



INFORMATION TECHNOLOGY UNIVERSITY (ITU)

Request for Expression of Interest

Hiring of Short Term Consultancy Firm for Engineering Design, Drawings, BOQs and Engineering Estimations for the Academic Block at ITU Main Campus, Barki Road, Lahore.

Title of Consultancy	No. of Firms	Requirements
Consultancy Firm for Engineering Design, Drawings, BOQs and Engineering Estimations for the Academic Block	01	Detailed Terms of Reference (TORs) and scope of work is attached herewith.

- The above required consultancy firm shall be engaged for short term consultancy by following Punjab Procurement Rules, 2014.
- The duration of the consultancy engagement is six (6) months.
- The detailed TORs along with this Request for Expression of Interest (EOI) is available at www.itu.edu.pk, www.ppra.punjab.gov.pk and www.punjab.eprocure.gov.pk.
- The procurement shall be completed in accordance with Punjab Procurement Rules 2014, on Single Stage - Single Envelope Bidding Procedure.
- Incomplete/pruned (having cutting)/unsigned proposal(s) based on incorrect information and received after due date shall be rejected.
- A single package containing Technical and Financial Proposals, duly completed, signed, stamped, and in complete conformity with TORs and EOIs must be submitted **online** on **e-Procurement System (EPADS) website** i.e. <https://punjab.eprocure.gov.pk>, till 1500 Hours on last date of submission of bids i.e. **17th November, 2025**. The proposals shall be opened at 1530 Hours on the same date, as per Punjab Procurement Rules, 2014.
- Original Bid Security Instrument amounting **Rs.120,000/-** must be submitted in an envelope clearly marked with the Reference of subject Consultancy, at ITU-Procurement Office, 6th Floor, Arfa Software Technology Park (ASTP), 346-B, Ferozepur Road, Lahore, before the last date and time for E-bid Submission.
- Only those firms having required expertise with sound financial capabilities and are well reputed shall be considered.

PURCHASE OFFICER

INFORMATION TECHNOLOGY UNIVERSITY (ITU)

6th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore.

Phone: (042) 111-111-488 (6029)

Web: www.itu.edu.pk, procurement@itu.edu.pk, owew@itu.edu.pk

Terms of Reference (TORs)

HIRING OF CONSULTANCY FIRM FOR ENGINEERING DESIGN, DRAWINGS, BOQs, AND ENGINEER ESTIMATIONS FOR THE ACADEMIC BLOCK AT ITU MAIN CAMPUS, BARKI ROAD



INFORMATION TECHNOLOGY UNIVERSITY OF THE PUNJAB

6th Floor, Arfa Software Technology Park,
346-B, Ferozepur Road, Lahore, Pakistan
4 KM, Main Barki Road, Lahore, Pakistan
Phone: (+92) (42) 111-111-488 (6003)

URL: www.itu.edu.pk

Email: ow@itu.edu.pk

Consultant Terms of Reference (TORs) For the Academic Block

Construction Design, Drawing and estimates, along with all Relevant Certificates & Documentation. The covered area of the project is approximately 50,000 sft (G+2). The name of the building is the Academic Block; it will be used for Academic purposes.

Location: Barki Road, Lahore

Consultancy Duration: From signing of the contract till 6 months (~~can be extended subject to extension of the project~~)

Project Name: Consultancy Services for Academic Block

Objective

The objective of this consultancy is to prepare detailed construction drawings.

Scope of the work

The scope of the works to be undertaken by the consultancy firm includes the following:

1. Evaluate the Bearing Capacity of the area and submit its report.
2. Prepare and get approval of the layout.
3. Prepare Tender Drawings.
4. Prepare tender documents.
5. Issuance of Construction Drawings (structure, architecture, MEP) for initiation and execution of the Civil Works of the Academic Block.
6. Attend the meetings of the relevant Committees of the University as and when required.
7. Submission of relevant certificates, reports and clarifications as and when required.
8. Any other task assigned by the University Engineer/Project Director.

1. Key Personnel:

The Consulting firm shall engage the following key personnel, whose CV and experience shall be evaluated, apart from other support staff, to carry out the Services.

- Team leader
- Architect
- Structural/Civil Engineer/Associate
- Electrical Engineer/Associate
- Quantity Surveyor

The key personnel shall meet the following minimum eligibility requirements: -

A. Team leader:

1. Must have a Degree in Civil Engineering from a reputed University with specialization in structural design.
2. Must be fluent in spoken & written English.

B. Architect

1. Must have at least a Bachelor's Degree in architecture from a reputed University.
2. Must have at least 5 years of experience in building design works
3. Must be fluent in spoken & written English.

C. Structural/Civil Engineer/Associate

1. Must have at least a Bachelor's Degree in the relevant field.

2. Must have at least 5 years of experience in Building works.

D. Electrical Engineer/Associate

1. Must have at least a Bachelor's Degree in electrical engineering.
2. Must have at least 3 years of experience in Electrical work in the Buildings.

E. Quantity Surveyor

1. Must have at least a Diploma in Civil Engineering.
2. Must have at least 5 years of experience in Quantity Survey.

2 Expertise of the Consultancy

1. The consultant company should be duly registered with the Pakistan Engineering Council.
2. The Company needs to demonstrate a high degree of technical expertise in the preparation of documents and in the supervision of the civil works.

3 Services and Facilities for the Consultant:

1. The Consultant would be provided with the necessary data and documents required to produce the desired results.
2. ITU field staff will facilitate consultants while surveying the site.

4 Payment Mode

The consultant will be paid in the following manner and subject to the satisfactory of the Office of Engineering Works

1. 10% of the contract amount will be paid at the completion and submission of the bearing capacity report.
2. 10% of the contract amount will be released on approval of the layout.
3. 20% of the contract amount will be released on submission of detailed drawings and BOQs.
4. 20% of the contract amount will be released on submission of detailed engineer estimates.
5. 10% of the contract amount will be paid on submission of tender documents.
6. 10% of the contract amount will be released on submission of the evaluation report of bids.
7. 20% final payment will be paid on the completion of the project. *Assignment*

5 Evaluation Criteria of Consultancy

The evaluation criteria will be based on the financial bids submitted by the Consulting Firms. The Firm shall have the required Technical Expertise & Team; only then will it be considered eligible to be considered with respect to financial bids. The firm offering the lowest cost will be selected after the approval of the relevant committee.



Declaration of Undertaking

We underscore the importance of a free, fair and competitive procurement process that precludes fraudulent use. In this respect, we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract.

We also underscore the importance of adhering to the minimum social standard ("Core Labor Standard") in the implementation of the project. We undertake to comply with the Core Labor Standards ratified by the country of Pakistan.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country of Pakistan.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client if this situation should occur at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding upon the client, the client is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

(Place) this day of

Name of company

Signature (s)