



**KHYBER PAKHTUNKHWA TECHNICAL
EDUCATION & VOCATIONAL TRAINING
AUTHORITY (KP-TEVTA)**



3A- CHINAR ROAD UNIVERSITY TOWN PESHAWAR

EXPRESSION OF INTEREST
FOR HIRING OF MANAGEMENT CONSULTANT (MC)

SHORTLISTING CRITERIA:

1. + Instructions to the prospective Firms:

- The aim of this EOI is to shortlist the most suitable firms which can offer the required services with full satisfaction of the Client i.e. KP-TEVTA, Peshawar and thus it does not warrant any right for any firm unless it secures the status of successful bidder
- The shortlisting criteria is based on **YES & NO** option instead of any weightage
- Tick mark on the correct option. The firm can add comments in the remarks columns
- The firm shall sign/initial & stamped each page before submitting the proposal
- Submission of inaccurate or false information would result in disqualification and legal action will be initiated against the firm
- The firm shall attach attested copies of the requisite documents/certificates where required
- Interested firms are required to submit tender document fee @ Rs. 2000/PKR (non-refundable) in shape of a Pay Order/Bank Draft in the name of Managing Director, KP-TEVTA, Peshawar.
- The firm shall give an affidavit on the stamp paper to the tune that it has not been blacklisted by any Government, Semi-government department or Autonomous body
- In case of Joint Venture, Copy of JV Agreement must be provided and standard terms & conditions of JV under PEC & KPPRA would apply.
- Applicant firms shall note that any Consortium must **NOT** comprise of more than three (03) individual firms.
- Pre-proposal conference shall be held on **18/01/2018** in the Committee Room of KP-TEVTA, Peshawar at **11:00 AM**
- The firm unable to meet **ANY** of the mandatory requirements shall be straightaway disqualified/rejected
- The threshold for passing the shortlisting criteria shall be 60% (overall) in the rest of the indicators/sections. For a firm to get shortlisted shall have to secure at least **09 Affirmatives** in this category.

2. + The Selection Criteria is based on following indicators:

- A. Mandatory Requirements: The System Breaking Points
- B. Requirements relating to Firm's Profile, Clientele & Experience
- C. Requirements relating to Human Resource & Technical Expertise
- D. Requirements relating to Financial capacity for execution of the work

+ The Firms are required to submit their proposals as per details given below:

A. Mandatory Requirements:

S. No	Description of indicator	Yes	No	Remarks
1	Firm's NTN/FTN # _____ (Provide copy of certificate of incorporation)			
2	Federal & Provincial Sales Tax (GST & PST)/ Registration with Relevant Registration Acts (Being active tax payer on ATL both federal & provincial)			
3	Registration with PEC in relevant category of project profile code & discipline with renewal for the year 2017 (Provide certificate of enlistment)			
4	Nature of Ownership. (Sole proprietorship/Company/Partnership concern) with copy of Memorandum & Article of Association (Provide certificate of enlistment)			
5	Declaration on judicial stamp paper that the firm is not black listed by any Govt department/autonomous/semi-autonomous organization in Pakistan			

B. Requirements relating to Firm's Profile, Clientele & Experience

S. No	Description of indicator	Yes	No	Remarks
1	Firm's Profile including Name, Year of Establishment, Registered Address of Head Office, Sub-offices, Telephones, Fax & Email Address.			
2	Registration with Pakistan Council of Architects & Town Planners (PCATP) in relevant category & Discipline			
3	Firm's Organizational portfolio including department wise staff breakup with key professionals designations, their Roles, locations & key qualifications			
3	Details of similar projects completed within last five years along with color photographs of the works completed, name of the client, project cost, scope of consultancy and copies of work order/contracts			
4	List of the project in hand with performance cost, year of completion and names of the clients with support documents(05 years & above)			
5	List of the Clients/portfolio mix (At least 03 in Planning, Design & Supervision) both in Public & Private sector			
6	No. Of schemes/projects that the firm has carried out in last 05 years (Minimum 05& above with specific cost to the component)			

C. Requirements relating to Human Resource & Key Expertise

S. No	Description of indicator	Yes	No	Remarks
1	Detailed CVs of Organization key positions i.e. CEO, Directors, Partners etc. the staff shall be on permanent payroll of the firm. (Name, Qualifications, Credentials & Experience details) (Minimum Experience for key position is 05 years & above)			
2	Professional Experience of the dedicated Team relating to this project namely: Team Lead, Architect/Landscape Designer, Structure Design Engineer, Electrical Engineer, Infra Planner, Civil & Mechanical Technologist, Construction Expert, Surveyor & Financial Analyst etc. (Minimum Experience for key position is 03 years & above)			
3	-Reference letters from current clients as well as performance certificates for the projects completed -Reference letter shall be from the Client on their Letterhead			

D. Requirements relating to financial capacity for execution of the work

S. No	Description of indicator	Yes	No	Remarks
1	Available Bank credit line (Minimum 50 Million)			
2	Bank statement of the firm for last three (03) years (Minimum Rs.200 Million & above)			
3	Annual Turnover for the last three (03) years (Minimum Rs.200 Million & above)			
4	Last 03 years Annual Income tax returns (Attested copies may be provided)			
5	Last 03 years Annual Sales tax returns (Attested copies may be provided)			