

REQUEST FOR PROPOSAL (RFP)

FOR

**HIRING THE SERVICES OF OWNER'S ENGINEER/
PROJECT MANAGEMENT CONSULTANT (CONSULTANCY
SERVICES OF A FIRM) FOR THE PROJECT OF "PUNJAB
POLICE INTEGRATED COMMAND CONTROL &
COMMUNICATION (PPIC3) CENTRE MURIDKE,
FEROZWALA & FACTORY AREA"**

Letter of Invitation

To, _____

Subject: **LETTER OF INVITATION/ REQUEST FOR PROPOSAL.**

Dear Mr./Ms.:

1. The Punjab Safe Cities Authority (PSCA), established under Punjab Safe Cities Act 2016, to establish, develop and maintain an Integrated Command, Control, and Communication (IC3) system for Police in major cities of the Province for public safety.
2. PSCA intends to procure the Large Consultancy Services of a Firm/ Company for the establishment of '**Punjab Police Integrated Command Control & Communication (PPIC3) Centre Muridke, Ferozwala & Factory Area Project**' under Rule 45(3) read with Rule 16 (6) & (7) of the Punjab Procurement Rules, 2014- (PPR-14) (amended till date).
3. The procurement of Consultancy services shall be on the basis of "Quality and Cost Basis" as provided in Rule 45 (3) of PPR-14.
4. The Request for Proposal (RFP) for the said project is formulated which is enclosed herewith including terms & conditions for the procurement.
5. It is mandatory that respected bidder shall use the Standard Forms of the RFP. Proposals that are not in the prescribed format may be discarded. If any information required in the form is found missing or written elsewhere, no credit will be given in the relevant section of the evaluation.
6. Requisite information/RFP comprising of two sealed envelopes, separately containing Technical and Financial proposals should be sent to the following address, so as to reach latest on **24th November, 2022** up to **02:30 P.M.**

Punjab Safe Cities Authority (PSCA)
PPIC3 Center, Police Qurban Lines, Lahore.
Phone No.: 042-99051605-7 and
Email: procurement@pscagop.pk

7. Technical Proposals shall be opened on **24th November, 2022** at **03:00 P.M** by the Consultant Selection Committee in the office of PSCA in the presence of bidders if they want to attend. Late Proposals/bids shall not be considered.



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PUNJAB SAFE CITIES AUTHORITY

PSCA Headquarters, Qurban Lines Lahore, Pakistan.



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www.pscgop.pk

8. If no acknowledgment is received before the bid submission time, it will be presumed that you are not interested to participate in the bidding process.
9. The detailed RFP is shared via email and also uploaded on PSCA website at <https://psca.gop.pk>. For further information, the interested participants may contact at procurement@psca.gop.pk or contact at 042-99205159-60.

Punjab Safe Cities Authority

Section 2: Instructions to Consultants

Definitions

- (a) “Agreement” means the covenant duly agreed between the Parties and all the attached documents.
- (b) “Client” means the organization/PSCA with which the selected Consultant signs the Agreement for the Services.
- (c) “Consultant” means any entity or person or firm that may provide or provides the Services to the Client under the Agreement
- (d) “Contract” means a legal document executed between the parties after completion of procurement process including all terms and conditions/ scope of the work for this assignment.
- (e) “Data Sheet” means such part of the Instructions to Consultants used to reflect specific conditions.
- (f) “Day” means calendar day.
- (g) “Government” means the Government of the Punjab and all its associated departments, agencies, autonomous/semi-autonomous bodies, local governments, boards, universities and similar other organizations.
- (h) “Instructions to Consultants” means the document which provides Consultants with all information needed to prepare their Proposals.
- (i) “LOI” means the Letter of Invitation included in the RFP as Section 1 being sent by the Client to the interested Consultants.
- (j) “Personnel” means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside Pakistan; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside Pakistan.
- (k) “Proposal” means the Technical Proposal and the Financial Proposal.
- (l) “Punjab Procurement Rules” means all rules and notifications/ Circulars/ Guidelines issued by Punjab

Procurement Regularity Authority for the Public procurement.

- (m) “RFP” means the Request for Proposal to be prepared by the Client for the selection of Consultants, based on the Standard RFP.
- (n) “Services” means the work to be performed by the Consultant pursuant to this Agreement.
- (o) “Shortlisted Consultants” means such firms/ companies dully shortlisted by the Planning and Development Department under sub-rule (6) of Rule 16 of PPR-14.
- (p) “Similar Project/Assignment” means the consultancy services provided for projects executed or under execution associated with urban planning, surveillance, safety security, information technology infrastructure design and development or allied works.
- (q) “Similar Consultancy Service/Assignment” means the consultancy services provided associated with urban planning, surveillance, safety security, information technology infrastructure design and development or allied works.
- (r) “Sub-Consultant” means any person or entity with whom the Consultant sub agreements any part of the Services.
- (s) “Terms of Reference (TOR)” means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

All words/ definitions/ expressions not defined above but used in this RFP may be construed as demined in PPR-14.

1. Introduction

- 1.1 The Client named in the Data Sheet will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 1.2 The interested Consultants are invited to submit Technical Proposal and a Financial Proposal (separately) for consulting services required for the assignment named in the Data Sheet. The proposals should be in separate marked and sealed envelopes. The Proposal will be the basis for agreement negotiations and ultimately for a signed Agreement with the selected

Consultant.

- 1.3 Consultants should familiarize themselves with assignment conditions and take them into account in preparing their Proposals. To obtain first-hand information on this assignment, Consultants are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. Consultants should contact the Client's representative named in the Data Sheet to obtain additional information on the pre-proposal conference. Consultants should ensure these officials are informed well-ahead of time in case they wish to visit the Client.
- 1.4 The Client will timely provide at no cost to the Consultants the inputs and facilities specified in the Data Sheet, assist the firm in obtaining respective No Objection Certificate (NOC) and permits needed to carry out the services, and make available relevant project data and reports.
- 1.5 Consultants shall bear all costs associated with the preparation and submission of their proposals and agreement negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Agreement award, without thereby incurring any liability to the Consultants.
- 1.6 Government of Punjab policy requires that Consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

Conflict of Interest

- 1.6.1 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

Conflicting activities

- (i) A firm that has been engaged by the Client to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified



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from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation. For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

Conflicting assignments

- (ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Client. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Client in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.

Conflicting relationships

- (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Agreement, may not be awarded an Agreement, unless the conflict stemming

from this relationship has been resolved in a manner acceptable to the Government of Punjab throughout the selection process and the execution of the Agreement.

1.6.2 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Agreement.

1.6.3 No agency or current employees of the Client shall work as Consultants under their own ministries, departments or agencies. Recruiting former government employees of the Client to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists. When the Consultant nominates any government employee as Personnel in their technical proposal, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his technical proposal.

Unfair Advantage

1.6.4 If an interested Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to all interested Consultants together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

Fraud and Corruption

1.7 The Government of Punjab requires Consultants participating in its projects to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of this policy, the Government of Punjab:

(b) defines, for the purpose of this paragraph, the terms set forth below as follows:

(i) “corrupt practice” means the offering, giving,

receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in agreement execution;

- (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement;
 - (iii) “collusive practices” means a scheme or arrangement between two or more consultants with or without the knowledge of the Client, designed to establish prices at artificial, noncompetitive levels;
 - (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of an agreement.
- (c) will reject a proposal for award if it determines that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement in question;
 - (d) will sanction a Consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded a Government of Punjab agreement if at any time it determines that the Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Government of Punjab agreement; and
 - (e) will have the right to require that a provision be included requiring Consultants to permit the Government of Punjab to inspect their accounts and records and other documents relating to the submission of proposals and agreement performance, and have them audited by auditors appointed by the Government of Punjab.

1.8 Consultants, their Sub-Consultants, and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued

by the Government of Punjab in accordance with the above para. 1.7. Furthermore, the Consultants shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Agreement.

- 1.9 Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Consultant is awarded the Agreement, as requested in the Financial Proposal submission form (Section 4).

Only one Proposal

- 1.10 Interested Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. Moreover, no joint venture is allowed in this procurement.

Proposal Validity

- 1.11 The Data Sheet indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. Should the need arise, however, the Client may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for agreement award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

2. Clarification and Amendment of RFP Documents

- 2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Client deem it

necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2.

- 2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.

3. Preparation of Proposals

- 3.1 The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the Data Sheet.

- 3.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

- 3.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:

- (a) For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
- (b) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

Technical Proposal Format and Content

- 3.4 The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Paragraph (c) (ii) indicates the recommended number of pages for the description of the approach, methodology and work plan of the Technical Proposal. A page is considered to be one printed side of A4 or letter size paper.

- (a) A brief description of the Consultants' organization and an outline of recent experience

of the Consultants on assignments of a similar nature is required in Form TECH-2 of Section 3. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, agreement amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally engaged by the Client as a firm. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.

- (b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client (Form TECH-3 of Section 3).
- (c) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.
- (d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 3).
- (e) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form TECH-7 of Section 3).

The staff-months input should be indicated separately for home office and field activities, and for foreign and local Professional staff.

- (f) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3) along with their Computerized National Identity Card numbers (if local) or Passport numbers (if foreign).
- (g) A detailed description of the proposed methodology and staffing for training, if the Data Sheet specifies training as a specific component of the assignment.

3.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

Financial Proposals

3.6 The Financial Proposal shall be prepared using the attached Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at the Consultants' home office), and (b) reimbursable expenses indicated in the Data Sheet. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign and local expenditures. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

Taxes

3.7 The Consultant may be subject to local taxes (such as: value added or sales tax or income taxes on non-resident Foreign Personnel, duties, fees, levies) on amounts payable by the Client under the Agreement. The Client will state in the Data Sheet if the Consultant is subject to payment of any taxes.

3.8 Consultants should express the price of their services in Pakistan Rupees.

3.9 Commissions and gratuities, if any, paid or to be paid by Consultants and related to the assignment will be listed in the Financial Proposal Form FIN-1 of Section 4.

4. Submission,

4.1 The original proposal (Technical Proposal and, if



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Receipt, and Opening of Proposals

- required, Financial Proposal; see para. 1.2) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.
- 4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL".
- 4.3 The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical Proposals shall be sent to the addresses referred to in para. 4.5 and in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, and with a warning **"DO NOT OPEN WITH THE TECHNICAL PROPOSAL."** The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and title of the Assignment, clearly marked **"DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE SUBMISSION DEADLINE"**. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 4.5 The Proposals must be sent to the address/addresses

indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with para. 2.2. Any proposal received by the Client after the deadline for submission shall be returned unopened.

- 4.6 The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

5. Proposal Evaluation

- 5.1 From the time the Proposals are opened to the time the Agreement is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Agreement may result in the rejection of the Consultants' Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

Evaluation of Technical Proposals

- 5.2 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

Financial Proposals for QBS

- 5.3 N/A

Public Opening and Evaluation of Financial Proposals (only for QCBS)

- 5.4 After the technical evaluation is completed, the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned

unopened after completing the selection process as per PPR-14. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional. The opening date shall be set so as to allow interested Consultants sufficient time to make arrangements for attending the opening.

- 5.5 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants, and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.
- 5.6 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the formers will prevail. In addition to the above corrections, as indicated under para. 3.6, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- 5.7 The lowest evaluated Financial Proposal (FP) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: $S = St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

6. Negotiations

- 6.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in

satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude an Agreement.

Technical negotiations

6.2 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Client and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Agreement as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the Consultant.

Financial negotiations

6.3 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to determine the tax amount to be paid by the Consultant under the Agreement. The financial negotiations will reflect the agreed technical modifications in the cost of the services. Financial negotiations can involve the remuneration rates for staff or other proposed unit rates if there is a revision of scope or if the bid rate exceeds the available budget.

Availability of Professional staff/experts

6.4 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Client expects to negotiate an Agreement on the basis of the Professional staff named in the Proposal. Before agreement negotiations, the Client will require assurances that the Professional staff will be actually available. The Client will not consider substitutions during agreement negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original

candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

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| Conclusion of the negotiations | 6.5 | Negotiations will conclude with a review of the draft Agreement. To complete negotiations the Client and the Consultant will initial the agreed Agreement. If negotiations fail with the highest evaluated bidder/consultant, the Client will invite the Consultant whose Proposal received the second highest score to negotiate an Agreement. |
| 7. Award of Agreement | 7.1 | After completing negotiations, the Client shall award the Agreement/ Contract with the evaluated/ responsive bidder/ Consultant and publish details on the Planning & Development Department website and promptly notify all Consultants who have submitted proposals. After Agreement signature, the Client shall return the unopened Financial Proposals to the unsuccessful Consultants. |
| | 7.2 | The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet. |
| 8. Confidentiality | 8.1 | Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Agreement. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Consultant Selection Guidelines relating to fraud and corruption. |
| 9. Scope of the Project | 9.1 | The high level scope of the project is attached as Annexure-A. |
| 10. Special Conditions for the Submission of Bids / Execution / Completion of the Project / Contract | 10.1 | All the bids shall be evaluated as per criteria provided herein and under strict compliance of PPR-14. However, in case of any conflict between any word / terms used in this document, the provisions provided in PPR-14 shall prevail. |
| | 10.2 | The Contract shall be executed with the highest ranked bidder/consultant after completion of legal formalities. |
| | 10.3 | All applicable taxes in Punjab and Pakistan shall be |

applicable and payable to the consultant.

10.4 Bidder/Consultant must accept and ensure that:

10.4.1 Resource/team alignment, engagement and charging should be revalidated and aligned with the Client, prior to commencement of activities

10.4.2 Liquidated Damages shall be applicable on the Consultant in case of delay in completion of deliverables. 0.01% of the payment per day per milestone shall be deducted from each milestone in case the consultant/contractor fails to meet the agreed timelines which shall be maximum 10% of the milestone cost.

10.4.3 Project implementation plan of the complete project shall be formulated, finalized, submitted, monitored, controlled and revised from time to time by the Consultant under intimation and approval of the Client/PSCA when needed.

10.4.4 PC-III formatted progress reports on monthly basis. Bi-weekly presentation, minutes of meetings, feedbacks, follow-ups and progress updates is deliverable of the consultant.

10.4.5 Official mode of communication is English for bidder Point of Contact.

10.4.6 Consultant may request partial payment after the completion of at least 50% of work done against respective milestone.

11. Payment Milestones

11.1 The tentative payment milestones shall be as follows:

Sr	Description	Deliverable	Payment
1	Inception report containing methodology and project implementation plan.	Inception report	5%
2	Prepare, Review and finalize the Pre-qualification/Bidding documents in accordance with the Project requirements. Pre-bid, Evaluation, Response of	PQD Evaluation Report	5%



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	clarifications/ grievances, final evaluation report.		
3	Prepare, Review and finalize the RFP/Bidding documents in accordance with the Project requirements. Pre-bid, Evaluation, Response of clarifications/ grievances, final evaluation report. Finalization and signing of Contract.	Contract Signing with EPC Contractor	5%
4	Review and finalization of Contractor's inception report, comprehensive plan, design for implementation, testing and acceptance of the technical solution. Finalization of test strategies, test plans, test results and deliverables related to the Project. Review and finalize the quality management of the Project in terms of execution, HSE, deliverables of the Project	Design Finalization and approval	15%
5	Factory Acceptance Tests (FAT) Onshore/Offshore, Third Party Validation (TPV) and produce report for all components	All FAT/TPV reports	10%
6	Site Acceptance Tests (SAT) and produce report for all respective components	All SAT Report	20%
7	User acceptance tests (UAT) and integration testing for final system acceptance	All UAT and Integration Testing	15%



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	certificates for all respective components.		
8	Project Completion (Taking Over Certificates)	TOC and hand over to Employer	20%
9	Final Closure Report	Final Closure Report	5%



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PSCA Headquarters, Qurban Lines Lahore, Pakistan.

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Instructions to Consultants

Data Sheet

Sr. No.	
1	Name of the Client: PUNJAB SAFE CITIES AUTHORITY Method of selection: <u>Quality and Cost-Based Selection (QCBS)</u>
2	Financial Proposal is to be submitted together with Technical Proposal. Name of the assignment is: "HIRING THE SERVICES OF OWNER'S ENGINEER/ PROJECT MANAGEMENT CONSULTANT (CONSULTANCY SERVICES) FOR THE PROJECT OF "PUNJAB POLICE INTEGRATED COMMAND, CONTROL AND COMMUNICATION (PPIC3) CENTER MURIDKE, FEROZWALA & FACTORY AREA"
3	Bid Validity Period: 180 days after opening of bids/ proposals that may be extended as per PPR-14.
4	For clarification purposes, the Employer's address is: PSCA – Qurban Police Lines, Lahore. Phone #: 042-99051605-7 and Email: procurement@psca.gop.pk Requests for clarification shall be received by the PSCA seven (07) calendar days before to the closing date the bids.
5	Proposals shall be submitted in the English language.
6	Firms should submit details of similar assignments//Projects completed by the firm on the prescribed Performa attached.
7	CVs of the Bidder/ firm individuals/ employees should be attached with the bid in detail.
8	Consultant must submit the original Technical Proposal, and the original Financial Proposal in addition to a copy of the same both proposals/ bids as well as one soft copy and digital copy in USB.
9	Deadline for Bid Submission: 24th November, 2022 no later than 0230 Hours
10	Time, Date, and Place for Bid Opening: 24th November, 2022 at 0300 Hours PSCA Office. However, in case of said bid opening/ closing date, the office is closed due to public holiday etc. the next working day shall be considered as the bid submission/ opening date and there would be no change in the time as provided above.

ANNEXURE A**Scope of the Project**

Punjab Safe Cities Authority, Government of the Punjab intends to build/establish Punjab Police Integrated Command, Control, & Communication (PPIC3) Centre Muridke, Ferozwala & Factory Area on Engineering, Procurement, & Construction mode. The estimated scope of work is given as under that may vary subject to design and further requirement of the Client:

- IP Network Cameras= 462
- Total IP Sites = 102
- Hybrid Network Connectivity through microwave and Optical Fiber Cable [5.8 GHz Microwave Point to Point Links (40 pairs of devices)]
- Automatic Number Plate Recognition (ANPR) Cameras= 80
- Command & Control Centre including data center
- Network requirements include core routers, industrial switches and SFPs
- Disaster Recovery Centre
- E-Check Points= 14
- Leased/Rental Optical Fibre Cable
- Integration with PPIC3 Lahore Center
-

The scope of technology implementation includes the following:

a. Command and Control Centre Building- The nature of Command Control Centre is centralized. The surveillance system will be installed for facilitation of Law Enforcement Agencies (LEAs), other departments and general public. Muridke, Ferozwala & Factory Area city will be monitored from PPIC3 Centre Muridke, Ferozwala & Factory Area and shall be under the command of DPO Sheikhpura. PPIC3 Centre building layout is attached as Annexure-A-1.

b. Integrated Video Management System (IVMS) – including System Control and Management, Digital Recording and Archiving, Specific Analysis Tools, Video Walls and Control Systems etc.

c. E-Check Points/Entry & Exit Points – Including the ANPR Cameras at the entry and exit points of the Muridke, Ferozwala & Factory Area for proper surveillance and vigilance.

d. Field Equipment – including Strategic Surveillance Locations, Surveillance of Public Places, Surveillance of Intersections, Surveillance of Highways, Surveillance of important Buildings /

Locations, Camera installation and Security and power and connectivity

e. Implementation and Fit-out – including Data Centre fit-out, structured cabling, furniture and desktop as well as system integration and testing.

f. Optical Fibre Cable – Existing OFC network of PTCL or any other service provider will be utilized on rental basis to connect surveillance and e-check point sites with PPIC3 Centre Muridke, Ferozwala & Factory Area.

g. Microwave Wireless Connectivity – Microwaves links will also be established from camera sites to nearest hub site tower for redundancy.

h. Hybrid Network Connectivity – Hybrid Network Connectivity means some cameras sites will be connected through a combination of Optical Fibre and Microwave wireless devices.

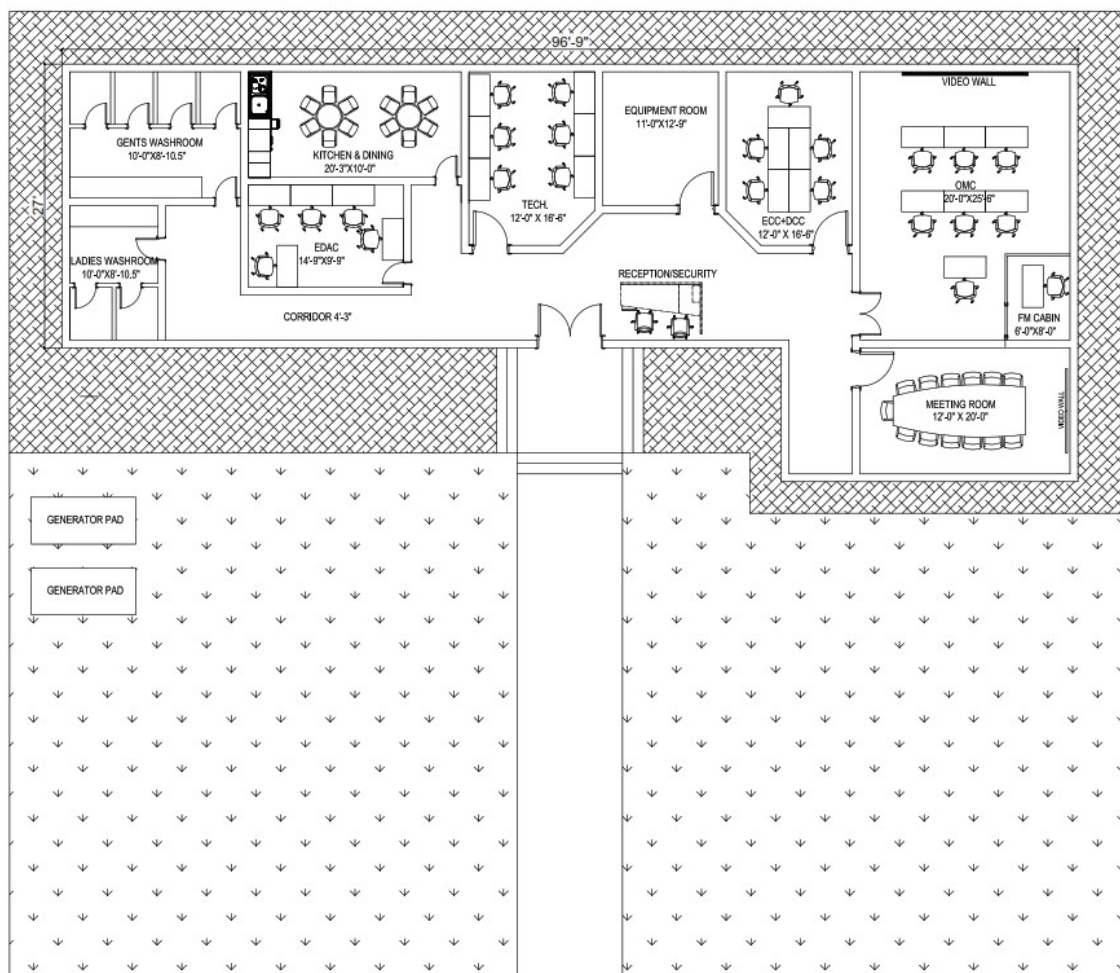
i. Power & Electrical Scope – This will include Medium Voltage Switchgear (MVS), transformer, MV Cable, transmission kits, generator, UPS, earthing system, distribution panel board, low voltage cable, lightening and power outlets for building. Earthing system, low voltage cable, transformers and meters for sites and police stations.

j. Civil Work – Outside Plant civil work scope includes pole foundations, power trenches and OPs.



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ANNEXURE-A-1



Proposed Layout for PPIC3 Muridke & Ferozewala

ANNEXURE-B-I

EVALUATION CRITERIA

Following Quality & Cost Based Selection (QCBS) criteria shall be followed to evaluate the most suitable firm for the assignment:

For Bid Evaluation, the total score is calculated by weighting the technical and financial scores and adding them as per the formula given below. The Consultant Firm that achieves the highest combined technical and financial scores, may be invited for negotiations in accordance with PPR-14.

The weights given to the Technical (T) and Financial (F) Proposals are:

T = 85% and

F = 15%

Proposals shall be ranked according to their combined technical and financial scores using the weights given to the Technical Proposal and Financial Proposal as above according to following;

$$CS = Ts \times T\% + Fs \times F\%$$

Ts = Technical
Score

Fs = Financial
Score

T = Technical
%age

F = Financial %age

CS = Combined Technical Score

T + F = 1

Sr. No	ELIGIBILITY CRITERIA (Mandatory Requirements)
1.	<p>The following documents are required;</p> <ol style="list-style-type: none"> Registration with relevant Professional Body i.e. PEC in relevant category with renewal for 2022-23 [In case PEC is not renewed for the period of 2022-2023 then provide the PEC registration of 2021-2022] Registration with SECP / Registrar of Firms <p>Professional tax certificate 2022-2023 [In case not renewed for the period of 2022-2023 then Professional Tax Certificate 2021-2022 along with application that they have applied for the fresh professional tax certificate]</p> <ol style="list-style-type: none"> Valid proof of NTN registration Valid proof of Punjab Sales Tax An affidavit duly signed notarized amounting to PKR. 100/- that firm/Consultant is not blacklisted by any Government / Autonomous Body Submission of undertaking of legal duly stamped (PKR. 100/=one hundred Rupees) and signed that the firm/consultant, company/ Govt. owned organization/ entity shall provide the services as per PSCA requirement.



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ANNEXURE-B-II

EVALUATION CRITERIA (Merit Point System)					
Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are:					
(i) Company Profile					
Sr. No.	Item	Marks			Maximum Marks
a	Number of similar assignments/Projects*(01 project in each sector)		Value of Project Million PKR	Marks	60
		Infrastructure related projects	200	10	
		IT, Intelligent Traffic System, Surveillance and CCTV related projects	500	30	
		Urban Planning & Development related projects	300	20	
b	Similar Consultancy Services *		Value of Project Million PKR	Marks	20
		Infrastructure related projects	05	05	
		IT, Intelligent Traffic System, Surveillance and CCTV related projects	10	10	
		Urban Planning & Development related projects	05	05	

		<u>Description</u>	<u>Marking Criteria</u>	<u>Description</u>	
		Aggregate turnover during last three (03) years should be equal or more than PKR 50 Million. (Mandatory)	10 Marks	1. Financial Statements All Supporting Documents (Signed & Stamped)	
C	Organizational Structure (Financial Strength)	Current Bank Statement with Positive balance equal or more than PKR 05 Million. Or Available Credit Line (available portion) to finance the project amounting to PKR 10 Million. (Mandatory)	10 Marks	1. Bank Statement 2. Credit Facility Letter All Supporting Documents (Signed & Stamped)	20

* One Project can only be considered in one category at a time.

Total = A₁

(ii) Project Team (Mandatory):

Sr. No.	Designation	No. of Personnel	Qualification Requirements	Score
01	Project Manager	1	At least 16 years of education (Preferably Telecom Engineering or relevant) with at least 10 years of Project Management experience	20
02	Contract Specialist	1	At least 16 years of education (Preferably in the	10

			domain of Law / Procurement or relevant) with at least 5 years of Contract Drafting and experience in legal matters	
03	Engineer/ Expert/ Specialist (Civil)	1	At least 16 years of education (Civil Engineering or relevant) with at least 5 years of experience in civil works	10
04	Engineer/ Expert/ Specialist (Electrical)	1	At least 16 years of education (Electrical Engineering or relevant) with at least 5 years of experience in electrical works	10
05	Engineer/ Expert/ Specialist (Data Center)	1	At least 16 years of education (Computer Engineering/Science or relevant) with at least 5 years of experience in data center planning/deployment/commissioning	10
06	Engineer/ Expert/ Specialist (IT/Networks)	1	At least 16 years of education (Preferably Telecom Engineering, Networks, IT or relevant) with at least 5 years of experience in IT/networks/system administration etc	15
07	Supervisors (Civil, Electrical, IT one each)	3	At least DAE (Civil, Electrical, IT) or relevant with at least 2 years of supervision experience	Civil (05)
				Electrical (05)
				IT (05)
Total		9		90

Associate Team:

Sr. No.	Designation	No. of Personnel	Qualification Requirements	Score
01	Surveillance Technology Expert	1	Qualification: 16 years (IT/Telecom/Network or relevant) Experience: Minimum 5 years preferably in CCTV projects. Knowledge of cameras, NVRs etc. and their working. Knowledge of video analytics such as Face Recognition etc.	05

02	Intelligent Traffic Management Expert	1	<p>Qualification: 16 Years of education in Transportation/Traffic Engineering or related discipline from an HEC recognized local or foreign institution</p> <p>Experience: Minimum 5 years of Experience in the field of traffic management and diversion plans.</p> <ul style="list-style-type: none"> Working knowledge of planning, designing, implementation, operation, management and maintenance of transport infrastructure. Familiar with transport surveys for primary data collection to identify the transportation infrastructure demand/requirements Review and implementation of traffic diversion / management plan to ensure smooth and safe flow of traffic with national/international road safety measures. Review and implementation of detailed engineering drawings including traffic management components in accordance with national/international road safety measures, bottlenecks, accident blackspots 	05
Total		2		10

Total = A₂

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant score:

- 1) Education and qualifications as per TORs [25%]

- 2) Relevant experience as per TORs [70%]
3) Time with firm (06 months at least) [5%]

Total score: 100% (of specific position)

(iii) Approach, Methodology and Quality Management:

- a) Methodology and work plan [100]
(i) Building Methodology (10)
(ii) Surveillance system Methodology (20)
(iii) Hybrid Microwave Connectivity Methodology (10)
(iv) Data Center Methodology (20)
(v) System Integration Methodology (20)
(vi) Overall work plan (10)
(vii) Quality Management (10)

Total = A₃

Technical Score =	A₁[30]	+	A₂[35]	+	A₃[35]
	100		100		100

The minimum technical score required to pass is: **65% of technical score**

Note: Required Supporting Documents must be submitted with the proposal/bid to conform bidder's eligibility to the required Technical Evaluation Criteria.

Financial Proposals of only Technically Qualified Firms will be evaluated.

Section 3: Technical Proposal - Standard Forms

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Forms required and number of pages recommended.

TECH-1 Technical Proposal Submission Form

TECH-2 Consultant's Organization and Experience

A Consultant's Organization

B Consultant's Experience

TECH-3 Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client

A On the Terms of Reference

B On the Counterpart Staff and Facilities

TECH-4 Description of the Approach, Methodology and Work Plan for Performing the Assignment

TECH-5 Team Composition and Task Assignments

TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff

TECH-7 Staffing Schedule

TECH-8 Work Schedule



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FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

Location: _____ Date _____

To:

Dear Sir,

We, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope¹.

We are submitting our Proposal in association with: [*Insert a list with full name and address of each associated Consultant*]²

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.12 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Agreement negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.2 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____



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FORM TECH-2 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

1. Whether your Firm is ISO Certified? If so, provide a copy of ISO Certification.
2. Firms Quality Management System. How does your firm maintain quality at every step of consultancy assignment? Provide your firm's quality management mechanism in descriptive form.



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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 N ^o 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):
Name of associated Consultants, if any:	N ^o 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.	



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PUNJAB SAFE CITIES AUTHORITY

PSCA Headquarters, Qurban Lines Lahore, Pakistan.



042-99 05 16 05-8

042-111-11-77-22



042-99203026



www.pscgop.pk

FORM TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE CLIENT

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]



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PUNJAB SAFE CITIES AUTHORITY

PSCA Headquarters, Qurban Lines Lahore, Pakistan.



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042-111-11-77-22



042-99203026



www.pscs.gov.pk

B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities to be provided by the Client according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]

FORM TECH-4 DESCRIPTION OF APPROACH, METHODOLOGY AND OVERALL 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 (Minimum 25 pages, inclusive of charts and diagrams) divided into the following two chapters:

- a) Technical Approach and Methodology,
- b) Overall Work Plan

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. Technical Approach and Methodology should consist of following components:

- i. Building Methodology
- ii. Surveillance system Methodology
- iii. Hybrid Microwave Connectivity Methodology
- iv. Data Center Methodology
- v. System Integration Methodology

b) Overall 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.



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FORM TECH-5 TEAM COMPOSITION AND TASK ASSIGNMENTS

Professional Staff				
Name of Staff	CNIC No./Passport No.	Area of Expertise	Position Assigned	Task Assigned

FORM TECH-6 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: _____ **Nationality:** _____

5. CNIC No (if Pakistani): _____ **or Passport No:** _____

6. Education:

<i>Degree</i>	<i>Major/Minor</i>	<i>Institution</i>	<i>Date (MM/YYYY)</i>

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

[List all tasks to be performed under this assignment]

12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[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.]

1) Name of assignment or project & Location: _____ Cost of Project _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____
Activities performed: _____

2) Name of assignment or project & Location: _____ Cost of project _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

3) Name of assignment or project & Location: _____ Cost of Project _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

4) Name of assignment or project & Location: _____ Cost of project _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

5) Name of assignment or project & Location: _____ Cost of project _____

Date of Start _____ Date of Completion _____

Actual Time Spent on the Project: _____ in months.

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 myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

____ Date: ____
[Signature of staff member or authorized representative of the staff] Day/ Month/ Year

Full name of authorized representative: ____

FORM TECH-7 STAFFING SCHEDULE¹

Full time input

Part time input

Year:																
N°	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
Local																
1		[Home]														
		[Field]														
2																
3																
N																
												Subtotal				
												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:													
N°	Activity ¹	Months ²											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1													
2													
3													
4													
5													
n													

- 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.

Section 4: Financial Proposal

The format attached with these documents (Financial Proposal) shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sir,

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is inclusive of the taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Agreement negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Agreement execution.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

FORM FIN-2 SUMMARY OF COSTS

Item	Costs
	Pak Rupees
Total Costs of Financial Proposal ²	

Indicate the total costs, inclusive of local taxes. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms provided with the Proposal.

Section 5



No.4 (319)PO(Cons)/P&D/21
GOVERNMENT OF THE PUNJAB
PLANNING AND DEVELOPMENT BOARD
Dated Lahore 4th October, 2022

To

The DIG/Chief Operating Officer,
Punjab Safe Cities Authority (PSCA),
Headquarters, Qurban Lines,
Lahore.

Subject: APPROVAL OF TORS FOR CONSULTANCY SERVICE FOR THE SCHEME TITLED "PUNJAB POLICE INTEGRATED COMMAND, CONTROL & COMMUNICATION (PPIC3) CENTER MURIDKE, FEROZWALA AND FACTORY AREA"

I am directed to refer to your letter No.12352/PMO/PSCA/2022 dated 26.09.2022 on the subject noted above and to convey the approval of Terms of Reference (TORs) for hiring the consultancy service for the scheme titled "Punjab Police Integrated Command, Control and Communication (PPIC3) Center Muridke, Ferozwala and Factory Area" duly approved by the Competent Authority.

2. Further necessary action may be taken by the Procuring Agency as per Punjab Procurement Rules, 2014.

PLANNING OFFICER (CONSULTANCY)

C.C:

- i. The Chief (Governance & IT), P&D Board, Punjab.
ii. Project Management Office, PSCA.
iii. PS to Member (ID), P&D Board.
iv. PA to Chief (Consultancy), P&D Board.



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**Terms of Reference (TORs) for hiring of Consultant for the
Project titled "Establishment of
Punjab Police Integrated Command Control and Communication
(PPIC3) Centre for Muridke, Ferozwala and Factory Area"**

1. Brief of Project

The overall objective of the Punjab Police Integrated Command Control and Communication (PPIC3) Centre is to modernize the infrastructure, systems and capabilities for the police to proactively manage the security situation and to professionalize the police response to incidents by moving towards directed and mission-focused deployment of resources. PPIC3 Muridke, Ferozwala & Factory Area will bring together the innovative Concept of Operations (ConOps), quality focused business processes with an integrated technical solution to provide an operational solution.

1.1 COMPONENTS OF THE PROJECT

- Provision and Installation of Cameras
- Power cabinet including UPS solution
- Installation of Foundations, Poles, Wall-mounts/brackets for the surveillance sites
- Network design and configuration of all networking devices according to network topology
- Provision & Installation of Microwave Wireless Devices
- On-Air, Connectivity and Integration of sites
- Establishment of PPIC3 Centre
- Establishment of Data Center according to design and standards being followed

2. Aims & Objectives of the Owner's Engineer / Project Management Consultancy Services

The Consultant shall be engaged to provide Consultancy Services for the PPIC3 Muridke, Ferozwala & Factory Area Project including but not limited to the following:

- (a) Prepare, Review and vet the proposed PQD/Bidding Documents including the technical requirements for the Project
- (b) Evaluation of the Bidders/Bids for the Project and Technical Validation in alignment with the Integrated Command Control and Communication Project Technologies

- (c) Prepare, Review and vet the proposed draft Agreement/ Contract for the Project
- (d) Review and Approve Design Specifications of the Project
- (e) Assist the Client in Procurement Process for the Project
- (f) Technical Validation and Assurance for the Project Technologies
- (g) Supervision and Project Coordination as Employer's Representative

3. Scope of Service, Duties and Responsibilities of the Consultant

The Consultant shall be responsible for preparing, reviewing and certifying the PQD/Bidding Documents are in accordance with the Project requirements, evaluate the Proposals/bids submitted by for the bidder(s) as well as the subsequent correspondence with the applicant/ bidder to select the most responsive bidder for the engineering design, delivery, transportation to site, installation, testing and commissioning of the Project. The Consultant shall also be required to formulate/review/vet the Contract Agreement. Also, the Consultant shall review technical, financial and other institutional assessment of the project and provide intermittent supervision for the project execution on as and when required basis.

3.1 Project Management Services

- 1) Responsible for Management of the Project
- 2) Review of project progress reports submitted by EPC Contractor/ Contractor (s).
- 3) Devise performance indicators to track progress on the implementation of the projects as timelines and milestones.
- 4) Prepare reports of various project objectives.
- 5) Provide assistance in the procurement process.
- 6) Review all contractual requirements relating to project implementation.
- 7) Participate in relevant committee as authorized by the Client.
- 8) Develop and ensure Post-bid contract management frameworks.
- 9) Conduct the (Pre-)Bid Conference and respond to the clarifications of the potential bidders of the project, if any. The conference will be convened by the Client.
- 10) Provide the required assistance and advisory support until the commissioning of the Project.
- 11) Provide the manageability and security of data & data sources.
- 12) Record and manage the project issues.
- 13) Coordinate all activities between the Client and the Contractor.



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- 14) In case of any dispute/conflict arises with the Contractor, the Consultant shall provide opinion, viable solution, pros and cons of the solution, and contingency plan.

3.2 Technical & Legal Consultancy Services

- 1) Preparing, reviewing, revising, commenting on and finalizing the Bidding Documents and Contract between Employer and Contractor for the Project.
- 2) Evaluation of tenders and Bids received from the Bidders/ applicants at the bidding stage, with respect to the Project Technical Proposals, Financial Proposals and Legal Aspects, in alignment with the existing PSCA system, specifications considering all the aspects of the Project including but not limited to compatibility, upgradability, integration and future developments etc.
- 3) Act as the Design Authority for the Project, Certify and approve the design before implementation of the Project.
- 4) Develop/review and certify testing criteria for the contractor's deliverables and ensure that development, testing strategies, testing plans, test results are in accordance with the project requirements.
- 5) Review the proposed software/integration detail of all the respective components/deliverables of the contractor.
- 6) In case of any dispute/conflict arises with the Contractor, the Consultant shall provide opinion, viable solution, pros and cons of the solution, and contingency plan.

3.3 Financial Services

- 1) Financial Evaluation of the Bids received for the project.
- 2) Providing advice on general financial matters arising out of and during the execution on the project including the construction phase and recommending payment against deliverables / milestones after completion / validation / verification.
- 3) Conduct a cost-benefit Analysis to compare the efficiency of the interventions.
- 4) Develop financing plan including timelines for implementation and funds flow requirements as per proposed contractual arrangements with the Contractor.
- 5) Verification of Bills for Payments to the Contractor.

3.4 Supervisory Services

- 1) Supervise the deployment of field sites and execution of OSP works

with the best professional and consulting standards to ensure that the project requirements are met satisfactorily in accordance with the Government rules & regulations.

- 2) Assign field personnel of professional caliber and in sufficient number as deemed necessary, in consultation with the client.
- 3) Carry out the following works;
 - a) Issue instructions to the contractor(s) and provide engineering supervision to the execution of works.
 - b) Ensure quality control through laboratory tests and all other required tests at the expense of the contractor as per site/work requirement.
 - c) Make measurements of the work done as basis for running payments to the contractor (s) detailed measurements of the works shall however be recorded jointly with the Contractor and get the same verified by the Engineer/Supervisor of the Consultant as duplicate record and shall be attached with the Contractor's bills.
 - d) Issue variation orders with the Client's consent.
 - e) Maintain estimate and comparative statement of project costs and submit reports to the Client.
 - f) Assist in liaison between Client and EPC Contractor.
 - g) Review and approve "As-built" drawings prepared by the Contractor(s).
- 4) Responsible for reporting any urgent matter immediately to the Client/Contractor, first verbally but immediate followed up by a written report on the incident addressed to all parties involved.
- 5) Certify that the works are executed as per approved design, drawings, standard specifications, estimate and within the provisions of contract agreement.
- 6) Supervise the contractor in all matters concerning safety and care of the work and advise the Client on any problem arising in the construction work during its execution.
- 7) Certify that the construction material brought at site by the contractor(s) is in accordance with the specifications and is tested as per standard practices.
- 8) Reporting of the receipt and test of materials Submitted to the Client on weekly basis, or as mutually agreed, in the prescribed manner.
- 9) Check systematically the progress of work according to the construction schedule of the agreement and shall submit monthly progress report, or as mutually agreed, in the prescribed manner to the Client pointing out the deficiencies and suggest remedial

measures.

- 10) Certify the contractor's running payments clearly indicating that the quality of work executed is according to the specifications, design, drawings, and estimate and contract agreement and make recommendations for payment to the contractor along with test reports. The Consultant shall further be responsible for quality of work done.
- 11) Keep the record of inspection reports in the prescribed manner and submit it to the Client on daily/weekly/monthly basis (as agreed between the parties).
- 12) Carry out detailed final inspection of work and shall recommend to the client for issuance of completion certificate stating that the work has been completed as per design, drawings, standard specifications and contract agreement.
- 13) Carryout a detailed final inspection of the work and submit a report to the Client pointing out the defects in the work, if any.
- 14) Responsible for getting all such defects rectified from the concerned contractor (s) and final payment of the contractor(s) shall be verified only after satisfactory removal of the defects.
- 15) The Client shall be at liberty to increase or decrease the quantum of work without assigning any reason.
- 16) Client's authorized representative may regularly visit the site for checking supervision of the consultant and the quality of work executed by the contractor and issue necessary instructions to the consultant or contractor(s) for proper execution of the work at Site.

4. Obligations of Client

4.1 Assistance, Coordination and Approvals

4.1.1 Assistance

The Client shall use its best efforts to ensure that the Client shall:

- a. Provide at no cost to the Consultant, such documents prepared by the Client or other Consultant(s) appointed by the client as shall be necessary to enable the Consultant to perform the required services.
- b. Assist to obtain the existing data relevant to the carrying out of services with various Government and private organizations. Such items shall be returned by the Consultant upon completion of the respective services.

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- c. Issue to officials, agents and representatives of the concerned organizations all such instructions as may be necessary or appropriate for prompt and effective implementation of services.
- d. Assist to obtain such permits which may be required for site access / acquisition, right of way, entry upon land and properties necessary to deliver the services.

4.1.2 Coordination

The Client shall:

- a. Coordinate and expedite any necessary approval and clearance relating to the work form any Government or Semi-Government Agency, Department, Authority or any other concerned organization to facilitate in delivery of services.
- b. Coordinate with any other consultants deployed by him.

4.1.3 Approvals

The Client shall accord approval (or submit response in case of rejection) of the documents in not more than 14 days upon application of the Consultant.

5. Time Duration

The time period for the works is 36 months starting from the date of commencement of this contract or till completion of the assignments, if otherwise not terminated or extended.

6. Core Team

The Consultant shall be required to provide intermittent consultancy services on as and when required basis. Tentative requirement of core team / staff along with man-months is mentioned below.

Sr. No	Designation	No. of Personne l	Tentative Man-months per person	Qualification Requirements
01	Project Manager	1	25 (intermittent)	At least 16 years of education (Preferably Telecom Engineering or relevant) with at least 10 years of Project Management experience
02	Contract Specialist	1	1 - 3 (intermittent)	At least 16 years of education (Preferably in

				the domain of Law / Procurement or relevant) with at least 5 years of Contract Drafting and experience in legal matters
03	Engineer/Expert/Specialist (Civil)	1	8 (intermittent)	At least 16 years of education (Civil Engineering or relevant) with at least 5 years of experience in civil works
04	Engineer/Expert/Specialist (Electrical)	1	8 (intermittent)	At least 16 years of education (Electrical Engineering or relevant) with at least 5 years of experience in electrical works
05	Engineer/Expert/Specialist (Data Center)	1	8 (intermittent)	At least 16 years of education (Computer Engineering/Science or relevant) with at least 5 years of experience in data center planning/deployment/commissioning
06	Engineer/Expert/Specialist (IT/Networks)	1	8 (intermittent)	At least 16 years of education (Preferably Telecom Engineering, Networks, IT or relevant) with at least 5 years of experience in IT/networks/system administration etc
07	Supervisors	3	20 (intermittent)	At least DAE (Civil, Electrical, IT) or relevant with at least 2 years of supervision experience
Total		9	80	

The Client will have a right to increase or decrease the number of proposed experts keeping in view the requirements of the project during execution. The man-days can be increased/decreased depending upon the final solution of the technical vendor. The man-days shall be used when required and in the case of the exhaustion of the man-days the Client may revise the man-days depending upon the scope and need of the project.

7. General Provisions

7.1 Confidentiality

The Consultants, their Sub-consultants; and the Personnel of either of them shall not either during the term or after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, or the Client's or operations without the prior written consent of the Client.

7.2 Liability of the Consultants

Professional Liability as given in the prevalent conduct and **practice** of the consulting engineering prescribed in by-laws of Pakistan Engineering Council (PEC) and as given under Rule 54 of the Punjab Procurement Rules, 2014 (PPRA-14), and all applicable laws of Pakistan in this respect shall be applicable to the Consultants.

The proposals of the consultants shall be evaluated by the committee notified by the PSCA and most responsive applicant/ bidder shall be selected keeping in view the quality & cost method provided in the PPRA-14.

A comprehensive consultancy service contract shall be executed with the selected consultant as per Law of the Country.

7.3 Reporting Mechanism

The Consultant shall be required to submit daily, weekly and or monthly reports, as per the required format mutually agreed with the Client. The Consultant shall submit any/all the reports and documents to the Client through the nominated Project Manager of the Client.

8. Deliverables

The consultant shall be required to deliver the following:

Sr. #	Deliverable	Delivery Timeline
1	Prepare, Review and finalize the Bidding documents in accordance with the Project requirements.	Thirty Days upon submission of Preliminary Draft by the Client
2	Coordinate with the bidders for clarifications and bid submission.	In accordance with the timelines defined at the time of bidding process
3	Opening and evaluation of bids.	In accordance with the timelines defined at the time of bidding process
4	Review and finalization of comprehensive plan for implementation, testing and acceptance of the technical solution.	45 days upon finalization of technical solution provided by the bidder.
5	Finalization of test strategies, test	45 days upon finalization of



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042 - 992 033 59-60

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	plans, test results and deliverables related to the Project.	technical solution provided by the bidder.
6	Review and finalize the quality management of the Project in terms of execution, HSE, deliverables of the Project	At the time of finalizing Bidding Documents
7	Review and finalize the Agreement for the Project.	Ten Days upon submission of Preliminary Draft by the Client
8	Review of Transition Plan for the migration of all Services into the PPIC3 Centre developed by the Contractor.	30 days upon finalization of technical solution provided by the bidder.
9	Health check for the PPIC3 Project, including key risks, issues & recommendations.	At the time of finalizing Bidding Documents
10	Review the Technology solution and certify it is according to the approved design, drawings, standards and specifications	At the time of Evaluation of Technical Proposals
11	Final test strategies, test plans, test results and deliverables related to the PPIC3 Project.	25 days upon finalization of technical solution provided by the bidder.
12	Factory Acceptance Tests (FAT) and produce report	60 days after offering of FAT by the Contractor.
13	Site Acceptance Tests (SAT) and produce report	60 days after offering of SAT by the Contractor.
14	User acceptance tests (UAT) for final system acceptance certificates.	30 days after offering of UAT by the Contractor.
15	Project Completion / Closure Report	15 days upon completion/closure of the Project.