



GUJRANWALA ELECTRIC POWER COMPANY LIMITED

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**OFFICE OF DY. MANAGER (CIVIL), CIVIL WORKS DIVISION GEPCO
R.O. CAMPING GROUND, G.T. ROAD, GUJRANWALA**

INSTRUCTIONS TO CONSULTANTS (ITC)

INTRODUCTION

- 1.1 The Consultants are hereby invited to submit a technical and a financial proposal for consultancy services required for the assignment named as “**Consultancy Services for Architectural Design of existing GEPCO Headquarter Building Facade and Architectural & Detailed design for Extension of GEPCO Headquarter Building at 565-A, Model Town G.T Road Gujranwala**” description is attached in the RFP, Data Sheet. Your proposal could form the basis for future negotiations, if necessary and ultimately a Contract between your firm and the Client named in the Data Sheet of RFP.
- 1.2 A brief description of the assignment and its objectives are given in the Data Sheet. Details provided in the attached RFP will become part of agreement subsequently.
- 1.3 The assignment shall be implemented in accordance with the work schedule indicated in the Data Sheet, read with the Scope of Work and the Advertisement.
- 1.4 The **Civil Works Division GEPCO** has been entrusted the duty to implement the Project as Executing Agency.
- 1.5 To obtain first-hand information on the assignment and on the local conditions, Consultants may visit site of the proposed project location and meeting with the Client before submitting a proposal and attend a pre-proposal conference if specified in the Data Sheet.
- 1.6 Please note that:
 - i. The cost of preparing the proposal and of negotiating the Contract, including site visit to the project location and Client, are not reimbursable as a direct cost of the assignment.
 - ii. The selection procedure for consultants shall be Quality Cum Cost Based Selection (QCBS) as detailed in Data Sheet (Technical70%:Financial30%).
- 1.7 The Employer wish to remind that in order to avoid conflicts of interest, any firm providing goods, works, or services with which you are affiliated or associated is not eligible to participate in bidding for any goods, works, or services (other than the services and any continuation thereof) resulting from or associated with the project of which this assignment forms a part.
- 1.8 Single stage, single envelope procurement will be adopted.
- 1.9 The consultant must have active registration with FBR, PEC, PRA and Pakistan Counsel of Architecture and Town Planning.
- 1.10 Consultant must consider all applicable taxes / duties by preparing financial proposals.
- 1.11 Consultant who will submit incorrect information will face legal action against them.
- 1.12 GEPCO Reserve the Rights to accept or reject proposals as per PPRA Rules.
- 1.13 The important dates are as under: -
 - i. The Consultant can purchase RFP Documents from Deputy Manager Civil Works, Civil Works Division GEPCO Gujranwala from 27/09/2021 to 12/10/2021 by paying Rs.2000/- (Non-refundable)
 - ii. All the consultants will visit the site and pre-proposal meeting will be held on 13/10/2021 in the office of Deputy Manager Civil Works, Civil Works Division GEPCO Gujranwala.
 - iii. Proposals to be submitted at Deputy Manager (Civil), Civil Works Division GEPCO Gujranwala. RO, GEPCO Camping Ground colony, Opposite side of CEO Education office G.T Road Gujranwala. Ph # 055-9230170, 0318-3990258
 - iv. The date and time of the proposal submission are:
Date: 21/10/2021
Time: 02:00 to 02:30 PM
 - v. The Proposal will be opened on same day @ 03:00 PM

Deputy Manager (Civil)
Civil Works Division GEPCO
Gujranwala