

NATIONAL ASSEMBLY SECRETARIAT



REQUEST FOR PROPOSAL

for

**ARCHITECTURAL & ENGINEERING DESIGN OF
LIBRARY & RESEARCH CENTRE OF NATIONAL
ASSEMBLY IN PARLIAMENT HOUSE
ISLAMABAD**

(Two Stage Two Envelope)

Date of issuance
Date of Submission
Date of Opening

May 2023



INVITATION OF BIDS



NATIONAL ASSEMBLY SECRETARIAT

No. F. 65(2)/2023-Admn

Islamabad 17th May 2023

INVITATION OF BIDS

National Assembly Secretariat Islamabad intends to invite bids on **Two Stage-Two Envelope Procedure** as per provision of PPRA Rules {Clause 36(d)} for architectural and engineering design of Library and Research Centre of the National Assembly in Parliament House including civil work, electrical & mechanical works, art work, furniture and other allied works.

2. The bids are invited from well reputed / experienced firms duly registered with Pakistan Council of Architects & Town Planners (PCATP) in appropriate category & having valid PCATP License valid up to 31-12-2023.

3. Tender documents can be obtained from the office of the undersigned during office hours from Monday to Friday. These bid documents are also available on PPRA website (www.ppra.org.pk) and National Assembly website (www.na.gov.pk).

4. The interested firms shall submit their proposal / bid as per parameters laid down in the bid documents in the office of Dy. Secretary (Admin) National Assembly Sectt. The deadline for submission of proposal / bid on June 06, 2023 at 11:00 am and will be opened at 11:30 am on the same day in the Banquet Hall, National Assembly Building.

5. Site of the work can be visited for any clarification regarding scope of work from Monday to Thursday (10:00 am to 3:00 pm).

6. Earnest Money in the shape of Deposit-at-Call of **Rs. 1.000 million (re-fundable)** in favour of National Assembly Secretariat must accompany with the conceptual plans and 3D Presentation. Without call deposit no design will be accepted, / entertained.

7. National Assembly Secretariat reserves the right to accept or reject any or all the bids as per provisions PPRA Rules 2004.



(M.A. DAHERI)

Dy. Secretary (Admin),
National Assembly Secretariat,
Islamabad
051-9207770



INSTRUCTIONS TO BIDDERS



1. GENERAL

In this internet age, the library is the only central location where new and emerging information technologies can be combined with traditional knowledge resources in a user-focused, service-rich environment that supports today's social and educational learning, teaching, and research patterns.

Whereas the internet has tended to isolate people, the library, as a physical place, has done just the opposite. Within the institution, as a re-invigorated, dynamic learning resource, the library can once again become the centerpiece for establishing the intellectual community and scholarly enterprise.

1.1 The objective

This project aims to redesign the library to meet the evolving needs of its users especially Parliamentarian and enhance its functionality. A redesigned library will provide an improved user experience, better support research and information-seeking, and create a more modern and accessible facility.

1.2 Expected Outcome

1. Dynamically flexible construction that allows for easy reconfiguration of the library's layout without the need for significant renovations.
2. Robust power and data infrastructure, with outlets and data ports located throughout the space, allows for easy integration of new technology and equipment.
3. Adjustable lighting that can adapt to different activities or needs.
4. Mobile shelves in the Rack Area to reconfigure the space for other purposes.
5. The toilets are integrated with the library with provision for a separate toilet for women.
6. Future-proofing:-
 - Creating adaptable spaces for consuming and creating digital content, such as study rooms with large monitors and high-speed internet access.
 - Incorporating energy-efficient systems and materials that are environmentally friendly, as well as future-proofing the library with technology that uses renewable energy resources
 - Support current and future technological needs, such as computer workstations for research and access to digital resources.

1.3 Deliverables

The deliverables of this project include but are not limited to the following:

- Detailed design drawings and specifications of the redesigned library space, including layouts, furnishings, and technology.
- Detailed analysis of any structural changes proposed, including:-
 - Identifying the ripple effect of the structural change on other project components, and
 - quantifying the effect on the project cost and the timelines
- Installation of a modern audiovisual and multimedia system to support presentations and training activities.

1.4 Scope of the project

A modern, functional, and inclusive environment-based library that combines emerging information technologies with traditional knowledge resources.

1.5 Scope of work of the tender

Up-gradation, renovation, interior décor and deliverables mentioned in the Clause 1.3 and supervision of execution of work.

1.6 General design requirements

The design should optimize the use of space to accommodate the diverse needs of library users and



employees, including reading rooms, study areas, multiple Research Cubicles, Audio Visual Section, seminar Room, storage, and administrative offices. Further, the design should incorporate the installation of durable mobile racks with adequate capacity for storing books and maximizing space usage.

The design should incorporate sustainable design principles, such as energy-efficient systems and materials, to minimize the building's environmental impact and reduce operating costs.

The design should support current and future technological needs, such as computer workstations for research and access to digital resources.

The library should be designed to be accessible to all users, regardless of physical abilities.

The design should allow for the easy reconfiguration of spaces as needs change and flexibility to use the space for different events and activities.

The design should incorporate efficient and effective lighting systems to provide optimal lighting levels for reading and other activities.

The design should incorporate a climate control system to regulate temperature and humidity for storing and preserving materials. The design should include a mix of natural and mechanical ventilation for air quality maintenance.

The design should incorporate a fire alert & exit system that should be capable of addressing the following:-

Detection:-

- Detect Fire and smoke with the capability of directing towards the source, dehumidifier for books, papers etc.
- Raise alarms that should be loud enough to be heard outside the library building.
- Automatic sprinklers and fire extinguishers to quickly control and extinguish

Evacuation:-

- Emergency lighting should be provided in the event of a power failure to ensure that users and staff can safely evacuate the library building.
- The emergency exits should be marked, and signs posted throughout the library. The exits should be easily accessible in all conditions, including smoke.
- The bidder shall also submit, along with the design, a written evacuation plan and the procedures to be followed in case of fire alarms.

The design should incorporate sound-absorbing materials and furniture placement to reduce noise. The furniture proposed should be comfortable and supportive for the user and complement the library's overall design.

As a vital ingredient in user experience (UX) design and interaction design, the visual appeal and beauty of the space should be considered, including the use of colour, texture, lighting etc. A tender for redesigning a Parliament Library should be cohesive and reflect the values of the Pakistani people.

The design must be cost-effective, using value engineering principles to minimize construction costs while maintaining quality and functionality.

2. INSTRUCTIONS TO ARCHITECTURAL FIRMS

2.1 Eligibility Bidders

This invitation for bid is open to all architectural firms submitting the following mandatory documents and requirements: -

- i. Company Profile
- ii. Registration with Pakistan Council of Architects & Town Planners (PCATP) in appropriate category & having valid PCATP License valid up to 31-12-2023.
- iii. NTN Registration Number.
- iv. Income Tax Registration



- v. Short CVs of Professional Architects / Technical Team.
- vi. List of full time technical and supervisory staff.
- vii. Affidavit that the firm is not blacklisted by any Provincial or Federal Government, Agency, Organization or Autonomous Body or Private sector Organization in Pakistan.
- viii. Affidavit that the firm is not involved in litigation with any Provincial or Federal Government, Organization or Autonomous Body in Pakistan.

All supporting documents as required in evaluation criteria must be tagged / marked properly for easy evaluation, otherwise error / omission / mistake will be at the part of firm.

2.2 **Scope of 3D Presentation**

First Stage

The bidders who secure the qualifying technical score and are recommended by the Design Evaluation Committee and have consented in writing to the desired changes, if any, by the Technical Evaluation Committee or the Design Evaluation in the initial submitted design or the proposed material for construction shall give presentation to Steering Committee with following scope: -

- a) Concept Design and architectural information
- b) Conceptual drawings (line plan of each section)
- c) 3D Multimedia Presentation
- d) Hard copies of 3D Presentation.
- e) Sustainability strategy, maintenance and operational strategy.
- f) Type of construction and material to be used during execution of work.
- g) The presentation shall, inter alia, reflect the expected outcome and the deliverables mentioned in this document.

It is not expected from the bidder to incorporate the changes as mentioned above. However, a list of agreed changes will suffice.

2.3 **Revised Presentation**

Second Stage

The bidders shall submit a revised technical offer, incorporating any changes agreed upon, to the Technical Evaluation Committee.

The revised technical offer shall have the following additional details: -

- a) Detail working drawings (Plans, elevations, x-sections of each component).
- b) Interior design of features, furniture, equipment, book racks, work stations etc.
- c) Detail technical specifications of each item.
- d) Analysis of rates of each item
- e) Bill of quantities based on the proposed design for the execution.
- f) Abstract of cost of the work

2.4 **Cost of Bidding**

The firms shall bear all costs associated with the preparation and submission of their respective bids including the proposed changes at the time of Evaluation and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.5 **Source of Funds**

National Assembly Secretariat will provide the required funds for the project.

2.6 **One Bid per Bidder**

A bidder shall submit only one bid. A bidder who submits in more than one bid, will be accepted.



2.7 **Site Visit**

The bidders are advised to visit during office hours and examine the site and its surroundings and obtain for themselves on their own responsibility all information that may be necessary for preparing the bid and entering into a contract for design of the Works. All cost in this respect shall be at the bidder's own expense.

2.8 **Amendment in the Document**

- 2.8.1 National Assembly Sectt may, at any time prior to the deadline for submission of the applications, at its own initiative or in response to a clarification requested by the applicants, amend the document, on any account, for any reason. All amendments shall be the part of tender documents.
- 2.8.2 National Assembly Sectt shall notify the amendments if any in writing to the interested parties as per provisions of PPRA Rules 2004.
- 2.8.3 National Assembly Sectt may, at its sole discretion, amend the document or extend the deadline for the submission of the proposal under PPRA Rules 2004.

2.9 **Pre-Bid Meeting**

- 2.9.1 The Employer may, on his own motion or at the request of any prospective bidder(s), hold a pre-bid meeting to clarify issues and to answer any questions on matters related to the Bidding Documents. The date, time and venue of pre-bid meeting, if convened, is as stipulated in the Bidding Data. All prospective bidders or their authorized representatives shall be invited to attend such a pre-bid meeting.
- 2.9.2 The bidders are requested to submit questions, if any, in writing so as to reach the Employer not later than seven (7) days before the proposed pre-bid meeting.
- 2.9.3 Minutes of the pre-bid meeting, including the text of the questions raised and the replies given, will be transmitted without delay to all purchasers of the Bidding Documents. Any modification of the Bidding Documents which may become necessary as a result of the pre-bid meeting shall be made by the Employer exclusively through the issue of an Addendum.
- 2.9.4 Absence at the pre-bid meeting will not be a cause for disqualification of a bidder.

3. **SUBMISSION OF PROPOSAL / BID**

3.1 **Proposal submission requirement / contents of bidding documents**

- 3.1.1 **Two Stage Two Envelope** bidding procedure shall be adopted / followed as per PPRA Rules 2004 Clause-36(d). The tender documents shall be prepared as per PEC Guideline.
- 3.1.2 The Technical and Financial envelopes shall be sealed and marked separately.
- 3.1.3 The Bidders Technical Proposal shall include the below information as well as the documents mentioned in the eligibility criteria as per Clause 2.1:-
 - a) Concept Design and architectural information
 - b) Conceptual drawings (line plan of each section)
 - c) 3D Multimedia Presentation
 - d) Hard copies of 3D Presentation.
 - e) Sustainability strategy, maintenance and operational strategy.
 - f) Type of construction and material to be used during execution.
 - g) Energy efficient and humidity controlled proposal.
- 3.2 The bidders, whose presentation is approved as per clause 2.2 shall submit revised Technical Offer along with supplementary financial proposal after incorporating the agreed changes, if any, in a sealed envelope clearly marked as "Revised Technical Proposal" and "Financial Proposal".



3.2.1 The Revised Technical Proposal shall include the following: -

- a) Detail working drawings (Plans, elevations, x-sections of each component).
- b) Detail technical specifications of each item.
- c) Interior design of features, furniture, equipments, book racks, work stations
- d) Analysis of rates of each item
- e) Bill of quantities based on the proposed design for the execution
- f) Abstract of cost of the work
- g) Tender documents for execution of work as per PEC Guidelines
- h) Sustainability, maintenance and operation of work.

3.2.2 The responsiveness of the bidder to the proposed changes during first submission and the completeness of the requirements mentioned clause 3.2.1 shall be evaluated by the Technical Committee. If the Technical Committee finds the second submission as non-responsive, the bidder shall stand disqualified and the financial bid submitted shall be returned un-opened.

3.3 Qualification Criteria

3.3.1 Following technical criteria will be used for qualification: -

S. No.	Description	Marks
1	Presentation as mentioned in Clause 2.2 & 2.3	60
2	Details of four (04) works / services of similar nature completed in last three years along with documentary proofs i.e. works orders, completion certificates by the employer etc	10
3	List of four (04) works of similar nature in hand	4
4	Last three (03) years financial statements duly audited by Chartered Firm	6
5	Professionals on the pay roll of the firm	6
	i. One No. Project Manager for supervision of the project having 5 years' experience and graduate degree in civil engineering	5
	ii. 2 Nos Architects having 5 years' experience with the firm	5
	iii. 2 Nos. B. Sc Engineers having 5 years' experience with the firm	4
	iv. 2 Nos. Diploma Engineers (Civil) having 5 years' experience with the firm	
	Total	100

3.3.2 Minimum qualification marks will be 75% of qualification criteria.

3.3.3. The most advantageous bid shall be calculated on the following formula: -

- 60% of the marks obtained in Technical Evaluation as per Clause 3.3.1
- 30% of the evaluated cost of work excluding supervision cost of the tender (+) estimated cost of the work.
- 10% of the evaluated supervisory service including preparation of tender documents and technical evaluation.

3.4 Award of work

The bidder securing the highest consolidated score as per the most advantageous bid formula shall be awarded the work.

4. SCOPE OF WORK AND DELIVERABLES OF SUPERVISION SERVICE

4.1 The bidder who has been awarded the work will perform the following services: -



- i. Preparation of schematic plan.
- ii. Detail working / construction drawings of each component including plans, x-sections and elevations etc
- iii. Drawings relating to E&M works, internal plumbing, firefighting, networking etc as required.
- iv. Detail technical specifications of each item.
- v. Analysis of rates of each item
- vi. Bill of quantities of work done
- vii. Abstract of cost of the work
- viii. Preparation of Tender documents based on PEC Bidding Documents and as per PPRA Rules for execution purpose.
- ix. Checking layouts / works / quality with reference to the details / designs in relation to the scope of works.
- x. Checking the execution of work by the contractor in accordance with the final approved working drawings, tender documents and specifications.
- xi. Suggest substitution of materials, whenever any material is not available.
- xii. Preparation and issuance of new detailed drawing whenever it is deemed necessary to make adjustment in the construction ensuring minimal changes.
- xiii. Modification or variation in the plan, drawings, specification and associated cost impact and any other documents as desired by National Assembly Sectt.
- xiv. Full time supervision of the project since start of the work till satisfactory completion of all components as mentioned in scope of work.
- xv. The quality and quantity assurance shall be the responsibility of the Consultant.
- xvi. Monitoring and expediting progress at site as per work plan for timely completion of the project.
- xvii. Preparation & presentation of weekly progress report or any review / report requested by the Client.
- xviii. Taking measurement of work done carried out by the contractor, preparation of Measurement Book, submission and verification of Interim Payment Certificate (IPC) including final bill.
- xix. The detailed construction supervision shall include planning, guidance, programming, inspection, monitoring of construction activities, contractor's performance, quality / quantity control, implementation of work plans, drawings, design and specifications, preparation and verification of work done bills including drawings / sketches, correspondence with the contractor.

5. PAYMENT TERMS OF DESIGN

- 5.2.1 Payment of the design will be made as per following schedule: -
- 60% on up-front within 30days of award of work.
 - 30% on start of the work.
 - 10% on the completion of the work.

6. PAYMENT TERMS FOR DETAIL SUPERVISION

- 6.2.1. Payment for supervision & deliverables as mentioned in Clause-4 will be as under: -

S. No.	Description	Payment
1	Layout, dismantling and removal of debris	10% of Supervision cost
2	Regular payment of staff (man-month)	As per percentage of work done of the contractor
3	On completion of work	10% of Supervision cost

- 6.2.2 Supervision charges will be paid on the basis of physical progress of work but within limit of Man-Month payment of staff and balance payment will be adjusted



at time of finalization. However, deduction of lesser deputed staff will be made.

- 6.2.3 No payment will be made to the Consultant regarding increase in completion cost due to the variation in quantities occurring due to negligence / miscalculation of quantities / incorrect estimation by the Consultant.
- 6.2.4 No payment will be made to the Consultant regarding escalation charges and interest during construction phase of the project.

7. CARE & DILIGENCE

- a) The Consultant shall give guarantee that their staff is skilled and well qualified. They will discharge their duties in professional and skilled manner to accomplish the works in the most economical method.
- b) The Consultant shall be fully responsible for the correctness and suitability of their drawings / design / estimate / specification / cost of work. The approval of the design by the National Assembly Sectt shall not absolve the Consultants or their associates of their responsibilities under this article.
- c) If National Assembly Sectt suffers any loss due to the proven faults, errors, delay or omissions in design on the part of Consultants or any of their associates during construction phase or afterwards, Consultants shall be liable to make good all such losses.

8. DELIVERABLES BY THE CONSULTANT

7.1 Detailed design (Hard & Soft Copies)

The Consultant shall provide following documents at the time of design phase.

S. No.	Deliverables	Copies
1	Conceptual Plan, 3D Presentations	4-Copies
2	Detailed working / construction drawings as mention in above clauses	4-Copies
3	Detail of Specifications, analysis of rates, bill of quantities, abstract of cost	4-Copies
4	Tender Documents based on PEC & PPRA Rules	3-Copies

7.2 Construction supervision

The Consultant shall provide following documents from construction supervision.

S. No.	Deliverables	Copies
1	Construction drawings (plans, x-sections, elevations)	5-Copies
2	Daily and Weekly Progress report	5-Copies
3	As Built Drawings	5-Copies
4	Post Completion report	5-Copies



UNDERTAKING

We have carefully read and understood this TOR (Clause No-1 to 7) and agreed to execute the Consultancy services as per its Terms & Conditions. We attach the bid Security in shape of Deposit-at-Call / pay Order No _____ dated _____ for Rs. _____ issued by the Bank _____ in favour of National Assembly Sectt.

CONSULTANTS: **M/S** _____

Duly authorized person to sign agreement)

Signature _____

Name _____

CNIC No. _____

Phone No. _____

E-mail _____

Company's Address _____

Seal of the Company _____

