

Requests for Proposal

(RFP)

Selection of Consultant

For

Establishment of a cGMP Compliant Clean Room Facility

at

COMSATS University Islamabad, Lahore Campus

Disclaimer



COMSATS University Islamabad, Lahore Campus

Defence Road off Raiwind Road, Lahore

Tel. No. +92-42-111-001-007, +92-42-99205082

- a. Any information contained in this Request for Proposal document (the “RFP”) or subsequently provided to the Bidder, whether verbally, documentary or in any other form by the COMSATS University Islamabad (CUI), Lahore Campus (the “CUI, Lahore Campus”) is solely for the purpose of participating in the Bid Process against the EOI advertised by the CUI, Lahore Campus, on the terms and conditions set out in this RFP and such other terms and conditions as mutually agreed after successful negotiations with the qualifying Bidder(s).
- b. This RFP is neither an agreement and nor an offer nor invitation by the CUI, Lahore Campus to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful for them in making their technical and financial Bids pursuant to this RFP.
- c. Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The CUI, Lahore Campus accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
- d. The CUI, Lahore Campus make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.
- e. The CUI, Lahore Campus also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.
- f. The issue of this RFP does not imply that the CUI, Lahore Campus is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and the CUI, Lahore Campus reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.
- g. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the CUI, Lahore Campus or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the CUI, Lahore Campus shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.



INTRODUCTION

1.1 Background

1.1.1 COMSATS University Islamabad (CUI) is a multi-campus public sector higher education institution. Its Lahore Campus hereinafter (the “**CUI, Lahore Campus**”) located at 1-KM Defence Road, off Raiwind Road, was established in January 2002. At present, the campus enrolls nearly 7500 students and employs a human resource of about 1200 personnel including its faculty, officers and staff. It is spread over a land area of 185 acres.

1.1.2 The CUI, Lahore Campus intends to develop a clean room facility *for Interdisciplinary Research Center in Biomedical Materials (IRCBM)* to start producing/developing cGMP and other requisite quality standards adhering certified medical. It is intended that the developed clean room facility at (CUI), Lahore Campus located at Defence Road, off Raiwind Road, Lahore will be in conformity with relevant regulatory authority rules.

1.2 Scope of Work

1.2.1 Accordingly, the CUI, Lahore Campus issues this Request for Proposals (RFP) inviting interested firms/companies/individuals to submit proposals *for the services of Consultants for:*

- a. Designing layout plan, classification of clean room requirements of different sections as per cGMP guidelines
- b. Complete design and drawings (HVAC, architectural, public health and firefighting, water supply and sewerage system, electrical), All related technical specifications, BoQs and Tender documents linked to development of a clean room including all allied works (utilities etc.) involved.
- c. Preparation of format for Validation master plan and site master file
- d. Assisting the client for approval of layout plan from DRAP
- e. Eliminating and making necessary corrections accordingly regarding the observations made by Drug Regulatory Authority (DRAP,), if any
- f. Any No. of revisions of layout plan before submission to DRAP
- g. Assist CUI, Lahore Campus in Tendering, Tender Evaluation, Prequalification/Hiring of Contractor
- h. Monitoring of and input into the clean room construction process.
- i. Preparation of list of lab equipment (as per client selection and/or consultant recommendations) of lab instruments/equipment.
- j. Assisting the client to get DRAP license of the established clean room facility

1.2.2 The consultant through this bid accepts the responsibility of ensuring that all technical aspects of clause 1.2.1 required to be developed by relevant technical personnel registered with the concerned regulatory body with a minimum of 3 years’ experience in their field.

1.2.3 The CUI, Lahore Campus shall receive Bids pursuant to this RFP in accordance with the terms set forth in this RFP and other documents to be provided by the CUI, Lahore Campus pursuant to this RFP, as modified, altered, amended and clarified from time to time by the CUI, Lahore Campus (collectively the “**Bidding Documents**”), and all Bids shall be prepared and submitted in accordance with such terms on or before the date specified for submission of Bids (the “**Bid Due Date**”).



1.3 Project Details

Following are project details:

- a. Establishment of a cGMP compliant Clean room facility for production of medical devices class A to D (According to DRAP) or I to III (according to FDA classification)
- b. Approx. Area = 1600 Sq. Ft.

2. BIDDING PROCESS

2.1 Brief Description of the Bidding Process

2.1.1 The CUI, Lahore Campus has adopted a single-stage, two envelop bidding process (referred to as the “**Bidding Process**”) for selecting the Bidder for award of the Project. The bid shall comprise a single large envelope containing two separate small envelopes. One small envelope shall contain the “Technical Proposal” and the other “Financial Proposal”;

2.1.2 The envelopes shall be marked as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” in bold and legible letters to avoid confusion;

2.1.3 Initially, only the envelope marked “**TECHNICAL PROPOSAL**” shall be opened; the envelope marked as “**FINANCIAL PROPOSAL**” shall be retained in the custody of the CUI, Lahore Campus without being opened for;

2.1.4 Preparation of Proposal

- c. While preparing the Proposal, prospective bidders are expected and advised to examine the documents comprising this RFP document in detail. Material deficiencies in providing the requisite information in the proposal may result in rejection of the Proposal.
- d. While preparing the Proposal, prospective bidders must give particular attention to the technical expertise which they should possess for undertaking the assignment.
- e. *Please fill in the Appendix-1(a) form for submission of Proposal*

2.1.5 Technical Proposal

Please provide following information for Technical Proposal:

- a. Name of the Firm, Address, telephone No, Fax Number and e-mail address along with nominated focal person. **(Appendix 1(b))**
- b. Income Tax number along with clearance certificate (ATL). **(Appendix 1(b))**
- c. Ownership and Organizational Structure of the consultant. **(Appendix 1(b))**
- d. Financial statement summary of past one year. **(Please Attach)**
- e. List of similar type of projects with related information being undertaken currently. **(Appendix 1(c))**
- f. Experience of the firm in similar type of projects **(Appendix 1(c))**
- g. Name and short CV of Principal Consultant along with its experience. **(Appendix 1(d))**
- h. An affidavit on stamp paper duly attested by oath commissioner stating that firm was never blacklisted OR terminated from assignment. **(Please Attach)**



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- i. Latest renewed registration certificate from Pakistan Engineering Council (PEC)/Pakistan Council of Architect and Town Planning (PCATP)/Relevant Regulatory Body. **(Please Attach)**

Technical Evaluation will be based on the criteria given in succeeding para regarding the consultant's specific experience & skilled capabilities as demonstrated by the Consultant's response in the forms attached to this document. Experience as JV/Consortium or Association of firms will also be considered, with consultant as the lead firm/consultant. *The consultants meeting mandatory requirements would have to obtain at least 60% passing marks out of evaluation criteria, Registration with PEC/PCATP/relevant regulatory body is compulsory as well as there should be at least one project on their list, duly approved by DRAP to be successfully qualified for opening of financial bid.*

2.1.6 Financial Proposal

Please fill in the Appendix-2(a) and (b) forms for Financial Proposal

2.1.7 Consulting firms will be evaluated based upon criteria and marking given Appendix 1(e)



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INSTRUCTIONS TO THE BIDDERS

A. GENERAL

3.1 General Terms of Bidding

- 3.1.1 The consultants must have in their employment suitably qualified professional(s) who will take part in the design & supervision. The consulting firm will supply the information of Principal Consultant, which will be a key factor for short listing.
- 3.1.2 No Bidder shall submit more than one Bid for the Project. A Bidder bidding individually shall not be entitled to submit another bid.
- 3.1.3 Only consultants that have been technically qualified under this procedure shall be invited for opening of financial proposals. A firm/consultant whether alone or in legal association with of other firms may participate only in one bid for the consultancy. If a firm submits/participates in more than one bid, singly or in association then all its bids will be rejected.
- 3.1.4 The Bid should be furnished as mentioned in Clause 2.1, on forms attached as Appendix-1, 2 and signed by the Bidder's authorized signatory.
- 3.1.5 Evaluation criteria is detailed at Appendix-1(e)
- 3.1.6 The document including this RFP and all attached documents, provided by the CUI, Lahore Campus are and shall remain or becomes the property of the CUI, Lahore Campus and are transmitted to the Bidders solely for the purpose of preparation and the submission of a Bid in accordance herewith. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Bid. The provisions of this Clause shall also apply to Bids and all other documents submitted by the Bidders, and the CUI, Lahore Campus will not return to the Bidders any Bid, document or any information provided along therewith.

3.2 Sealing and Marking of Bids

The Bidder shall submit the bid comprising a large envelope containing two separate small envelopes. One small envelope shall contain the "Technical Proposal" and the other envelope "Financial Proposal" and seal it in a large envelope and mark it as "**BID FOR Establishing a cGMP Compliant Clean Room Facility AT COMSATS UNIVERSITY ISLAMABAD (CUI), LAHORE CAMPUS**".

3.3 Envelope shall be addressed to:

**Assistant Manager (P&D)
Planning & Development Section
COMSATS University Islamabad, Lahore Campus 1-KM,
Defence Road, off Raiwind Road, Lahore.
Ph. 042 99205082**

3.4 *Bid security in shape of CDR/Bank Draft @ 2% of quoted amount shall be submitted with the proposal.*

3.5 *The last date of submission of the Proposal is April 07, 2021. Bids will be opened on the same day at 14:30 hrs.*

3.6 Validity of Bids

The Bids shall be valid for a period of not less than 120 (one hundred and twenty) days from the Bid Due Date. The validity of Bids may be extended by mutual consent of the respective



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Bidders and the CUI, Lahore Campus.

4. EVALUATION OF BIDS

4.1 Opening and Evaluation of Bids

- 4.1.1 The Employer shall open the Bids at 1400 hours on the Bid Due Date at the Committee Room of Accounts Section in the presence of the Bidders who choose to attend.
- 4.1.2 The Employer reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Employer in respect of such Bid.
- 4.1.3 After selection, a Letter of Award (the "LOA") shall be issued, by the CUI, Lahore Campus to the Selected Bidder and the Selected Bidder shall, within 15 (fifteen) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.
- 4.1.4 After acknowledgement of the LOA as aforesaid by the Selected Bidder, it shall cause the selected bidder to execute the work within the period prescribed in the LOA.
- 4.1.5 If the Successful bidder fails to start the work within agreed time, this failure shall constitute a breach of contract, cause for annulment of the award, the forfeiture of any deposit or funds placed as security and other such remedies as the CUI, Lahore Campus may take under the rules and applicable laws. The CUI, Lahore Campus may, in its sole discretion, award the Contract to another bidder placed as second in the merit.



5. MISCELLENEOUS

5.1 Schedule of Activities and Payments

The consultant shall be required to complete the assignment and receive the payments as per following schedule: -

Sr. #	Description/Milestones	Time Frame	Payment Percentage
1	Preliminary system design and drawings	0-2 nd week	60%
2	Submission of documents to DRAP for drawing approval of Clean room lay out and other related aspects	2 nd -3 rd week	
3	Submission of <ul style="list-style-type: none">▪ Tender drawings▪ Working drawings▪ Tender documents including BoQs (for all required modifications, equipment, hiring of contractor and all allied needs)	2 nd -4 th week	
4	Assist CUI, Lahore in Tender, Evaluation, Prequalification/ Hiring of Contractor	4 th -5 th week	
5	Supervision of construction/modification phase – Supervision through 2-3 visits per week	As per actual	30%
6	Submission of validation documents	Immediately after modification completion	
7	Facilitating floating of request for and conducting DRAP visit	Immediately after validation	10%

5.2 Penalty

- a. In case the design is not completed within stipulated time period due to reasons ascribable to the consultant,
 - a penalty of 0.25 percent per day of the total consultancy fee for the design phase will be imposed, till completion of the assignment maximum up to 40 days of the original timeline.
 - In case, the work isn't completed within 40 days then penalty @ 0.5% per day shall be charged for 20 days. If the work still not completed within extended time, the contract shall be terminated. Delay period due to reasons beyond the control of consultant will not be considered as delayed.



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5.3 Force Majeure

- a. For the purposes of this project, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial actions (except where such strikes, lockouts or other industrial actions are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- b. Force Majeure shall not include
 - I. Any event which is caused by the negligence or intentional action of a Party or such Party’s Sub-consultants or agents or employees, nor
 - II. Any event which a diligent Party could reasonably have been expected to both
- c. Force Majeure shall not include insufficiency of funds or failure to make any payment required.
- d. Force Majeure period, whenever involved will be added in the given time lines of the project.



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APPENDICES



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Appendix 1(a)

LETTER COMPRISING THE BID

Date:

The Director,
CUI, Lahore Campus,
1-KM Defence Road, off Raiwind Road,
Lahore

Subject: EOI for the "Establishment of a cGMP Compliant Clean Room Facility at COMSATS University Islamabad (CUI), Lahore Campus"

Dear Sir,

With reference to your advertisement for seeking Expression of Interest (EOI) for the subject Project, I/we, having examined the Request for Proposal (RFP) document including terms and conditions of bidding and having understood their contents, hereby submit my/our Bid for the aforesaid Project. The Bid is unconditional and unqualified.

2. I /We acknowledge that the CUI, Lahore Campus will be relying on the information provided in the Bid and the documents accompanying the Bid for selection of the Consultant for the aforesaid Project, and we certify that all information provided therein is true and correct: nothing has been omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.

3. I/We shall make available to the CUI, Lahore Campus any additional information it may find necessary or require to supplement or authenticate the Bid.

4. I/We acknowledge the right of the CUI, Lahore Campus to reject our Bid without assigning any reasons or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

5. I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial CUI, Lahore Campus or a judicial pronouncement or arbitration award, nor been expelled from any project of contract by any public organization nor have had any contract terminated by any public organization for breach on our part.

6. I/We agree and undertake to abide by all the terms and conditions of the RFP document.

7. I/We hereby declare that:

- (a) I/We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the CUI, Lahore Campus;
- (b) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with the CUI, Lahore Campus or any other public sector enterprise or any government;
- (d) I/We hereby certify that we have taken steps to ensure that in conformity, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;

8. I /We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders,
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9. I/We certify that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory CUI, Lahore Campus which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

10. I/We undertake that in case due to any change in fact or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the CUI, Lahore Campus of the same immediately.

11. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Bidding Process itself, in respect of the above-mentioned Project and the terms and implementation thereof.

12. I/We agree and understand that the Bid is subject to the provisions of the RFP/Bidding Documents. In no case, I/We shall have any claim or right of whatsoever nature if the Project is not awarded to me/us our Bid is not opened or rejected.

13. I/We shall keep this offer valid for 120 (one hundred and twenty) days from the Bid Due Date specified in the RFP.

In witness thereof, I/We submit this Bid under and in accordance with the terms of the RFP document.

Yours faithfully

Date: (Signature, name and designation of the CUI, Lahore Campus signatory)

Place: Name and seal of Bidders/Lead Member



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Appendix 1(b)

1. General Information

- 1.1 Name of individual/firm:-----
- 1.2 Registered Office Address (if applicable)-----
- 1.3 Authorized Representative-----
- 1.4 Telephone -----
- Fax: Email (if applicable) -----

2. Type of Organization (if applicable)

- Single Proprietorship -----
- Partnership -----
- Corporation -----
- Joint Venture (Specify partners) -----

[Attach additional sheets for each Joint Ventures partner]

Other (Specify) (applicable to both above 1 and 2)

- Year of establishment/proof of incorporation -----
- Registration with professional bodies and certification -----
- NTN Certificate -----
- Sales Tax exemption status (if applicable) -----
- Affidavit that the firm has never been blacklisted by the government and /or any public entity -----
- Any other factor that may be deemed relevant but not inconsistent with PPRA rules -----



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Appendix 1(c)

	To be filled in by Consultant
Name of Consultant Firm	

Experience of the Consultant/Details of Completed Projects

Note: The following form is to be filled in by each consultant for Specific Projects as per evaluation criteria Appendix 1(e). Please fill in all requirements and write N.A where not Applicable.

Specific Project # _____

		To be filled in by Consultant
1	Name of the Project	
2	Name of Client & Address	
3	Project Address	
4	Value of the Project in Millions PKR	
5	Total Area of the Project	
6	Value of the Consultancy Services Provided	
7	Nature of the Consultancy provided i.e. design, detailed supervision, top supervision, soil investigation, infrastructure design etc.*	
8	Role of the Consultant i.e. as lead, senior partner, junior partner etc.	
9	Date of Award to the Consultant	
10	Date of approval of drawings/layout from DRAP	
11	Name of the Project Contractor	
12	Date of Award to the Contractor	
13	No of Staff provided	
14	Name of JV firms, if any	
15	Date of completion/expected date of completion of the project.	
16	If there are any delays in project? What were the reasons and project cost over runs? *	



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	Any other detail/information*	
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* Use separate sheet for each project. Also attach supporting documents



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Appendix 1(d)

Specific Clean Room linked Experience of the Principal Consultant

(To be filled in by Consultant in tabular form)

*Proof of all required

Experience Details: Summarize professional experience in reverse chronological order indicate particular technical and managerial experience

Sr. #	DD/MM/YY		Company Name	Project Name	Cost in PKR	Position Held	Total Relevant Experience
	From	To					

*attach additional sheet on same format if required.

Undertaking: Undersign certify that to the best of my knowledge and belief, this bio- data correctly describes myself and my experience.

Signature_____

Date:- _____



Evaluation Criteria

Sr. #	Evaluation Requirement Points	Points
1	Establishment / Registration of Consultant Firm <ul style="list-style-type: none">▪ Above 10 years = 10 points▪ 5 to 10 years = 08 points▪ Less than 5 years = 06 points (Documentary evidence must be attached, e.g., PEC/PCATP/concerned regulatory body along with NTN Registration, SECP etc.)	10
2	Specific Project Experience (Class 100,000 or better) <ul style="list-style-type: none">▪ Completed consultancy projects of similar nature▪ At least 1 project required to be eligible of cost less than Rs. 0.5 million▪ 5 points for each project, maximum 5 projects claimable (Certificates/work orders/ contracts/proofs from departments / clients should be attached for claiming points)	25
3	Projects which have been approved by DRAP <ul style="list-style-type: none">▪ Projects approved by DRAP<ul style="list-style-type: none">○ At least one project should have been approved by DRAP in order to be eligible to apply○ 5 point for each project○ Maximum of 05 projects claimable [Certificates (work orders, work completion etc.) from departments/clients should be attached for claiming points]	25
4	Academic Qualification and Professional Experience of Principal Consultant on similar projects <ul style="list-style-type: none">▪ Registration with PEC/PCATP/relevant regulatory body is compulsory to be to be eligible to apply▪ Professional Experience<ul style="list-style-type: none">○ Experience above 09 years = 30 points○ Experience above 05 years and upto 09 years = 25 points○ Experience 03 to 05 years = 15 points	30
5	Credit & Debit Transactions as per Bank Statement for last 1 year <ul style="list-style-type: none">i. Above Rs. 4 Million = 10 pointsii. Rs. 1 Million to 4 Million = 06 pointsiii. Below Rs. 1 Million = 04 points	10
Total		100

Note: The consultants meeting mandatory requirements would have to obtain at least 60% passing marks out of evaluation criteria, Registration with PEC/PCATP/relevant regulatory body is compulsory as well as there should be at least one project on their list, duly approved by DRAP to be successfully qualified for opening of financial bid.



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Appendix 2(a)

FORWARDING LETTER OF FINANCIAL BID

[Location, Date]

The Director,
CUI, Lahore Campus
1-KM Defence Road, off Raiwind Road,
Lahore

Dear Sir,

I/We, the undersigned, hereby submit our Financial Bid for services of Consultants for Architectural, Structural, and Electrical, Plumbing (MEP & S) and HVAC drawings, preparation of Tender Documents and BoQs for Construction Process to undertake **Establishment of a cGMP Compliant Clean Room Facility** at COMSATS University Islamabad (CUI), Lahore Campus as per PPRA Rules in accordance with your Request for Proposal dated [.....] and our Technical Proposal.

2. Our Financial Bid/Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the Bid validity period.
3. I/We understand that you are not bound to accept any Bid/Proposal you receive.

Yours sincerely,

[Authorized signature(s)] Name and Title
of Signatory Name of Firm (if applicable)
Address



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Appendix 2(b)

FORM OF FINANCIAL BID

Total in Rs.	
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- a. Scope & size of user may vary depending upon project requirements.
- b. Design alteration shall be required as per site conditions