



**INSTALLATION OF SOLAR PANELS  
AT  
BAHRIA COLLEGE ISLAMABAD (BCI)  
NAVAL COMPLEX E-8 ISLAMABAD**

**REQUEST FOR PROPOSAL**

**NOVEMBER 2024**

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## **INSTRUCTIONS TO FIRMS**

### **1. INTRODUCTION**

1.1 Reputed Firms are hereby invited to submit a technical and a financial proposal for Supply, Installation, and Commissioning required for the assignment named in the attached RFP, Data Sheet (referred to as "Data Sheet" hereafter). Your proposal could form the basis for future negotiations.

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 To obtain first-hand information on the assignment and on the local conditions, Firms may visit site of the proposed project location and meeting with the BCI before submitting a proposal.

1.5 Please note that:

a. 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.

b. The BCI is not bound to accept any of the proposals submitted.

c. The selection procedure for Firm shall be Quality and Cost Based Selection (QCBS) as detailed in Data Sheet.

1.7 The BCI 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.

### **2. CLARIFICATIONS AND AMENDMENTS IN DOCUMENTS**

2.1 To prepare a proposal, please use the Forms / Documents listed in the Data Sheet.

2.2 It is expected that the Firm will submit comments on TOR stating any deficiency in the scope of work or requiring a clarification of the Documents must notify the Client, in writing, within three (03) days of issuance of proposal.

2.3 At any time before the submission of proposals, BCI may, for any reason, whether at its own initiative or in response to a clarification requested

by an invited Firm, modify the Documents by amendment. The amendment shall be sent in writing or by fax, e-mail or cable to all invited consulting firms and will be binding on them. BCI may at its discretion extend the deadlines for the submission of proposals.

### **3. PREPARATION OF PROPOSALS**

3.1 It will consist of two parts – Technical and Financial. The proposals shall be written in English language.

#### **Technical Proposal**

3.2 In preparing the technical proposal, the Firms are expected to examine all terms and instructions included in the Documents. Failure to provide pertinent information shall be at their risk and may result in rejection of Firms' proposal.

#### **Financial Proposal**

3.7 The financial proposal should list the costs associates with Assignment. The financial proposal should be submitted using the format specified any from the attached standards or not providing the required information may lead to disqualification of the proposal.

3.8 Costs should be expressed in Pakistani currency (s) listed in the Data Sheet.

3.9 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 the word and figures, the formers will prevail. In additional to the above corrections, activities and items described in Technical Proposal but not priced, in the Financial Proposals shall be assumed to be included in the prices of the other activities or items.

### **4. SUBMISSION OF PROPOSALS**

4.1 The Firms shall submit original and number of copies of technical proposal and financial proposal, as indicated in the Data Sheet. Each proposal shall be in a separate envelope indicating original or copy, as appropriate. All technical proposals shall be placed in an envelope clearly marked "Technical Proposal" and the financial proposals in the one marked "Financial Proposal". These two envelops, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF TENDER OPENING COMMITTEE". A damaged/torn financial proposal envelop shall not be entertained and may be considered for disqualification by the Tender Opening committee.

4.2 In the event of any discrepancy between the copies of the proposal, the original shall govern. The original and each copy of the technical and financial proposals shall be prepared in indelible ink and shall be signed by the authorized Firm's representative. The representative's authorization shall be confirmed by a written power of attorney accompanying the proposals. All pages of the technical and financial proposals shall be initialed by the person or persons signing the proposal.

4.3 The proposal shall contain no interlineations or overwriting except as necessary to correct error made by the Firms themselves. Any such corrections shall be initialed by the person or persons signing the proposal.

4.4 The completed technical and financial proposals shall be delivered at on or before the time and date stated in the Data Sheet.

4.5 The proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. During this period, firms shall keep available the professional staff proposed for the assignment.

**5. PROPOSAL EVALUATION**

5.1 A two-envelope procedure shall be adopted in ranking of the proposals. The technical evaluation shall be carried out first, followed by the financial evaluation. Firms shall be ranked using a combined technical / financial score, as indicated below:

**Technical Proposal**

5.1 The bidder has the financial and technical capability necessary to perform the Contract as follows. The bid will be evaluated as following criteria to ascertain "Technical Responsive" bidder. The "Technically Responsive and Most Advantageous Bidder" will be awarded the contract. The criterion for technically Sound Bidder will be on the basis of following:

<b>1</b>	<b>Completed Projects:</b> Experience as a Contractor in execution of three (03) Projects of (capacity 215KW) similar nature.	
<b>2</b>	<b>In-hand Projects:</b> Experience as a Contractor in execution of 01 Project of (capacity 215KW) similar nature	

**Note:** Applicant shall attach evidence of Work Orders/ Letter of Acceptance or Certificate for completed projects

## 2. Financial Soundness

1	<b>Average Annual Turnover</b>	
	For last three years	
	i. Rs. 5 million	
	ii. Above Rs. 5 million	
2	<b>Working Capital</b>	
	iii. Rs. 5 million	
	iv. Above Rs. 5 million	

5.2 The evaluation committee appointed by BCI shall carry out its evaluation, applying the evaluation criteria and point system specified in the Data Sheet. Each responsive proposal shall be attributed a technical score. Firms scoring less than Fifty (50) percent points shall be rejected and their financial proposals returned un-opened.

### **Financial Proposal**

#### **For Quality and Cost Based Selection**

5.3 The financial proposals of the qualified firms on the basis of evaluation of technical proposals shall be opened in the presence of the representatives of these firms, who shall be invited for the occasion and who care to attend. The Client shall inform the date, time and address for opening of financial proposals as indicated in the data Sheet. The total cost and major components of each proposal shall be publicly announced to the attending representatives of the firms.

5.4 The evaluation committee shall determine whether the financial proposals are complete and without computational errors.

5.5 Proposals, in the quality and cost based selection shall finally be ranked according to their combined technical and financial standards

## 6. **AWARD OF CONTRACT**

6.1 The evaluated successful Firms shall be informed through a Letter of Intent / Award and shall be requested for concluding the contract agreement after successful negotiations.

6.2 The selected Firm is expected to commence the assignment on the date and at the location specified in the Data Sheet.

## 7. **CONFIRMATION OF RECEIPT**

7.1 Please inform the Client by telex/facsimile courier or any other means:

- a. That you received the letter of invitation;
- b. Whether you will submit a proposal; and
- c. If you plan to submit a proposal, when and how you will transmit it.

## DATA SHEET

Reference Paragraph of ITC	
1.1	<p><b>The name of the Assignment is:</b> <b>“Installation of Solar Panels Bahria College Islamabad.</b></p> <p><b>Name of the Client:</b> <b>Bahria College Islamabad (BCI)</b></p> <p><b>The address of the official (s) is (are):</b> <b>Principal</b> <b>Bahria College Islamabad</b> <b>E-8 Naval Complex, Islamabad</b> <b>Ph#051-20063551 ,20063842</b></p>
1.2	<p><b>Phasing of the Assignment</b></p> <p>Supply, Installation, Commissioning &amp; Testing of a 215 KW Solar Panel system</p>
1.4	<p><b>The Employer shall provide the following inputs:</b></p> <p>Close Coordination. Space for installation of solar system</p>
1.5	<p><b>Selection Procedure: -</b></p> <p>The Firms shall be selected under the selection method of Quality and Cost Based Selection The procedure for opening of proposals will follow the principles of <b>Single Stage-two envelope procedure</b>, which is presented as follows: -</p> <ul style="list-style-type: none"><li>(i) The bid shall comprise a <b>single package</b> containing two separate envelopes. Each envelope shall contain <b>separately the financial proposal</b> and the <b>technical proposal</b> and evaluation to be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.</li><li>(ii) Initially, only the envelope marked “<b>TECHNICAL PROPOSAL</b>” be opened and the envelope marked as “<b>FINANCIAL PROPOSAL</b>” shall be retained in the custody of the procuring agency without being opened.</li><li>(iii) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance in the RFP, <b>without reference to the price</b> and reject any <b>Technical Proposal</b> which manifests material deviation from the specified requirements.</li><li>(iv) During the technical evaluation no amendments in the technical proposal shall be permitted.</li><li>(v) The financial proposal of Firms, whose technical proposal did not meet the minimum qualifying marks and/or were considered technically and legally non-responsive to the RFP &amp; TOR shall be returned un-opened to the respective Firm.;</li></ul> <p>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 (as per the prescribed score) at a time, date and venue announced and communicated to the Firms in advance for the attendance of their authorized representative duly notified in advance.</p>

	(vi) The proposals found to be highest ranked determined after the combined evaluation of TECHNICAL and FINANCIAL proposals obtaining highest total combined score in the RFP shall be accepted.
2.1	<b>The Documents are:</b> a. Data Sheet
2.2	<b>The address of the Personnel for seeking clarification is:</b> <b>Executive Engineer</b> Principal, Bahria College Islamabad, E-8 Naval Complex, Islamabad Tel: <b>051-20063551 ,20063842</b>
3.1	<b>Costs shall be expressed in currency (s): -</b> <b>Pak Rs.</b>
4.1	<b>The number of copies of the Technical Proposal required is:</b> Original <u>One (1)</u> Copies <u>One (1)</u> <b>The number of copies of the Financial Proposal (in sealed envelope) required is:</b> Original <u>One (1)</u>
4.2	<b>Proposals to be submitted at:</b> Principal, Bahria College Islamabad, E-8 Naval Complex, Islamabad The date and time of the proposal submission are as under: <b>Date: On or before 22 November, 2024</b> <b>Time: 1100 Hrs (11:00 AM)</b> <b>The Technical Proposal will be opened on same day at 11 00 Hrs at Admin Office BCI</b>
4.3	<b>Validity of the proposal is:</b> 90 Days
5.1	Mandatory Requirements / documents to be attached with technical proposal are; a. Registration certificate of firm b. Registration with FBR and active tax payer list c. Registration with concerned authorities d. Valid CDA Licensed (if any) e. Bank account maintenance letter f. Enlistment/ Prequalification with government department / autonomous bodies with evidence g. Affidavit on stamp paper for non-blacklisting and litigation (Original)
5.2	<b>The date, time and address of the Financial Proposal opening is:</b> <b>Date:</b> <u>To be informed later on</u> <b>Time:</b> <u>To be informed later on</u> <b>Place of Financial Proposal Opening:</b> Admin Office BCI
5.3	<b>The assignment is expected to commence on:</b> <u>To be informed later on</u>



5.5	<p><b>Under the following conditions, Bid will be rejected:</b></p> <ul style="list-style-type: none"><li>a. Bids not accompanied by with the form.</li><li>b. Bids received after specified date and time.</li><li>c. Bids submitted by Black Listed Firms.</li><li>d. Incomplete Bids as per instruction given in Bidding Document.</li></ul>
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