



**RAWALPINDI DEVELOPMENT AUTHORITY,
RAWALPINDI**

**EXPRESSION OF INTEREST (EOI) /
PRE-QUALIFICATION DOCUMENT (PQD)**

FOR

**PILOT PROJECT OF CONSULTANCY
SERVICES FOR ANDROID BASED FIELD
INSPECTIONS OF CONSTRUCTION ACTIVITIES
IN
RDA'S JURISDICTION, RAWALP INDI**

**Director
(Land Use & Building Control),
RDA Rawalpindi**

March 2023



**RAWALPINDI DEVELOPMENT AUTHORITY,
RAWALPINDI**

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RAWALPINDI DEVELOPMENT AUTHORITY, RAWALPINDI

Rawalpindi Development Authority (RDA), Government of the Punjab intends to hire services of Town Planning Firm registered with Pakistan Council of Architects and Town Planners (PCATP) for:

PREQUALIFICATION /SHORT LISTING OF TOWN PLANNING FIRM TO CONDUCT FIELD INSPECTIONS OF CONSTRUCTION ACTIVITIES IN RDA'S JURISDICTION, RAWALPINDI

Section A

INVITATION FOR EXPRESSION OF INTEREST (EOI)

1. The Government of the Punjab/Rawalpindi Development Authority (RDA) intends to hire the services of a qualified Town Planning Consulting Firm for developing android application and to conduct Field Inspections of Construction Activities in RDA's Jurisdiction, Rawalpindi
2. Expression of Interest are invited under the Punjab Procurement Rules 2014(PPRA, 2014) updated time to time from reputed, dynamic, experienced, and resourceful Town Planning Consulting Firms / Joint Ventures (JVs) / consortium.
3. The interested firms are to submit Expression of Interest (EOI) along with the following information / particulars, duly supported with necessarily documents:
 1. Name of firm / address of the registered office with telephone / fax number and email address including organization chart showing management structure and letter of EOI application as per format **Appendix 1**.
 2. Certified true copy (in case of company only), Memorandum/article of Association (as applicable), partnership deed (as applicable) or joint venture agreement.
 3. Certificate of Registration with the Pakistan Council of Architects & Town Planners along with the valid renewal letter up to 2022 in relevant project profile category.
 4. Certified true copy (in case of company only) of certificate of registration with Securities and Exchange Commission of Pakistan or registrar of firms.
 5. Relevant project wise experience with time duration for each Project.
 6. List of similar works completed by the Firm during the last 10-years, indicating total cost of such works and cost of Consultancy Services received against those works along with date of start and completion of expected date of completion. The Bidder should furnish details of technical experience of the Firm as on the date of submission of EOI as per **Appendix 2**.
 7. An undertaking by the consultants / firms / JVs that have even been blacklisted / defaulted by any Government Agency / Department /Organization.
 8. Certificate / Affidavit that the consultants / firms /JVs is not in litigation with any client.

9. Superfluous / irrelevant information shall lead to disqualification.
10. Audited Financial Statement of firm (in case of JV each member) for the last 03 years.
11. Copy of registration with FBR and PRA. In case of firm/lead partner is unregistered with Punjab Revenue Authority then as per rules of Punjab sales tax Special Procedure (withholding rules) 2015, the withholding agent shall deduct tax on gross value as per applicable rates of tax for all unregistered persons.
12. Maximum three (03) number of firms are allowed to make JV / consortium. The same firm shall not be allowed to submit EOI individually and in JV with any other firm. Every JV shall be unique. For international firms, it is mandatory to make JV / consortium with local firm / firms.
13. List of permanent professional staff along with CVs of relevant staff showing relevant project wise experience with exact time duration for each project as per **Appendix-3**.
14. Details of net worth, annual turnover, and net cash accrual of last 3 years duly filled and signed as per Appendix 4.
15. Legally incorporated/registered under applicable laws of Pakistan
16. Active income tax status in FBR

Disqualification

Rawalpindi Development Authority (RDA) Rawalpindi reserves the right to disqualify application on the ground that he had provided false, fabricated or materially incorrect information at any stage.

Section B

BRIEF SCOPE OF WORK

1. Background Information

Rawalpindi being twin with federal capital Islamabad, existence of GHQ, tourism based Murree hill station, availability of job opportunities, education and health facilities, and being first place to host large migration from the northern mountainous areas of Pakistan is witnessing large scale rapidly growing urbanization. The growing population is settling in the peri-urban areas of Rawalpindi City i.e in the jurisdiction of RDA. This situation is leading to rapid proliferation of unauthorized and illegal construction of houses and hazardous high-rise buildings. There exists a widely evident large scale non-compliance of the Punjab Private Housing Schemes and Land Sub-Division Rules 2021 and RDA's Building and Zoning Regulations, 2020. The RDA with its limited human, financial, technology, and resources is facing several daunting challenges to curb the violations of unapproved/illegal construction of buildings in its jurisdiction.

The Rawalpindi Development Authority (RDA) intends to hire the services of a qualified Town Planning consulting firm for developing android application and conducting digital/tablet based survey of unapproved residential, commercial, industrial, and institutional buildings. The consulting firm will collect real time data about the approval status of the building plans of the presently under construction buildings in RDA's jurisdiction through android-based tablets.

2. Objective of the Assignment:

Consultant will be required to identify and collection of data regarding various types of under construction i.e. residential, commercial, industrial & public buildings in RDA's jurisdiction that are being constructed without approval of the building plans. For the purpose of the above, the consultant shall perform following tasks including but not limited to

1. Develop & maintain android-based application for real time surveys and dashboard for the real-time monitoring.
2. Identify under construction buildings in the jurisdiction of RDA .
3. Develop comprehensive reporting & monitoring mechanism for the follow up of identified cases till the submission of building plans.
4. Consultant will recruit staff and provide training to its own staff as well as RDA's officials about the android/tablet based surveys application.

3. Target Area/Schemes

Target area of this consultancy work will be the RDA's jurisdiction comprising 64 revenue estates.

4. Procurement Method.

Least cost method shall be used as per PPRA rules, 2014

5. Input from RDA:

RDA will provide following information/documents in soft/hard form to the consultants:

1. List of areas of RDA's Jurisdiction
2. Authorization letter for the survey staff

6. Duration

1. Initially, contract period will be six (6) months from the date of signing of contract.
2. The contract is extendable to further one year with mutual consent subject to following conditions;
 - a. The performance of the consultant is satisfactory as per TORs and KPIs agreed from time to time.
 - b. RDA governing body approve the extension in contract based on performance report of the consultant.

Section C.

EVALUATION CRITERIA

Minimum Qualifying Score = 65

The evaluation for short-listing of the firms shall be based on the following criteria:

Sr. No.	Criteria	Weightage
1.	Firm/Company/JV's Technical Experience <input type="checkbox"/> Number of similar Assignments <input type="checkbox"/> Relative size of relevant assignment	20
2.	Staffing / Core Team <input type="checkbox"/> Education & Qualification <input type="checkbox"/> Relevant Experience <input type="checkbox"/> Relevant Projects	80
Grand Total		100

☐ PARAMETERS FOR EVALUATION

1. FINANCIALCAPABILITY

1.1 Eligibility Criteria based on Financial Capability Threshold:

Sr. No.	Description	Threshold Amount (in PKR)	Documents Required
1.	Average Annual Turnover in last 3 accounting years	At least 50 Million	Audited statements for last three years must be provided in EOI document
2.	Companies Net Worth	At least 30 Million	Audited statements for last three years must be provided in EOI document

For the purpose of Evaluation, the Bidder (a single entity or a consortium) should demonstrate the Threshold Financial Capability of the firm by providing supporting documents (as per clause 14 of the LOI), which shall include the following details:

- i. Turnover in each of the last three financial years.
- ii. Net worth as on June 30, 2022 as certified by the Registered Chartered Accountant as per the law of the origin country.
- iii. Average Annual Net Cash during the last three (3) financial years.
- iv. Single entity bidder and all members of the consortium, if applicable, should be profit-making concerns for the last 3 years.
- v. Details of net worth, annual turnover & net cash accruals duly filled and signed as per **Appendix-4**.

Note:

- ☐ Average annual turnover in last 3 accounting years less than 50 million will be considered non-responsive.
- ☐ Companies Net Worth less than 50 million will be considered non-responsive.

1.2 Special Condition in case of JV/Consortium

In case of JV/consortium, lead firm must have minimum of 51% shares and other firms have at least 20% shares in consortium. Percentage of shares of each firm must be clearly mentioned.

In case the Bidder is a Consortium, turnover, net worth and net cash accruals would be taken as an arithmetic sum of net worth, turnover and net cash accruals of each member of the Consortium, calculated in the ratio of their share in the consortium. The Consortium would be required to meet the threshold criteria on the basis of aggregate figures subject to provisions of this Clause.

In case the Bidder claims the technical and/or financial capacity of Bidder's companies/associates, the bidder shall necessarily submit documentary evidence i.e. proof of such claims. Such documentary evidence shall consist of CA certificates to support such capacity.

2. COMPANY'S/JV TECHNICAL EXPERIENCE (20 marks)

2.1 Number and relative size of similar assignments:

- I. At least two (02) similar consultancy work/assignment must be carried out by the firm in last 10 years. Maximum marks for the each completed projects shall be 10.
- II. Only completed assignments shall be evaluated. The consultant shall furnish completion/ completion report of completed assignments for technical evaluation.
- III. In case of JV/association/consortium relevant completed assignments will be evaluated in aggregate.

2.2 Marking Criteria for Company Experience:

Each project shall be evaluated based on the following marking criteria:

Relative size and similarity of each Project				
Similarity	Multiplication Factors (Financial Weightage)			Marks Obtained
	80% or more	50%-80%	Less than 50%	(Maximum 10)
Strong	1	0.65	0.30	____X10
Medium	0.65	0.4225	0.195	
Weak	0.30	0.195	0.09	

2.3 Evaluation of Technical Experience of the firm

The Bidder which could be single entity or the JV/consortium shall be evaluated on the following:

- i. Projects completed during the last ten years shall only be considered. Only eligible projects shall be considered for estimation of technical experience. Irrelevant projects shall be scored Zero.
- ii. Experience of similar assignments in scope and scale (either individually or as a consortium member);
- iii. Professional capability of the Bidder such as availability of qualified and experienced managerial and diverse technical professionals and the Bidder should furnish details of technical experience of the Firm as on the date of submission of EOI as per **Appendix-2**.

TECHNICAL STAFF / CORE TEAM (80 marks)

2.4 Core Team Members, Required Qualification, Marks distribution, Minimum Experience and Required Experience of Core Team:

Core team shall be evaluated based on the following marking criteria:

Total = 80

Sr. No.	Expert	Allocated Marks	Qualification & Relevant Experience
1	Town Planner	50	<ul style="list-style-type: none">• A Master's degree (or equivalent) in the field of city & regional planning (or equivalent) or any other relevant degree.• Preferably 10 or more years of relevant experience in town planning. Registered with Pakistan Council of Architect and Town Planners (PCATP)
2	IT expert	25	<ul style="list-style-type: none">• A BSc degree in information technology, software/computer engineering (or equivalent)• Preferably 5 or more years of relevant experience development of real time monitoring android/web based application

3.	Chief Surveyor	25	<ul style="list-style-type: none"> • A BSc in city & regional planning (or equivalent) • Preferably 5 or more years of relevant experience of planning, designing and implementation of surveys.
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3.1.2 Marking Criteria for Qualification of Core Team

Every member of the core team of expert shall be evaluated using the following criteria:

(%age of allocated Marks)

Details of Core Team

The Bidder should furnish details of technical experience of core team/ professional staff as on the date of submission of EOI as per **Appendix-3**.

NOTE:

Selection will be based on verifiable demonstration of experience and qualifications in similar projects as well as qualification of firm.

☐ **DATE OF SUBMISSION OF PROPOSAL**

- ❖ The EOI must reach to the office of Director (LU&BC), RDA Rawalpindi upto 22nd March before 02:00 PM.

Section D

APPENDIX 1

FORMAT FOR LETTER OF EOI APPLICATION

[On the Letter Head of the Bidder (in case of Single or Lead Member (in case of a Consortium))]

Date:

The Director (LU&BC),
RDA, Rawalpindi

PREQUALIFICATION /SHORT LISTING OF PILOT PROJECT OF CONSULTANCY SERVICES FOR ANDROID BASED FIELD INSPECTIONS OF CONSTRUCTION ACTIVITIES

Sir,

Being duly authorized to represent and act on behalf of (hereinafter referred to as "the bidder"), and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby expresses its interest and apply for qualification for subject services.

We are enclosing our Request for Proposals (EOIs), in one Original and one Copy, with the details as per the requirements of the EOI and PQD, for your evaluation.

The undersigned hereby also declares that the statements made and the information provided in the EOI is complete, true and correct in every detail.

We confirm that the EOI application is valid for a period of 90 days from the due date of submission of EOI application and is unconditional.

Yours faithfully,
(Signature of Authorized Signatory)
(Name, Title and Address of the Bidder)
. Bidder seal & stamp

APPENDIX 2 INFORMATION RELATED TO EXPERIENCE

Project name	Value of the agreement (in current PKR)
Country Location within country	Duration of project (months)
Name of Client	Total No of staff-months (by your Company) On the project:
Start Date (Month/Year) Completion Date (Month/Year)	Value of total project provided under an agreement (in current PKR) In case of consortium, value of part of the Project provided by Bidder under the agreement (in current PKR)
Name of associated members, if any	No. of professional staff-months provided by the associated members:
Name of senior professional staff of your company involved and functions performed (indicate most significant profiles such as Team Leader etc.):	
Narrative description of Project	
Description of actual services provided by your staff within the assignment.	

Note:

- Only the eligible projects that satisfy technical criteria shall be included.
- All the Financial numbers are to be given in Pak Rupees.

(Signature of Authorized Signatory)

APPENDIX 3 CURRICULUM VITAE (CV) FOR PROFESSIONAL STAFF

1. Current Position (only one candidate shall be nominated for each position): _____
2. Name of Company (inset name of company proposing the staff): _____
3. Name of Staff (insert full name)
4. Date of Birth: _____ Nationality _____
5. CNIC No (if Pakistani): _____ or Passport No: _____
6. Education

Degree	Major / Minor	Institutions	Year

7. Membership of Professional Associations: _____
8. Other training (indicate significant training since degrees under 6 - Education were obtained)

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 every employment held by staff member since graduation, giving/or each employment (see format here below): dates of employment, name of employing, organization, positions held):

Employer	Position	From (MMIYYVY)	To (MMIYYVY)

11. Detailed task Assigned

12. Work undertaken that Best Illustrate? Capability to Handle the Tasks Assigned:

- 1: Name of project: _____
Year: _____
Location: _____
Client: _____
Main project features: _____
Positions held: _____
Activities performed: _____

2. Name of project: _____
Year: _____
Location: _____
Client: _____
Main project features: _____
Positions held: _____
Activities performed: _____

3. Name of project: _____
Year: _____
Location: _____
Client: _____
Main project features: _____
Positions held: _____
Activities performed: _____

13. Certification

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and me. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged,

[Signature of staff member or authorized representative of the staff]

Date: _____

APPENDIX 4

FORMAT FOR ESTABLISHING FINANCIAL CAPABILITY

FINANCIAL CAPABILITY OF SINGLE ENTITY

Turnover, Net Worth & Net Cash Accruals

NETWORTH (PKR. Millions)	NET CASH ACCRUALS (CA) (PKR. Millions)			TURNOVER (PKR. Millions)		
	Year	Year	Year	Year	Year	Year

(Signature of Authorized Signatory)

Bidder Seal & Stamp

Signature, Name, Address & Membership No. of Chartered Accountant