

TERMS OF REFERENCE (TORs)
SHORT-TERM CONSULTING FIRM (PPRA Rule 46(A))

HIRING OF SHORT-TERM PROCUREMENT AND M&E CONSULTANCY SERVICES FIRM FOR HIRING OF CONTRACTORS FOR THE PROJECT “SOLARIZATION (250 KW-GRID TIED SYSTEM WITH NET METERING) OF B.I.S.E. SARGODHA” (PPRA Rule 46(A)).

INTRODUCTION

The Board of Intermediate & Secondary Education, Sargodha was established in 1968 under the West Pakistan Board of Intermediate & Secondary Education (Multan and Sargodha) Ordinance No. VII of 1968, with the jurisdiction of Sargodha and Rawalpindi Civil Divisions. It started functioning in different rented buildings in Satellite Town, Sargodha. It was shifted in the present campus in 1975. The B.I.S.E. Sargodha was bifurcated and a separate Board (B.I.S.E. Rawalpindi) was established for the civil division of Rawalpindi in 1978. Subsequently it was again bifurcated and a separate Board (B.I.S.E. Faisalabad) for the civil division of Faisalabad was established in 1988.

Energy efficiency is widely recognized as the most fundamental short-run imperative for rapid, ambitious, and cost-effective climate change mitigation. As a matter of fact, improved efficiency is the most cost-effective, least-polluting, and readily available energy resource. The recent energy crisis being faced by Pakistan necessitates efficient management of both the supply and the demand side.

BACKGROUND

Solarization will promote green renewable energy in public institutes, which will be critical in reducing the demand and stress on expansion of energy supplies and on the environment. It will help make buildings more energy efficient and will reduce the demand supply gap through demand side management and help achieve Sustainable Development Goal of doubling the rate of energy efficiency improvement. B.I.S.E. Sargodha intends to solarize his Office Buildings within Campus. This will reduce the burden on provincial exchequer through reduction in electricity bill of BISE Sargodha and will also help promote use of renewable energy.

OBJECTIVE & SCOPE OF WORK

The objective of this assignment is to hire Short Term Procurement and M&E Consultancy Firm under PPRA Rule 46 (A) for the following tasks.

1. Preparation and finalization of advertisement and tender Documents(s).
2. Preparation and finalization of tender documents for the said project.
3. Evaluation of tender Documents Bids and preparation of tender Documents Evaluation Reports in accordance with criteria in the Request for Proposal in line with PPRA rules 2014 (amended up to date) Complete in all respect.
4. Preparation and Finalization of Request for Proposal (RFP) documents in line with standard applicable bidding documents and as per guidelines laid down in PPRA rules 2014 (amended up to date) Complete in all respect.
5. Complying with all the procedures required to carry out the entire procurement process for

the assignment according to PPRA Rules 2014 (amended up to date) and other applicable laws in Punjab, Pakistan Complete in all respect.

6. Evaluation of bids and preparation of bid evaluation reports by laid down criteria Complete with all respect as Request for Proposal in line with PPRA rules 2014.
7. Responding to grievances for the assignment (if any) and drafting Letter of Award (s) to the successful Bidder.
8. Drafting and Finalization of Contract Agreement Complete in all respect.

PAYMENT TERMS

Payments shall be made based on the deliverables and finalized at the time of signing of Contract with the mutual consent of both the parties (Client & selected Consultant).

ROLE OF THE CLIENT

B.I.S.E. Sargodha will oversee all the activities related to the deliverables to be submitted by the Consultant. The Client will provide no lodging, boarding, or logistics in any Case.

DURATION OF THE ASSIGNMENT

The Consultant Firm will be required to complete all Deliverables within three (03) months of the Complete the execution of the Work as per Contract.

BUDGET

The estimated budget for the said Both Consultancies is **PKR 2 Million**.

PROFILE OF THE CONSULTANT

The Short-Term Procurement and M&E Consulting Firms must fulfill the following criteria:

1. The Firm/Company/ Consultancy must be registered with NTN.
2. The Firm must be registered with PEC.
3. The Firm/Company/ Consultancy has an operational history of 02 years.
4. The Firm/Company/ Consultancy must have a professional team of not less than 03 professionals and provide CVs of key personnel describing qualifications and similar nature assignments experience.
5. The Team Leader / Project Manager should be a Bachelor in Engineering having relevant experience in the relevant field of procurement & contracts.
6. The Firm/Company/ Consultancy must have an average Financial Turnover for the 3 years of PKR 2 million (must provide Audited statements).
7. The Firm/ Consultancy must not be blacklisted by any national/international or donor agency.
8. The Firm/ Consultancy must have experience related to subject assignment (evidence of the related work must be provided)

9. The Firm/ Consultancy must give its details company profile and a list of relevant personnel for the assignment having expertise and relevant knowledge in public procurement.
10. The firm in case of JV should attach the agreement on letter head of the firm.

TERMS OF PAYMENTS

Sr. No.	Deliverables	Payments Percentage
1.	Preparation of Advertisement and preparation of Tender Documents.	10%
2.	Submission of evaluation report of tender Documents Proposals	20%
3.	Preparation and Finalization of RFP / Bidding Documents	20%
4.	Submission of evaluation report of Technical Proposals	20%
5.	Preparation of draft Contract Agreement	30%
	Total	100%

Note: Payment terms may vary at the time of signing of a contract with the mutual consent of both parties.

REPORTING ARRANGEMENTS

1. The Consultants shall report the Chairman/Secretary and Civil Engineer (Focal Person Solarization) B.I.S.E. Sargodha for the said services.
2. All documentation, and reports shall be submitted in the English Language Complete in all respect.
3. All the data, documents, and reports produced by the Consultant for the said services shall be the property of the B.I.S.E. Sargodha. The Consultant shall not share and use these data, documents and reports for any other purpose/job without explicit written approval of the Chairman B.I.S.E. Sargodha.
4. In case the Consultant fails to fulfill the contractual obligations and violates the contract agreement, the contract agreement shall be terminated and the Consultant shall not be liable to make any pending claims.

