firm has neither been blacklisted nor any contract rescinded in the past for non-fulfillment of contractual obligations.
- XI. Particulars of key personnel and associates of architectural, structural services etc to be engaged for this particular work.
- XII. Banks's certificate regarding financial standing.
- XIII. Registration with Pakistan Engineering council with updated renewal thereof.
- XIV. Registration with Pakistan Council for Architects and Town Planners with updated renewal thereof.
- XV. Any other documents or information necessary for prequalification.
- XVI. Interested consultants/ firms can obtain the prequalification documents from the address mentioned below on payment of non-refundable fee of Rs 3000/=
- XVII. The procuring Agency may reject any or all applications subject to the relevant provision of Sindh Public Procurement Rules.
- XVIII. Only the firms prequalified under this process will be invited to bid.

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