



Gwadar Port Authority

Pak-China Friendship Road, Gwadar Port Gwadar 92100

Phone:0864-212804



HIRING OF CONSULTANT FOR THE PROJECT MAINTENANCE DREDGING OF NAVIGATION CHANNEL OF GWADAR PORT

March 2023

GWADAR PORT AUTHORITY

Details of work:

To advise the contractor to carry out following surveys using acceptable/reliable tools/equipment under supervision of experts (deputed by consultancy firm):

- Pre-survey
- Intermediate Survey
- Post Survey

Consultant will have to submit comprehensive report of above surveys including data sheets, charts, drawings (any other relevant document required to maintain Government records).

To carry out supervision/monitoring the maintenance dredging works and generate/verify all relevant documents during execution of dredging maintenance of navigation channel of Gwadar Port.

To depute certified Hydrographic Surveyor/expert to use state-of-the-art technology to produce detailed plans of existing seabed/waterways of navigation channel of Gwadar Port (before and after completion of work).

To verify/certify the volume of dredging and maintain measurement data/record, also to certify that the dredged material dumped at designated area.

"Client":

Gwadar Port Authority
Pak-China Friendship Road
Gwadar Port, Gwadar
Phone # 086-4212804
E-mail: dkbalcoh@hotmail.com

Brief of Project:

Gwadar Port Authority (GPA) Ministry of Maritime Affairs Government of Pakistan is going to execute a Project titled "Maintenance Dredging of Navigation Channel of Gwadar Port". The PC-1 of the said project already approved accordingly.

GPA wants to hire a consultant to carry out following works/services

To advise the contractor to carry out following survey using acceptable/reliable tools/equipment under supervision of experts (deputed by consultancy firm):

- Pre-survey
- Intermediate Survey
- Post Survey

Consultant will have to submit comprehensive report of above surveys including data sheets, charts, drawings (any other relevant document).

To carry out supervision/monitoring the maintenance dredging works and generate/verify all relevant documents during execution of dredging maintenance of navigation channel of Gwadar Port.

To depute certified Hydrographic Surveyor/expert to monitor the surveys carried by contractor as well as third party.

To verify/certify the volume of dredging and maintain measurement data/record. The TOR are attached as appendix – 1.

Consultants are required to submit the following documents in details

- Company profile.
- List of full time technical and supervisory staff along with their brief Cvs.
- Registration as Consultants with Pakistan Engineering council with relevant project profile codes 1217.
- Income tax and BRA registration and clearance certificate.
- Details of works/services of similar nature already completed or in hand with cost, and satisfactorily certificate from the concerned executive officer.
- Financial stability certificate issued from the recognized banks.
- Affidavit regarding non-involvement in any arbitration/ litigation with any government agency/ department.
- NTN registration and all registration copies.
- The Consulting firms supplying wrong information are liable to legal action and disqualification.
- RFP documents can be obtained from the office of Director (M&C) Works / P&D on any working day during office hours (from 29th March 2023 to 13th April 2023), last date for the submission of documents is 13th April 2023 at 2:00PM at GPA Head Office Gwadar. The same RFP documents to be filled/signed/stamped and submit it with their profile. Consultant may retain a copy of RFP document. The Technical proposals will be opened on 13thApril 2023 at 2:30PM at PD Office GPA Head Office Gwadar

Director (M&C) Works / PD

Maintenance Dredging of Navigation Channel of Gwadar Port

Gwadar Port Authority

Pak-China Friendship Road

Gwadar Port, Gwadar

Phone # 086-4212804

E-mail: dkbalcoh@hotmail.com

To

Director (M&C) Works / PD
Gwadar Port Authority
Gwadar

**SUBJECT: HIRING OF CONSULTANT FOR THE PROJECT "MAINTENANCE
DREDGING OF NAVIGATION CHANNEL OF GWADAR PORT"**

Dear Sir,

Kindly find herewith the documents as required in the advertisement published in daily newspapers, Dated: _____ for subject work.

- 1.** We accept that if our technical proposal is accepted than may be called by the "Client" for financial proposal.
- 2.** We undertake that you are not bound to accept the lowest or any proposal you may receive.
- 3.** If our proposal are accepted than we are bound for services as required in the scope of work.
- 4.** Unless and until formal agreement is prepared and executed this document together with your written acceptance thereof shall constitute a binding contract between us.
- 5. GPA** reserves the right to reject any application as per PPRA rules provision. If any information furnished by the consultants proves to be false at later stage, the contract, if awarded, is liable for cancellation.

Dated _____

Name : _____

Firm: _____

Signature: _____

Seal:

Instructions to Consultants

01. Definition

(a) "Client" means the Gwadar Port Authority with which the selected Consultant signs the Contract for the Services.

(b) "Consultant" means a professional who can study, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms, all other works related execution of maintenance dredging of navigation channel of Gwadar Port.

(c) "Contract" means an agreement enforceable by law and includes all conditions of the contract.

(d) "Day" means calendar day including holiday.

(e) "Government" means the Government of Pakistan.

(f) "Proposal" means the Technical Proposal and the Financial Proposal.

(g) "Sub-Consultant" means any person or entity to whom the Consultant subcontracts any part of the Services.

02. Introduction

2.1 The "Client" will Technically qualify /short list the consultancy firms, in accordance with the method of selection as specified.

2.2 The eligible Consultants (Technically qualified) are invited to attend the opening of Financial Proposal. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.

2.3 Consultants should familiarize themselves with rules / conditions and take them into account while preparing their Proposals. Consultants are encouraged to ask for any query, Consultants may liaise with "Client" for gaining better insight into the assignment.

2.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The "Client" reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

2.5 "Client" "may provide facilities and inputs as required by the bidder/firm

03. Conflict of Interest

3.1 Consultants are required to provide professional, objective, and impartial advice and holding the "Client's" interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the "Client", or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

3. 2 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:

(i) 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 Procuring Agency.

(ii) A Consultant (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the "Client" staff who is directly or indirectly involved in any part of

(iii) Contract may not be awarded unless the conflict stemming from this relationship has been resolved.

04. Fraud and Corruption Consultants should observe the highest standard of ethics during the execution of Contract. " corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another party for wrongful gain or any act or omission ,including misrepresentation, that knowingly or recklessly

misleads or attempt mislead a party to obtain a financial or other benefit or to avoid an obligation;

05. Eligible Consultants: Consultants will be technically qualified as per given criteria and Financial bids of technically qualified firms will be opened.

06. Clarification and Amendment in bidding Documents

06.1 Consultants may request for a clarification of contents of the document in writing, and "Client" shall respond to such queries in writing within three calendar days, provided they are received at least three calendar days prior to the date of opening of proposal. The "Client" shall communicate such response to all parties who have obtained RFP document without identifying the source of inquiry.

06.2 At any time before the submission of Proposals, the "Client" may amend and issue an addendum/ corrigendum in writing. 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.

07. Preparation of Proposals

07.1 In preparing their Proposal, Consultants are expected to examine in detail the documents, nature of work, etc.

11.2 The consultants are encouraged to co-ordinate for any query with representative of the "Client"

08. Language: Written language will be English.

09. Technical Proposal Format and Content

09.1 While preparing the Technical Proposal, consultants must give particular attention to the following:

(i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual

consultant(s) and/or other firms or entities in a joint venture or sub consultancy, as appropriate.

(ii) It is desirable that the majority of the key professional staff proposed, be permanent employees of the firm or have an extended and stable working relationship with it.

(iv) Proposed professional staff must, at a minimum, have the experience, preferably working under similar geographical condition.

(v) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) shall submitted for each position.

09.2 The Technical Proposal shall provide the following information

(i) A brief description of the consultant organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement.

(ii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing

(iii) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal Key information should include number of years working for the consultant and degree of responsibility held in various assignments during the last years.

(iv) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment.

(v) A detailed description of the proposed methodology, work plan for performing the assignment, staffing, and monitoring.

(vii) Any additional information required by the "Client"

09.3 The Technical Proposal shall not include any financial information.

10. Financial Proposals:The Financial Proposal shall be prepared considering the scope and nature of the work.

11. Taxes The Consultant to include the all admissible taxes and service charges at a rate prevailing on the date of contract, levied by the Government. All taxes to be added in quoted price.

12. Submission of proposals Proposal shall contain no interlineations or overwriting and submitted accordingly.

12.1. Proposal Submission Requirements

12.1.1 For this tender PPRA's **Single stage two envelope bidding procedure** as per clause 36 (b) for open competitive bidding is adopted, detailed as under;

- a) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
- b) Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
- c) The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;
- d) The procuring agency (GPA) shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- e) During the technical evaluation no amendments in the technical proposal shall be permitted;
- f) The financial proposals of technically qualified bidders/consultants shall be opened publicly at a time, date and venue announced and communicated to be the bidders in advance;

g) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders.

h) The bid found to be the best evaluated bid shall be accepted.

13. Proposal Evaluation From the time the Proposals are opened to the time the Contract 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 Contract may result in disqualification.

14. Evaluation of Proposals

14.1 (a) Initial Scrutiny

Bidders/consultants to submit/provide following documents

- i) Valid PEC Registration Certificate as a consultant with relevant codes (1217)
- ii) National Tax Number Certificate (FBR) & current year return file
- iii) Registration with Balochistan Revenue Authority (B.R.A)

Note: if any consultant will not provide/submit/attach above-mentioned documents (PEC Registration with relevant code & NTN, BRA registration), will be declared technically dis-qualified and their documents cannot be examined for detail evaluations.

14.1 (b) Parameters of Detail Technical Evaluation

S#	Category	Weight age / Marks
A	Profile	05
B	General Experience	30
C	Personnel Capabilities	55
D	Approach & Methodology	05
E	Financial Position	05
Total		100

Note: Technical qualification status shall be decided on the basis of Pass / Fail basis. Consultant will have to obtain at least 50% marks in each category and 60% marks in aggregate in order to technically qualify.

Technical Evaluation Performa

A- Profile				
Sr. No.	Attributes	Max Score	score obtained	Requirements
1	Registration with PEC/PCATP &, FBR & B.R.A	2		0.5 point for each Registration
2	Company established (No. of years)	1		At least 8 or more years
3	Location of Offices	2		01 points for Office at Gwadar & one point for Karachi
Total		5		

B- General Experience				
S#	Attributes	Max Score	score obtained	Requirements
4	Any Projects related to ports & harbour completed in last 10 years	10		5 points for each project (consultancy charges of the project Rs. 30million or more)
5	Projects of dredging and complexity completed over last 10 years	10		05 points for each project (consultancy charges of the project Rs. 30million or more)
6	Projects of similar nature and complexity in hand	05		05 points for project (consultancy charges of the project Rs. 30million or more)
7	Projects completed in Gwadar	05		2.5 points for each project. (Consultancy charges of the project Rs. 20 Million or more)
Total		30		
C- Personnel Capabilities				
8	Senior Civil Engineer with relevant qualification and experience (BE/ME Civil)	10		15-year experience: 10 marks 10-year experience: 5 marks Less than 10-year experience: 0 marks
9	Bachelor in Engineering (harbor field) 15 year working experience	10		15-year experience: 10 marks 10-year experience: 5 marks Less than 10-year experience: 0 marks
10	Hydrographic survey experts 10 year or more working experience	30		10-year experience: 10 marks 05-year experience: 08 marks Less than 5-year experience: 0 marks At least 03 Hydrographic surveyor/experts
11	Supporting Staff	5		At least 02 supporting staff in the field of hydrography and dredging works
Total		55		
D- Approach & Methodology				
12	Understanding of objective / dredging	01		
13	Quality of Methodology	0.5		
14	Innovativeness	0.5		
15	Work program/plan	01		
16	Transfer of Technology	02		

	Total	05		
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E- Financial Position			
17	Working capital in last 3 years (50 million or above)	02	
18	Litigation History where decision went against the firm or nil	01	
19	Audit statement for last 3 years.	02	
Total		05	

15 Parameters of Financial Evaluation

Technical Bid: 80%, Financial Bid: 20%

a- Technical Bid Score: Marks obtained by Firm / 100 * 80%

b- Financial Bid Score: $M/B * W$

M → Minimum Bid

B → the bid

W → Weight (20%)

Total Score = Technical Bid Score + Financial Bid Score

13.3 After the technical evaluation is completed, the "Client" shall notify in writing to the Consultants that have secured the minimum qualifying marks.

13.4 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, 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.

13.5 The consultants may be called for demonstration/presentation.

14. Award of Contract

14.1 The "Client" shall award the Contract to the selected Consultant, and the same would be communicated to all participants accordingly.

14.2 After receiving of award of contract consultant are required to sign the agreement for the specified work.

15. Confidentiality 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 finalization of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

16. Approval of Payment Certificates

The consultant shall, in parallel with the Contractor(s), make field measurements of dredging works, which will be required for checking and certifying the Contractor(s)' Invoices.

Certify all of the Contractor(s)' monthly statement and final statement within the time specified in the contract and forward to the Client for arranging payment.

The Consultant shall, during the course of works, keep accurate records of all dates and quantities of work carried out, all payments made to the Contractor(s), and all materials and equipment supplied to the site.

17. Reporting / Meeting

The Consultant will keep the Client continually informed on the progress of the works, and all budgetary and financial matters pertaining to the project, by submitting to him the following reports:

- Monthly progress reports including: information on measurements of works executed by Contractor
- Payments made to the Contractor(s) – acceptance survey reports - problems encountered and recommendation made by the consultant - photographs recording the progress of work. Using latest software to maintain the record of dredging maintenance of Navigation channel of Gwadar Port (before & after completion of works).
- Final report on completion of works and/or Consultants' assignment. The consultant will prepare and advice on the issue of the Initial and Final Hand-Over Certificates.

Arrange site meetings with Contractor(s) at regular intervals to discuss progress and quality of works, and resolve any pertaining problem.

The Consultant shall issue Variation order and claims for extension of time or any change in works according to the contract after obtaining the approval of the Client. The Consultant shall also monitor the contract costs relative to the Client's budgetary provisions.

17. Mode of Payment:

- i. Mode of payment will be set out in contract agreement
- ii. The Consultancy charges would be in terms of lump sum price, the detail is as under:

S#	Description	Fee/month	Duration	Total Amount
i.	Resident Engineer (Master / bachelor in Civil / harbour Engineering) having 15 year or more working experience in port related projects		12 month	
ii.	In charge Surveyor having 10 year or more working experience		12 month	
iii.	Assistant (grade Surveyor), Survey coxswain having experience in dredging maintenance works (two personnel)		12 month	
iv.	Any other expert required to perform assignment regarding maintenance dredging works		12 month	
Total Charges in Pak Rupees (including taxes income tax & BRA)				

Note:- Residential accommodation and transport facility will be provided by client

Firms to quote the rates of above components

18. DATA

Name of Employer Gwadar Port Authority, Ministry of Maritime Affairs

Employer's address:

Project Director Maintenance Dredging of Navigation Channel of Gwadar Port
GPA Head Office Pak-China Friendship Road Gwadar
Phone: 0864212804

Employer's Address for the Purpose of Bid Submission

Project Director Maintenance Dredging of Navigation Channel of Gwadar Port
GPA Head Office Pak-China Friendship Road Gwadar
Phone: 0864212804

Bid shall be quoted entirely in Pak. Rupees. The payment shall be made in Pak. Rupees

Period of Bid Validity: 90 days

Number of Copies of the Bid to be submitted: One original plus one copy

Pre bid meeting: 7th April 2023, 11.00 am GPA Head office Gwadar

Deadline for Submission of Bids

13th April 2023 at 2:00 PM at the Office of Project Director GPA Head Office Gwadar

Technical Bid Opening

Venue: Office of Project Director GPA Head Office Gwadar

Time: 2:30 PM

Date: 13th April 2023

19. Financial Bid Opening

Technically qualified firms will be asked/informed to attend the financial bid opening on later stage. Venue, time & date will be communicated through official letter. Financial proposals/bids of technically dis-qualified firms will be returned un-opened.