

EXPRESSION OF INTEREST DOCUMENTS

**HIRING OF CONSULTANCY SERVICES FOR MASTER PLAN AND
TOPOGRAPHIC SURVEY OF CUI, SAHIWAL CAMPUS**

TENDER No: CUI/SWL/WD/2025-26/1279

COMSATS University Islamabad, Sahiwal campus

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INVITATION TO THE BID

Request for Expression of Interest (EOI)

Hiring of consultancy services for topographic survey and master plan of CUI, Sahiwal campus"

COMSATS University Islamabad, Sahiwal campus, a public sector university under Ministry of Science and Technology, invites Expression of Interest (EOI) from the Consultant Firms/ Consultant, who are registered with PEC renewed for the year 2025-26, Income Tax and Punjab Revenue Authority for the services of "**topographic survey and master plan of CUI, Sahiwal campus**". Method of selection is Least Cost selection under PPRA Procurement of Consultancy Services Regulations, 2010.

2. The procedure of open competitive bidding is Single Stage-Two Envelope.
3. Expression of Interest documents containing detailed requirements, terms and conditions is available for the registered bidders on EPADS at (www.eprocure.gov.pk) free of cost.
4. The Bid Security for the Bid is **Rs. 25,200/-** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of "COMSATS University Islamabad" (FTN/NTN: 9013701- 9); scanned copy of which is required to be uploaded through EPADS and hard copy must be submitted physically along with hard-copy of sealed bidding document on the closing date of the tender to COMSATS University Islamabad, Sahiwal campus on the address given below.
5. The expression of Interest, prepared in accordance with the instructions in the EOI documents, must be submitted through EPADS as well as in the hard format on the below mentioned address otherwise the submission shall not be considered.
6. The Proposals prepared in accordance with the instructions in the EOI documents, must be submitted on EPADS and in the hard format by **18th November 2025 on or before 1100 hours**. The Technical Proposals will be opened on the same day at 1130 hours, whereas the Financial Proposals of Technically Qualified firms will be opened after finalization of technical evaluation. Please note that the COMSATS University Islamabad, Sahiwal campus reserves the right to withdraw from this process at any stage without any obligation for expenses incurred by the participants.
7. In terms of Rule 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is constituted for subject procurement. Notification of said GRC is provided on the (www.cuisahiwal.edu.pk) and on EPADS at (www.eprocure.gov.pk).

Engr. Balal Rafiq
Incharge Works
COMSATS University Islamabad,
Sahiwal campus
Ph: 040-4305001-4
works@cuisahiwal.edu.pk

SECTION I – INSTRUCTION TO BIDDERS (ITB)

GENERAL CONDITION

1 INSTRUCTION FOR SUBMITTING THE BIDS:

- 1.1 In connection with the "Invitation to the Bid", the Procuring Agency, as defined in Section-III (Bid Data Sheet abbreviated as BDS), issues this set of EOI Documents to prospective Bidders (also hereinafter referred as Bidders), interested in submitting Bids to determine the capacity and capability of the Bidder(s) for Services incidental thereto as specified in Section **IV (Scope of Work)**.
- 1.2 Procurement shall be made under Public Procurement Rules (PPRA) 2004.
- 1.3 It will be clearly understood that the Terms & Conditions mentioned in this document are intended to be strictly enforced.
- 1.4 Bidders must ensure that they submit all the required documents indicated in the Tender / Bid Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.
- 1.5 Bidder should quote price in Pak Rupees only and payments shall also be made in Pakistan Rupees only.
- 1.6 The validity period of the bids shall be 90 days.
- 1.7 As per Rule No. 36(b), the **Single Stage Two Envelopes** procedure shall be followed.
- 1.8 The Bidders are required to submit their bids in hard copy and also online on EPADS (e-Pak Acquisition & Disposal System) <https://eprocure.gov.pk> without failure otherwise the bid shall be rejected.
- 1.9 Last date for submission as mentioned in Bid Data Sheet. In case of a holiday on the date of opening the Bid, the Bid will be opened on the next working day.

CONTENTS OF THE TENDER DOCUMENTS

2 SECTIONS OF TENDER DOCUMENTS

- 2.1 This set of EOI Documents consists of sections indicated below, which should be read in conjunction with any Addendum issued in accordance with ITB 3.
 - **SECTION I** - **INSTRUCTIONS TO BIDDER (ITB)**
 - **SECTION II** - **QUALIFICATION CRITERIA AND REQUIREMENTS**
 - **SECTION III** - **BID DATA SHEET (BDS)**
 - **SECTION IV** - **SCOPE OF WORK AND TERMS & CONDITIONS**
 - **SECTION V** - **APPLICATION FORMS**
- 2.2 The Bidders is expected to examine all instructions, forms, and terms in the Tender Documents and to furnish with its Bid all information or documentation as is required by the Tender Documents.

3 AMENDMENT OF TENDER DOCUMENTS

- 3.1** At any time prior to the deadline for submission of Bids, the Procuring Agency may amend the Tender Documents by issuing an Addendum.
- 3.2** Any Addendum issued shall be part of the Tender Document and shall be communicated in print media and PPRA website. The Procuring Agency shall promptly publish the Addendum on the PPRA's web page and in the newspaper as identified in the Bid Data Sheet:
- 3.3** Provided that a Bidder who had either already submitted their Bids or handed over the Bids to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed Bids and submit the revised Bids prior to the original or extended Bid submission deadline.
- 3.4** To give Bidders reasonable time to take an Addendum into account in preparing their Bids, the Procuring Agency may at its discretion, extend the deadline for the submission of Bids in accordance with ITB 7. Provided that the Procuring Agency shall extend the deadline for submission of Bids if such an addendum is issued within the last three (03) days of the Bids submission deadline.

PREPARATION OF BIDS

4 COST OF PREPARATION OF BID

- 4.1** The Bidder shall bear all costs associated with the preparation and submission of its Bids. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
- 4.2** The Bids as well as all correspondence and documents relating to the Bids exchanged by the Bidder and the Procuring Agency, shall be written in the language specified in the Bid Data Sheet.
- 4.3** Supporting documents and printed literature that are part of the Bid may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.

5 BID PREPARATION AND SUBMISSION

- 5.1** The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Documents, Brochures, Literature, etc. which shall be completely filled in, stamped, and signed by the Tenderer or his Authorized Representative. In the case of copies, photocopies may be attested.
- 5.2** The Bids/Tenders should be submitted in two parts (A) Technical Proposal and (B) Financial Proposal. The Technical Proposal and Financial Proposal shall be submitted in separate envelopes.

A. TECHNICAL PROPOSAL

- The Technical Proposal will enable the Tender Committee to evaluate whether the bidder is technically competent and capable of executing the order and whether the specifications offered by the bidder meet the ones given in the Tender/Bid Documents. Only those bids that qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical stage will not be opened.
- The Technical Bid Form (Annexure-F) as given in the Tender Document shall be filled, signed, and stamped on all pages. The Tender Committee will not be responsible for the errors committed in the bids by the bidders.
- **DETAIL OF DOCUMENTS TO BE FURNISHED WITH TECHNICAL PROPOSAL [ENVELOPE A]:**
 - i) **The Bidder must provide the following mandatory documents:-**
 - Bid Security of the amount mentioned under the heading "BID SECURITY" in the form of CDR.
 - Bid Submission Form (**Annex 'A'**) on Firm's Letterhead.

- Price Reasonability Certificate (**Annex “B”**) on Firm's Letterhead.
- Affidavit (**Annex ‘C’**) on the Stamp Paper.
- Declaration Form (**Annex ‘D’**) on Firm's Letterhead.
- Technical Bid Form (**Annex ‘F’**) on Firm's Letterhead.
- Certificate of non-Litigation with CUI, Sahiwal campus or any other organization.
- Copy of PEC Registration Certificate
- Income Tax Registration Certificate.
- PRA Registration Certificate.
- Income Tax Return of Last three Years.
- Document showing the status as Active Tax Payer (Income Tax and PRA)
- Business Registration Category Certificate i-e Sole proprietor (Copy of CNIC), Partnership, Pvt. Limited, Public Limited, etc.
- Tender Document duly signed and stamped on each page by the Bidder.

B. FINANCIAL PROPOSAL

- The Financial Proposal of the bidder shall include the price break up of taxes/duties in the prescribed format (**Annexure-‘E’**). All taxes/duties as applicable shall be the responsibility of the bidders.
- The cost quoted by the bidder shall be kept firm and unchanged for a period specified in the Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of the Contract including during the period of extension of time if any.
- The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.
- The Financial Bid is liable for rejection if the Financial Proposal contains a conditional offer.
- **Details to Be Furnished with Financial Proposal [Envelope B]**
 - Financial Proposal/Price Schedule form duly filled, signed, and stamped by the Bidder (**Annex ‘E’**).

C. SEALING THE BID

The Proposal [**Envelop A and Envelop B**] shall be placed in an envelope and sealed appropriately. The cover shall be marked as “PROPOSAL FOR – TENDER REFERENCE, the “FROM” address and the “TO” address shall be written on the sealed envelope without fail otherwise the Proposal is liable for rejection

D. BID SUBMISSION ADDRESS

The Bid should be addressed and submitted to the Secretary, Tender Committee, COMSATS University Islamabad, 2-KM off G.T road Sahiwal, during office hours on working days. Bids submitted after the due date and time or unsealed or incomplete or submitted by fax or email will be summarily rejected.

6 BID SECURITY/EARNEST MONEY

- 6.1** Bidder will submit Bid Security/Earnest Money **Rs.25,200/-** drawn in the name of "**COMSATS UNIVERSITY ISLAMABAD**". The Bid Security will be in the form of CDR.
- 6.2** Cheque or cross-cheque shall not be accepted at all.
- 6.3** The bid not accompanied by Bid Security/Earnest Money shall be rejected without any right of appeal.
- 6.4** The Bid Security may be forfeited if a Bidder:-
- 6.5** Refuses to accept the Letter of Acceptance of the Bid; or
- 6.6** In case the offer is withdrawn, amended, or revised by the bidder during the validity period of the offer, the earnest money is liable to be forfeited.

7 DEADLINE FOR SUBMISSION OF BIDS

- 7.1** Bidders may either submit their Bids by hand. Bids shall be received by the Procuring Agency at the address and no later than the deadline indicated in the Bid Data Sheet.
- 7.2** If required in accordance with the provisions of ITB 3.4, the Procuring Agency will extend the deadline for the submission of Bids, in which case all rights and obligations of the Procuring Agency and the Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended.
- 7.3** The deadline will be extended in the same manner as that of the original Invitation for Bids (or the advertisement).

8 LATE BIDS

- 8.1** The Procuring Agency reserves the right to accept Bids received after the time for submission of Bids, however subject to the condition that the same is received within the date specified as the last date for submission of Bids but before the time for opening of the Bids.

9 REJECTION OF THE BID

- 9.1** The Purchaser shall have the right, at his exclusive discretion, to increase/decrease the quantity of any or all item(s), under PPRA Rules 2004 without any change in unit prices or other terms and conditions, The Tender Committee may reject all tender(s), cancel/ annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final
- 9.2** **No offer shall be considered if:**
 - a)** Received after the time and date fixed for its receipt.

- b) The tender is un-signed.
- c) The offer is ambiguous or the offer is conditional.
- d) The offer is from the firms that are blacklisted/suspended by any Government Department.
- e) The offer is received by email.
- f) Offer is received with shorter validity than required in the tender.
- g) The offer is for items that do not conform to the specifications.
- h) The firm is not registered with the Inland Revenue Department or Punjab Revenue Authority.
- i) Bidder failed to submit the bid online on EPADS
- j) The bidder is not an active taxpayer (Income Tax, Sales Tax / PRA)

10 OPENING OF BIDS

- 10.1** The Procuring Agency shall open all Bids at the date, time, and place specified in the Bid Data Sheet. Late Bids shall be treated in accordance with ITB 8.1.
- 10.2** The Procuring Agency shall prepare a record of the opening of Bids to include, as a minimum, the name of the Bidders.

PROCEDURES FOR EVALUATION OF BIDS

11 CLARIFICATION OF BIDS

- 11.1** To assist in the evaluation of Bids, the Procuring Agency may ask any Bidder for a clarification (including missing documents) of its Bid, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Bidder shall be in writing.
- 11.2** If any Bid does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Bid shall be evaluated based on the information and documents available at the time of evaluation of the Bid.

12 RESPONSIVENESS OF BIDS

- 12.1** The Procuring Agency may reject any Bid that is not responsive to the requirements of the Tender Documents. In case the information furnished by the Bidder is incomplete or otherwise requires clarification as per ITB 11, and the Bidder fails to provide satisfactory clarification and/or missing information within the prescribed time, it may result in disqualification of the Bidder.

13 PROCURING AGENCY'S RIGHT TO ACCEPT OR REJECT BIDS

- 13.1** The Procuring Agency reserves the right to accept or reject all the Bids, and to annul the Bidding process at any time, without thereby incurring any liability to the Bidders.

SECTION-II – QUALIFICATION CRITERIA AND REQUIREMENTS

14 ELIGIBILITY/QUALIFICATION/EVALUATION CRITERIA

The method for selection of consultant as per Procurement of Consultancy Services Regulations, 2010 PPRA, Clause 3 (C) i & ii is: **Least cost Selection Method.**

14.1 TECHNICAL EVALUATION

The Bidder(s) should meet the Eligibility/Qualification Criteria (Annex 'G') to participate in the Bid process and must enclose documentary proof, along with Technical Bid, for fulfilling the Criteria:-

14.2 FINANCIAL EVALUATION

- I.** Technically qualified / successful bidder(s)/Tenderer(s) shall be called for the opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the CUI, Sahiwal campus accordingly. The technically Eligible/Successful Bidder(s)/ Tenderer(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.
- II.** Financial Proposal evaluation will be conducted under the Public Procurement Rules, 2004. The Price evaluation will include all duties, taxes, expenses, etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.

15 ANNOUNCEMENT OF EVALUATION REPORT

- 15.1** The Procuring Agency shall publish the Final Evaluation Report at least **15 days** before the award of the Contract.

16 LETTER OF INTENT

- 16.1** After acceptance of the Bids by the Tender Committee, a Letter of Intent (LOI) will be issued only to the successful Bidder.

17 AWARD OF CONTRACT

- 17.1** The Tender/Contract will be awarded to the Bidder who meets the Technical Qualification requirements and quoted the lowest financial bid according to the criteria specified in Annex 'G'.

18 SIGNING THE CONTRACT

- 18.1** The Concerned Authority will sign a Contract with the successful bidder.
- 18.2** The Procuring Agency may ask the successful bidder to provide the stamp paper for issuance of the work order or signing of the contract agreement.

19 DURATION OF THE CONTRACT

- 19.1** The duration of the Contract will be of **3 Months**.
- 19.2** The Contract can be extended on Same Parameters and Terms & Conditions agreed at the time of signing of the contract.

20 PAYMENT

Payments will be linked to deliverables:

- 10% on submission/approval of Inception Report
- 20% on completion of Topographic Survey
- 30% on submission of Draft Master Plan
- 40% on submission & approval of Final Master Plan

21 TAXES

- 21.1** Rates quoted should be inclusive of all applicable taxes.
- 21.2** CUI, Sahiwal campus will deduct taxes at source, as per prevailing rules/regulations of the Government.
- 21.3** In case supplies/services or part thereof are exempt from levy of tax, the bidder shall provide an exemption certificate (SRO) to this effect, otherwise taxes will be deducted.

22 BID VALIDITY

Offer will remain valid for **90 days** from the date of opening of tender. In case of acceptance of the offer within the validity period, the bidder is bound to supply/serve at the quoted rates and on the terms of the tender, failing which bid money will be forfeited.

23 DISPUTE RESOLUTION

- 23.1** In case of any dispute arising between the Bidder and CUI, Sahiwal campus, the same shall be referred to the sole arbitrator, the RECTOR of CUI, who shall give the award within 15 days of proceedings. Reference to arbitration shall be a condition precedent for any other action under the law. A specimen of the affidavit is enclosed as Annexure 'C'

24 CONSTITUTION OF GRIEVANCE REDRESSAL

- 24.1** Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of the Procurement Evaluation Committee. The committee will have one subject specialist depending on the nature of the procurement.
- 24.2** Any party or Bidder can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Tender / Bid Documents found contrary to the provision of the Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the Bid / proposal submission deadline.
- 24.3** Any party or Bidder can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Tender/Bid Documents found contrary to the provision of the Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the Bid/proposal submission deadline.
- 24.4** In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.

- 24.5** In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on the technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.
- 24.6** The GRC shall investigate and decide upon the complaint within ten days of its receipt.
- 24.7** The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.

25 FRAUD AND CORRUPTION:

- 25.1** The Procuring Agency requires that the Applicants /Bidders/ Suppliers/ Contractors under Government financed contracts; observe the highest standard of ethics during the procurement and execution of such agreements and contracts.
- 25.2** The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records, and other documents relating to any, Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Contract performance (in the case of award of a Contract), and to have them audited by auditors appointed by the Procuring Agency.
- 25.3** Any communications between the Bidders and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide a record of the content of the communication.
- 25.4** Procuring Agency will reject a bid or proposal if it is established that the Bidders or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.
- 25.5** Procuring Agency will also declare the Bidders as blacklisted in accordance with Public Procurement Rule (PPRA) 19 and predefined standard mechanism.

SECTION III– BID DATA SHEET (BDS)

1.GENERAL	
1.1	TENDER NUMBER: CUI/SWL/WD/2025-26/1279 THE PROCURING AGENCY: COMSATS University Islamabad, Sahiwal campus 2-KM OFF GT road, Sahiwal THE LIST OF CONTRACT FOR SERVICES: Hiring of Consultancy Services for topographic survey and Master plan of CUI, Sahiwal campus
2.CONTENTS OF THE TENDER DOCUMENT	
2.1	FOR CLARIFICATION PURPOSES CONTACT THE PERSON Attention: Engr. Balal Rafiq Incharge Works COMSATS University Islamabad, Sahiwal campus 2-KM OFF GT road, Sahiwal
2.2	WEB PAGES: Procuring Agency: www.cuisahiwal.edu.pk Authority: www.ppra.org.pk EPADS: https://eprocure.gov.pk
2.3	PRE-BID MEETING: Not Required
2.4	LANGUAGE OF BID: English
3.SUBMISSION OF BIDS	
3.1	THE DEADLINE FOR BID SUBMISSION: Date: November 18th, 2025 Time: 11:00 am, THE PROCURING AGENCY'S ADDRESS: Works Department, COMSATS University Islamabad, Sahiwal campus 2-KM OFF GT road, Sahiwal ELECTRONIC SUBMISSION: - Bidders shall not have the option of submitting their Bids electronically through E-mail /Fax - The Bidders are required to submit their bids online on EPADS (e-Pak Acquisition & Disposal System) https://eprocure.gov.pk without failure otherwise bid will be rejected.
3.2	THE OPENING OF THE TECHNICAL BIDS Date: Same day at 11:30 am
4.	BID SECURITY / EARNEST MONEY: Rs. 25,200/- in the form of CDR drawn in favour of COMSATS University Islamabad, Sahiwal campus (FTN/NTN:9010416)
5.	PERFORMANCE SECURITY Not Required

SECTION IV – SCOPE OF SERVICES AND TERMS & CONDITIONS

1. Background

COMSATS University Islamabad, Sahiwal campus intends to prepare a comprehensive **Master Plan** for its campus to ensure systematic development, optimal utilization of land, and provision of infrastructure in line with future requirements. A **detailed topographic survey** is also required to support the master planning exercise and to provide accurate site information for future design and construction works.

2. Objectives

The main objectives of hiring the consultant are:

- To prepare a **comprehensive Master Plan** covering academic, residential, commercial, recreational, and support facilities in line with projected growth.
- To conduct a **topographic survey** of the entire site for accurate assessment of existing land profile, contours, utilities, and physical features.
- To recommend a phased development strategy aligned with organizational vision and budgetary constraints.

3. Scope of Work

A. Topographic Survey

The consultant shall:

1. Carry out a detailed topographic survey of the entire land of **36 acres**.
2. Indicate contours at 0.5m/1.0m intervals (or as required).
3. Identify and map existing utilities, buildings, structures, trees, water channels, roads, drains, and boundary features.
4. Provide digital survey data in AutoCAD (DWG), GIS, and PDF formats.
5. Submit authenticated survey sheets duly signed by a registered surveyor.

B. Master Planning

The consultant shall:

1. Analyze existing land use, site constraints, and opportunities.
2. Prepare alternative master plan concepts and present them for discussion.
3. Finalize a **Master Plan** covering:
 - Academic and administrative blocks
 - Hostels, faculty and staff housing
 - Roads, parking, pedestrian circulation
 - Sports, recreational, and green areas
 - Commercial and community facilities
 - Future expansion zones
4. Provide infrastructure planning including:
 - Water supply, sewerage & drainage, solid waste disposal
 - Power supply, telecommunication, IT networks
 - Storm water management

5. Recommend phasing of development (short-term, medium-term, long-term).
6. Prepare 3D views/perspectives and presentation drawings.

4. Deliverables

The consultant will provide:

1. **Inception Report** – within 07-days of award.
2. **Topographic Survey Maps & Data** – within 15-days of award.
3. **Draft Master Plan Options** – within 30 days of award.
4. **Final Master Plan Report (with drawings, data, 3D visuals, and phasing plan)** – within 45 days of award.
5. **Soft and hard copies** of all reports, drawings, and data.

5. Duration

The assignment is expected to be completed within **45-days** from the date of award.

6. Consultant's Team

The consultant shall have a qualified and experienced team including but not limited to:

- Urban/Regional Planner (Team Leader)
- Architect
- Civil/Infrastructure Engineer
- GIS/Survey Specialist
- Environmental Planner

7. Reporting & Coordination

The consultant will work under the guidance of Director, CUI, Sahiwal campus and submit progress reports at agreed intervals.

8. Eligibility Criteria

- Must be a registered firm with relevant professional body (PEC/PCATP or equivalent).
- Proven experience in master planning of universities/townships/housing schemes.
- Sufficient experience in topographic surveys and infrastructure planning.
- Demonstrated capacity with qualified technical staff.

9. Evaluation Criteria

Proposals will be evaluated on the basis of: -

Total: 100 Marks – Minimum Passing Score: 70 Marks

1. Experience of Firm (30 Marks)

- Master Planning & topographic survey projects (universities, housing, institutional complexes):
 - 2 projects = 10 marks

- 5 projects = 20 marks
 - More than 10 projects = 30 marks
-

2. Specific Experience of Firm (10 Marks)

- Similar Master Planning & topographic survey projects of universities:
 - 2 projects = 2 marks
 - 5 projects = 5 marks
 - More than 10 projects = 10 marks
-

3. Key Professional Staff (35 Marks)

- Team Leader / Urban Planner (≥ 10 years exp.) = 10 marks
 - Architect (≥ 7 years exp.) = 7 marks
 - Civil Engineer (≥ 7 years exp.) = 7 marks
 - Survey Engineer / GIS Specialist (≥ 5 years exp.) = 7 marks
 - Environmental Planner / Landscape Architect = 4 marks
-

4. Methodology & Work Plan (15 Marks)

- Understanding of ToRs = 5 marks
 - Methodology (survey approach, planning process, use of GIS/AutoCAD/3D modeling) = 8 marks
 - Work plan & deliverables = 2 marks
-

5. Financial Soundness (10 Marks)

- Annual turnover $\geq$ PKR 5 million = 10 marks
- PKR 3-3.5 million = 7 marks
- PKR 2-2.5 million = 5 marks
- Below 1 million = 0 marks

10. Payment Schedule

Payments will be linked to deliverables:

- 10% on submission/approval of Inception Report
- 20% on completion of Topographic Survey
- 30% on submission of Draft Master Plan
- 40% on submission & approval of Final Master Plan

SECTION V - APPLICATION FORMS AND ANNEXURES

Annexure 'A'

(On the letterhead of the firm)

Bid Submission Form

Date:...../...../2025

Secretary Tender Committee

Works Department,
COMSATS University Islamabad, Sahiwal campus
2-KM OFF GT road, Sahiwal

SUBJECT: HIRING OF CONSULTANCY SERVICES FOR TOPOGRAPHIC SURVEY AND MASTER PLAN OF CUI, SAHIWAL CAMPUS

We, the undersigned, submitting our Bid for the referenced Invitation to Bid and declare that:

- a. **No reservations:** We have examined and have no reservations about the EOI Document, including Addendum(s) No(s), issued in accordance with Instructions to Bidders.
- b. **No conflict of interest:** We have no conflict of interest
- c. **Eligibility:** We meet the eligibility requirements, and we have not been suspended by the CUI based on the execution of a Bid/Proposal.
- d. **Not bound to accept:** We understand that you may cancel the Bidding process at any time without incurring any liability to the Bidders.
- e. **True and correct:** All information, statements, and descriptions contained in the Bid are in all respects true, correct, and complete to the best of our knowledge and belief.

Name of Authorized Person	
Designation	
Signature & Stamp	
Date	/...../2025

PRICE REASONABILITY CERTIFICATE

1. We hereby confirm to have read carefully all the terms and conditions of your tender enquiry. We agree to abide by all these instructions/ conditions.
2. We also hereby categorically confirm that the services offered by us are exactly according to the particulars and specifications laid down in your tender inquiry in all respects.
3. We accept that if the required Earnest Money is not furnished or our offer is found lacking in any of the requirements of your tender inquiry, it shall not be entertained.
4. We hereby confirm to adhere to the delivery period required in the tender inquiry which would be the essence of the contract and which will be strictly adhered to by us. In case of failure, we agree unconditionally to accept the recovery of liquidated damages as spelled out above.
5. We certify that the prices quoted against this tender are reasonable and not more than the prices charged from any other Agencies in the country and in case of any discrepancy, we hereby undertake to refund the price charged in excess.

Name of Authorized Person	
Designation	
Signature & Stamp	
Date	/...../2025

AFFIDAVIT

FROM:	
TO:	
	COMSATS University Islamabad, Sahiwal campus
	2-KM OFF GT road, Sahiwal

1. We, M/S_____ having our office at _____ hereby undertake that if any conflict/dispute regarding performing the work arises with **COMSATS University Islamabad, Sahiwal campus**, we shall not resort to any court of law. The dispute/difference, if any, shall be settled as per relevant clauses of the tender documents issued by CUI, Sahiwal campus.
2. We, M/S _____ have never been blacklisted by any organization in Pakistan.

Authorized Signature:

NAME OF FIRM	
STAMP :	
COMPLETE ADDRESS	

Dated: ____/_____/2025

Declaration Form

All terms & conditions have been carefully read & understood and are hereby unconditionally accepted. It is declared that:

- 1) I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.
- 2) All the information furnished by me/us herein is correct to the best of my knowledge and belief.
- 3) I/We have no objection if inquiries are made about the work listed by me/us in the accompanying annexure.
- 4) I/We agree that the decision of the Committee in selection will be final and binding to me/us.
- 5) I / We have read the instructions appended to the proforma and I/We understand that if any false information is found at any stage, the Tender Committee is at liberty to act in a manner it feels deemed fit, which includes, but not limited to, confiscation of Security/Earnest Money AND/OR imposing a bar/restriction from future business with **COMSATS University Islamabad, Sahiwal campus**, AND/OR blacklisting.

TENDER NAME	
NAME OF FIRM	
YEAR OF ESTABLISHMENT	
NAME OF THE OWNER / AUTHORIZED AGENT	
OFFICE ADDRESS	
GST NUMBER	
NTN	
VALID TELEPHONE #	
VALID EMAIL	
SIGNATURE & STAMP	

TENDER FORM / PRICE SCHEDULE

A. SUMMARY OF THE COST

Name of Bidder / Tenderer	
Mailing Address	
Income Tax Registration #	
PRA Registration #	

Total Cost of the Financial Proposal	
--------------------------------------	--

Total Amount in Words:	
------------------------	--

This amount is inclusive of all the applicable taxes. Our Financial Bid/Proposal shall be binding upon us up to the expiration of the validity period of the Bid/Proposal.

Earnest Money /Bid Security Information

Amount of Earnest Money:	
CDR # & Date:	
Name of Issuing Bank:	

TENDER FORM / PRICE SCHEDULE

HIRING OF CONSULTANCY SERVICES FOR TOPOGRAPHIC SURVEY AND MASTER PLAN OF CUI, SAHIWAL CAMPUS

B. BREAK DOWN OF COST

Name of Bidder / Tenderer	
Mailing Address	
Income Tax Registration #	
PRA Registration #	

Description	Area	UNIT RATE	TOTAL AMOUNT
Topographic survey and Master plan of CUI, Sahiwal campus	36-Acres		

TOTAL AMOUNT IN WORDS:	

This amount is inclusive of all the applicable taxes. Our Financial Bid/Proposal shall be binding upon us up to the expiration of the validity period of the Bid/Proposal.

Authorized Signatures & Stamp_____

TECHNICAL BID FORM

1	Name of the Company:	
2	Legal Status of the Company:	☐ SOLE PROPRIETOR ☐ PARTNERSHIP/ASSOCIATION OF PERSON ☐ PRIVATE / PUBLIC LIMITED COMPANY ☐ PRIVATE PARTNERSHIP FIRM
3	Year of Registration:	
4	NTN Registration Number:	
5	PRA Registration Number:	
6	No. of Years of Experience:	
7	Postal Address of the Company :	
8	Office Telephone Number:	
9	Email of The Company:	
10	Name of Contact Person:	
11	Mobile No:	
12	Email of Contact Person:	

Authorized Sign & Stamp_____

EVALUATION OF PROPOSALS

Proposals will be evaluated on the basis of:-

1. Experience of Firm (30 Marks)

- Master Planning & topographic survey projects (universities, housing, institutional complexes):
 - 2 projects = 10 marks
 - 5 projects = 20 marks
 - More than 10 projects = 30 marks

2. Specific Experience of Firm (10 Marks)

- Similar Master Planning & topographic survey projects of universities:
 - 2 projects = 2 marks
 - 5 projects = 5 marks
 - More than 10 projects = 10 marks

3. Key Professional Staff (35 Marks)

- Team Leader / Urban Planner (≥ 10 years exp.) = 10 marks
- Architect (≥ 7 years exp.) = 7 marks
- Civil Engineer (≥ 7 years exp.) = 7 marks
- Survey Engineer / GIS Specialist (≥ 5 years exp.) = 7 marks
- Environmental Planner / Landscape Architect = 4 marks

4. Methodology & Work Plan (15 Marks)

- Understanding of ToRs = 5 marks
- Methodology (survey approach, planning process, use of GIS/AutoCAD/3D modeling) = 8 marks
- Work plan & deliverables = 2 marks

5. Financial Soundness (10 Marks)

- Annual turnover $\geq$ PKR 5 million = 10 marks
- PKR 3-3.5 million = 7 marks
- PKR 2-2.5 million = 5 marks
- Below 1 million = 0 marks

NOTE: The minimum Technical Score "Ts" required to pass is 70 Marks. The firms having technical score below 70 Marks in their technical proposal evaluation shall be disqualified and shall not be considered for financial evaluation.

A. FINANCIAL PROPOSAL EVALUATION CRITERIA

100 Marks

The Consultant Selection Committee shall determine whether the financial proposals are complete and without computational errors. The Lowest Financial Proposal (LFP) amount among the applicants shall be awarded the work as per least cost selection criteria as per Procurement of Consultancy Services Regulations, 2010 PPRA, Clause 3 (C).

TECH FORMS

(To be attached with Technical Proposal)

FORM TECH-1 CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - CONSULTANT'S ORGANIZATION

[Provide here a brief (two pages) description of the background and organization of your firm/entity (including organogram) and each associate for this assignment.]

1.	FIRM BACKGROUND:
2.	CHIEF EXECUTIVE OFFICER:
3.	BOARD OF DIRECTORS / PARTNERS
4.	DEPARTMENTAL STRUCTURE OF THE FIRM
5.	ORGANOGRAM
A-I	Whether your Firm is ISO Certified? If so, provide a copy of ISO Certification.

B - CONSULTANT'S EXPERIENCE

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this Assignment. Use maximum 20 pages. Please provide Client's certification and/or evidence of the contract agreement.]

Assignment name:	Cost of the Project
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of staff-months (by your firm) on the assignment:
Start date (month/year): Completion date (month/year):	1. Total Value of the Consultancy Agreement. 2. Value of consultancy services provided by your firm under the agreement (in current PKR or US\$):
Name of associated Consultants, if any:	No. of professional staff-months provided by associated Consultants:
Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director /Coordinator, Team Leader):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment	
1. Firms Name:	
2. Certificate by the Client / Employer that the work was successfully completed by the consultant.	

FORM TECH-2 DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (50 pages, inclusive of charts and diagrams) divided into the following three chapters:

- A. TECHNICAL APPROACH AND METHODOLOGY,**
- B. WORK PLAN, AND**
- C. ORGANIZATION AND STAFFING,**

A. TECHNICAL APPROACH AND METHODOLOGY. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

B. WORK PLAN. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form **TECH-8**.

C) ORGANIZATION AND STAFFING. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

FORM TECH-3 TEAM COMPOSITION AND TASK ASSIGNMENTS

PERSONAL STAFF

[illegible]

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position [only one candidate shall be nominated for each position]:			
2. Name of Firm [Insert name of firm proposing the staff]:			
3. Name of Staff [Insert full name]:			
4. Date of Birth:		4. Nationality:	
5. CNIC No		5. or Passport No	
6. Education			
DEGREE	MAJOR/ MINOR	INSTITUTION	DATE (MM/YYYY)
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 for each employment (see format here below): dates of employment, name of employing organization, positions held.]:			
EMPLOYER	POSITION	FROM(MM/YYYY)	TO (MM/YYYY)
11. Detailed Tasks Assigned			

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned <i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i>	
Name of assignment/Project & Location:	Cost of Project
Date of Start	Completion Date
1. Actual Time Spent on the Project: _____ in months	
Client:	
Main project features	
Positions held:	
Activities performed	
2. Name of assignment or project	
Year: _____ -do-	
Location:	
Client:	
Main project features:	
Positions held:	
Activities performed:	
3. Name of assignment or project	
Year: _____ -do-	
Location:	
Client:	
Main project features:	
Positions held:	
Activities performed: <i>[Unroll the project details group and continue numbering (4, 5, ...) as many times as is required]</i>	
13. Certification: I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.	

[Signature of staff member or authorized representative of the staff]----- **Date:**_____/_____
 /2025

Full name of authorized representative:_____

FORM TECH-5 STAFFING SCHEDULE¹

Year:.....

□□□□□□ Full Time
 ■■■■■■ Part Time

No	Name of Staff	Staff input (in the form of a bar chart) ²												Total Staff-Month input			
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Home	Field ³	Total	
Foreign																	
1		Home															
		Field															
2																	
4																	
n																	
												Sub Total					
Local																	
1		Home															
		Field															
2																	
4																	
n																	
												Sub Total					
												Total					

1. For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
 2. Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
 3. Field work means work carried out at a place other than the Consultant's home office.

FORM TECH-8 WORK SCHEDULE

Year:

No	Activity ¹	Months ²											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

1. Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in the form of a bar chart.