**TERMS OF REFERENCE (TORs) OF CONSULTANTS**

**FOR INTERIOR DESIGNING WORK OF EDF OFFICE AT ISLAMABAD**

**A.1 Preamble**

Export Development Fund (EDF) is an autonomous body working under the Federal Ministry of Commerce. EDF intends to hire services of Architect/Architectural& Interior Designing Firm for interior designing of its newly acquired office at FPCCI Capital Building, Aiwan-e-Sanat-o-Tijarat Road, Sector G-8/1, Islamabad. In this regard, Architect/Architectural & Interior Designing Firms having their office or proper setup in **Rawalpindi / Islamabad** are invited to submit their proposals as per the scope of services described hereafter.

**A.2 Scope of Services**

The Architect/Architectural & Interior Designing Firms will have to provide services of interior designing of two floor with a total approximate area of 8,580 sq. ft. (area may vary). The scope of work will include designing of cabins/ workstations for staff, partitioned rooms for executives, meeting room, reception area, IT / record room, file cabinets, furniture, & other allied works.

The services comprise the following.

1. **Design Phase**
2. Collection of Project requirements and information from EDF and their review.
3. Preparation of detailed Architectural & Engineering Design pertainingto Architecture, Structure, Electrical, Networking& other Services.
4. Preparation of Tender Documents based on Standard PEC Format along with Engineer’s Cost Estimate. Tender Documents include Instruction to Tenderers, Conditions of Contract, Tender Drawing, Bill of Quantities, Technical Specifications and Appendices, etc.
5. Assist EDF in pre-qualification of Tenderers.
6. Invite Tenders from pre-qualified Contracting Firms, scrutiny of bids & submission of bid evaluation report to the EDF Secretariat.
7. Preparation of working drawings for issuance to successful bidder for execution of works.
8. **Construction Supervision**
9. Construction supervision of the project shall be carried out by consultants up to completion period &consultants shall deploy fully competent, qualified & experienced staff at site with prior approval of EDF.
10. Any redeployment of above staff, if required, shall also be carried out with prior approval of EDF with similar credentials.
11. **Services to be Provided During the Construction period**
12. To supervise the construction of housed in accordance with the working drawings and contract documents.
13. To undertake quality assurance of entire construction work.
14. To check the quality control procedures of the contractor and ensure the selection and use of building materials in accordance with the project specifications.
15. To check and verify all running and final bills of the contractors for payments.
16. To monitor and report to EDF about the status of the progress with reference to the scheduled progress of works.
17. To review the monthly progress to be prepared and submitted by the Contractor.
18. To prepare variation orders and instructions relating to the works.
19. To give written intimation to the contractor about defects and deficiencies found in the work observed during its supervision.
20. To review and approve drawings and other submission of the contactors(s).
21. To review the “As Built” drawings submitted by the contractor.
22. To prepare project completion report.
23. To issue certificate of satisfactory completion of work in consultation with EDF as per the provision of the contract.
24. To provide adequate technical staff at site and make sure that the works are executed according to the specifications and drawings of the project.
25. **Documents/Detail to be submitted by Architect/Architectural & Interior Designing Firms**
26. Applications must be submitted on official letter head.
27. Organizational profile including detail of branches and staff members.
28. List of key personnel, their qualification and CVs.
29. Full Name, Address of Registered Office and Office receiving the correspondence.
30. Name & Signature of Authorized Person for dealing with EDF and making correspondence on behalf of Firm/ Architect/ Company.
31. Particulars of registration with Government, Semi-Government and Autonomous Bodies.
32. Certificate of incorporation of the Firm/ Company OR Partnership Deed in case of Partnership Firm.
33. Registration with Pakistan Council of Architects & Town Planners and Pakistan Engineering Council.
34. Details of major projects/ work carried out during the last three (03) years.
35. List of major Projects under progress.
36. Past six month’s bank statement along with bank certificate.
37. Income tax and sales tax certificates for the last three (03) years with NTN Number.
38. Affidavit that the firm has never been blacklisted from any Government, Semi-Government and Autonomous Bodies.
39. Any additional information, which may help to establish selection.

**Note:**

1. **Selected consultant/firmwill sign a contract with EDF.**
2. **Selected consultant/firm may be asked to submit security deposit OR performance guarantee.**