



INFORMATION TECHNOLOGY UNIVERSITY (ITU)

Request for Expression of Interest

Hiring of Short Term Consultancy Firm for Complete Design & Supervision of ITU Electrical Distribution System at ITU Main Campus, Barki Road, Lahore.

Title of Consultancy	No. of Firms	Requirements
Consultancy Firm for Complete Design & Supervision of ITU Electrical Distribution System	01	<ul style="list-style-type: none">Detailed Terms of Reference (TORs) and scope of work is attached herewith.

1. The above required consultancy firm shall be engaged for short term consultancy by following Punjab Procurement Rules, 2014.
2. The duration of the consultancy engagement is six (6) months.
3. 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.
4. The procurement shall be completed in accordance with Punjab Procurement Rules 2014, on Single Stage - Two Envelope Bidding Procedure.
5. Incomplete/pruned (having cutting)/unsigned proposal(s) based on incorrect information and received after due date shall be rejected.
6. 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. **28th November, 2025**. The proposals shall be opened at **1530 Hours** on the **same date**, as per Punjab Procurement Rules, 2014.
7. Original Bid Security Instrument amounting **Rs.60,000/-** 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.
8. 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

Consultant Terms of Reference (TORs)
Complete Design & Supervision of ITU Electrical Power Distribution System for
Barki Campus, Lahore

Project Overview

- **Project Title:**
Complete Design & Supervision of Electrical Power Distribution System (Phase Wise) for ITU Barki Campus, Lahore
- **Location:**
Barki Road, Lahore
- **Design Duration**
20 Days after Issuance of Award Letter
- **Consultancy Duration:**
The duration of the short-term consultancy will be six (06) months for the design and supervision of Electrical Power Distribution System (Phase-I)
- **Client:**
Information Technology University (ITU), Lahore

Objective

The objective of this consultancy is to prepare a **comprehensive design Complete and supervision plan** for the Electrical Power Distribution **System** of the ITU Barki Campus including **Overhead and Partially Underground HT and LT Lines**, in full compliance with relevant electrical standards and regulations.

Scope of Work

The scope of services to be provided by the consulting firm includes, but is not limited to, the following:

- Conduct a detailed **site survey and analysis**, identifying the **Main Panel Room** and optimal routes for HT/LT lines.
- Determine the **current and projected electrical load requirements** of the university.
- Prepare the **complete design** of the external electrification system, including:
 - 11 KVOverhead and partially underground HT and LT lines
 - Transformer sizing and placement
 - 11 KV metering and protection panels
- Ensure compliance with all relevant **NTDC/WAPDA/DISCO and international electrical codes**, standards, and safety requirements.

- Prepare and submit **detailed design drawings and layouts** in both soft and hard copies.
- Provide **technical specifications** for all components and materials.
- Supervise the **execution and installation** of the electrical power distribution (Phase Wise).
- Conduct and witness **testing and commissioning** of materials, equipment, and installations.
- Review and recommend materials, equipment, and **contractor invoices** for approval.

Deliverables

The consultant shall deliver the following outputs:

- Complete design and layout of **11 KV HT lines, LT lines, transformers, and 11 KV metering & protection panels**.
- **Detailed drawings and maps** for the entire electrical power distribution system.
- **Technical specifications** for transformers, HT/LT cables, metering, and protection equipment.
- **Bill of quantities (BoQ)** and list of recommended materials and equipment.
- **Supervision reports** during the execution phase.
- **Testing and commissioning reports** upon completion.

Key Personnel Requirements

The consulting firm shall provide qualified and experienced professionals as follows

Sr.No	Position	Key Responsibilities
1	Team Leader	Overall management, coordination with ITU, and quality assurance of deliverables
2	Electrical Design Engineer Professional Engineer in Electrical	Design of HT/LT systems, transformer sizing, protection system design
3	Electrical Supervisor Registered Engineer/DAE Electrical (Experienced)	On-site supervision, quality control, and compliance monitoring
4	AutoCAD Operator/ Quantity Surveyor DAE Electrical	Preparation of all design drawings, layouts, and as-built documentation & Estimation

Consultancy Expertise

- The consulting firm must be **registered with the Pakistan Engineering Council (PEC)** in the relevant category (EE Codes required for Power Distribution Network)
- The firm should demonstrate **proven experience** in the **design and supervision of 11 KV and LT electrification systems**, including both overhead and underground networks.
- Experience with **educational or institutional infrastructure projects** will be an added advantage

Facilities and Support Provided by ITU

- ITU will provide the consultant with all available **data, site plans, and relevant documents** required for the assignment.
- ITU's field staff will facilitate **site access and coordination** during surveys and supervision activities

Payment Schedule

Payments shall be made upon successful completion of each milestone as follows

Sr.No	Milestone Achieved	%age of Contract Value	Condition for Payment
1	Completion of Design Work	40%	Upon submission and approval of complete design, drawings & BOQ by the Project Technical Committee
2	Completion of Installation (11 KV Fittings)	40%	After verification of installation of 11 KV external electrification components
3	Testing & Commissioning Completion	20%	After successful testing, commissioning, and approval of final supervision report
All invoices must be submitted with the necessary documentation and approval certifications from the relevant ITU authorities			

Evaluation Criteria

The evaluation process will follow a **single-stage financial evaluation** approach:

- Only technically qualified firms (meeting the expertise and staffing requirements) will be considered for financial evaluation.
- The **lowest evaluated financial bid** (among technically qualified firms) will be recommended for award, subject to approval by the competent authority or relevant committee.

Duration and Completion

- Total Duration of Design services shall be 20 Days from issuance of award letter.
- Total Duration of Supervision services shall be commenced from issuance of award letter to contractor till the completion of execution of subject work.

The consultant must ensure timely submission of deliverables as per the agreed work plan

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 awarded the contract, in the subsequent execution of the contract.

I understand that my role as a consultant is to provide complete design & Supervision of External Power Distributionn System for ITU.

I confirm that I have the necessary expertise, experience, and resources to deliver the services as required.

I agree to work independently and impartially, without any conflict of interest.

I understand that my services will be evaluated based on the performance criteria outlined in the TOR.

I commit to delivering high-quality services, meeting deadlines, and maintaining open communication with the client.

I agree to maintain confidentiality and handle sensitive information with care.

I understand that this undertaking is a binding declaration and forms an integral part of the consultancy agreement.

We also emphasize the importance of adhering to 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 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/allmembers 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)