



**FATA DEVELOPMENT  
AUTHORITY**

**REQUEST FOR PROPOSAL**

FOR

“Feasibility, Design for Establishment of Common Facilitation and Training Center at Mohmand Industrial Estate (MIE), Warehouse, Effluent Plant, Approach Road from Peshawar-Turkham Express Way to MIE and Construction of Bridge on River Kabul”.

## TABLE OF CONTENTS

<b>DEFINITIONS:</b> .....	<b>3</b>
<b>LETTER OF INVITATION (LOI)</b> .....	<b>4</b>
<b>INTRODUCTION</b> .....	<b>5</b>
DOCUMENTS .....	7
PREPARATION OF PROPOSAL.....	7
<b>TECHNICAL PROPOSAL</b> .....	<b>7</b>
<b>FINANCIAL PROPOSAL</b> .....	<b>9</b>
SUBMISSION OF PROPOSALS .....	9
PROPOSAL EVALUATION .....	10
<b>TECHNICAL PROPOSAL:</b> .....	<b>10</b>
<b>FINANCIAL PROPOSAL:</b> .....	<b>10</b>
NEGOTIATION .....	11
AWARD OF CONTRACT .....	12
CONFIRMATION OF RECEIPT .....	12
DATA SHEET .....	13
<b>TECHNICAL BID EVALUATION CRITERIA</b> .....	<b>15</b>
<b>STANDARD FORMS</b> .....	<b>19</b>
<b>APPENDIX-I</b> .....	<b>17</b>
<b>TECHNICAL PROPOSAL FORMS</b> .....	<b>17</b>
Form 1a .....	21
Form 1b .....	19
Form 2 .....	23
Form 3 .....	24
Form 4 .....	25
Form 5 .....	26
Form 6 .....	28
Form 7 .....	29
Form 8 .....	27
Form 9 .....	28
<b>APPENDIX-II</b> .....	<b>29</b>
<b>FINANCIAL PROPOSAL FORMS</b> .....	<b>32</b>
Form 1 .....	33
Form 2 .....	34
Form 3 .....	35
Form 4 .....	36
<b>TERMS OF REFERENCE</b> .....	<b>37</b>
<b>CONTRACT FOR CONSULTANCY SERVICES</b> .....	<b>45</b>
<b>STANDARDIZED TEMPLATE REQUEST FOR PROPOSAL DOCUMENT</b> -----	<b>46</b>

**DEFINITIONS:**

- a) "Client" means the FATA Development Authority (FATA DA).
- b) "Consultant" means any entity including a Joint Venture that will provide the Services to the Client under the Contract.
- c) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is the General Conditions (GC), the Special Conditions (SC) by which the GC may be amended or supplemented, and the Appendices.
- d) "Data Sheet" means such part of the Instructions to Consultants used to reflect specific assignment conditions.
- e) "Day" means calendar day.
- f) "Government" means the government of Pakistan.
- g) "Instructions to Consultants" means the document which provides short listed Consultants with all information needed to prepare their Proposals.
- j) "Joint Venture" means a Consultant which comprises two or more Partners each of whom will be jointly and severally liable to the Client for all the Consultant's obligations under the Contract.
- k) "Personnel" means qualified persons provided by the Consultant and assigned to perform the Services or any part thereof.
- l) "Proposal" means a technical proposal or a financial proposal, or both.
- m) "QBS" means Quality-Based Selection.
- n) "QCBS" means Quality- and Cost-Based Selection.
- o) "RFP" means this Request for Proposal.
- p) "Services" means the work to be performed pursuant to the Contract.
- q) "SSS" means the Single Source Selection.
- r) "Standard Electronic Means" includes facsimile and email transmissions.
- s) "Sub-Consultant" means any person or entity with whom the Consultant associates for performance of any part of the Services and for whom the Consultant is fully responsible.
- t) "Terms of Reference" (TOR) means the document included in the RFP, which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

**LETTER OF INVITATION (LOI)**

Location & Date: \_\_\_\_\_

Dated \_\_\_/\_\_\_/2018

Name & Address of Consultant: \_\_\_\_\_

Attention: \_\_\_\_\_

## **INTRODUCTION**

- a) The Client “FATA Development Authority” has been entrusted the task to develop a chain of new industrial/economic zones in a dynamic and innovative manner. The authority will be engaged in management and development of modern and top class infrastructure throughout industrial/economic estates in FATA.
- b) You are hereby invited to submit technical and financial proposal for consultancy services required for the assignment named in the attached LOI data sheet (referred to as “Data Sheet” hereafter) annexed with this letter. Your proposal could form the basis for future negotiations and ultimately a contract between your firm and the client named in the "Data Sheet".
- c) A brief description of the assignment and its objectives are given in the Data Sheet and details are provided in the attached TOR.
- d) The assignment shall be implemented in accordance with the phasing indicated in the Data Sheet. (When the assignment includes several phases, continuation of services for the next phase shall be subject to satisfactory performance of the previous phase, as determined and directed by the Client)
- e) To obtain first-hand information on the Assignment and on the local conditions, you are encouraged to pay a visit to the Client before submitting a proposal and attend a pre-proposal conference if specified in the Data Sheet. Your representative shall meet the officials named in the Data Sheet. Please ensure that these officials are advised of the visit in advance to allow adequate time for them to make appropriate arrangements. You must fully inform yourself of local conditions and take them into account in preparing your proposal.
- f) The client shall provide the inputs specified in the Data Sheet, assist the Consultants in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- g) Please note that:
  1. The cost of preparing the proposal and of negotiating the contract, including a visit to the client, are not reimbursable as a direct cost of the assignment; and
  2. The client is not bound to accept any of the proposals submitted and reserves the right to accept or reject any or all proposals as per PPRA rules.
  3. In case of a prequalified Joint Venture, a Joint Venture agreement on the stamp paper has to be signed by the Joint Venture Firms / partners and each of whom will be jointly and severally

liable to the Client for all the Consultant's obligations under the Contract.

Further the JV shall nominate a Representative by submitting power of Attorney signed by legally authorized signatories of all the joint venture partners who shall have the authority to conduct all business for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the contract, during contract execution.

- h) An invitation to submit proposals has been sent to the firms as listed/stated in the Data Sheet.
- i) We wish to remind you that in order to avoid conflicts of interest:
1. 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; and
  2. Any previous or ongoing participation in relation with the project by your firm, its professional staff, its affiliates or associates under a contract may result in rejection of your proposal. You should clarify your situation in that respect with the client before preparing the proposal.
  3. The Client shall neither be liable for any such actions nor be under any obligation to inform the bidder of the grounds for rejection/any marking against technical bid, however, may be debriefed if solicited.
  4. The client may visit the consultants' premises and selected projects for evaluation purposes.
  5. The successful consultant will have to establish a sub office in PESHAWAR within 14 days of receiving of LOA.

Proposals must be delivered in sealed envelopes by hand or through registered mail, to:

**General Manager (Technical), FATA Development Authority,  
Plot No. 46-A, Sector B-2, Phase-V, Hayatabad, Peshawar.**

## **DOCUMENTS**

- a) To prepare a proposal, please use the attached Forms/Documents listed in the Data Sheet.
- b) Consultants requiring a clarification of the documents must notify the client, in writing, not later than Ten (10) days before the proposal submission date. Any request for clarification in writing by letter, email or fax shall be sent to the client's address indicated in the Data Sheet. The Client shall respond accordingly to such requests and copies of the response shall be sent to all invited consultants.
- c) At any time before the submission of proposals, the client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consulting firm, modify the documents by amendment. The amendment shall be sent in writing to all invited consulting firms and will be binding on them. The client may at its discretion extend the deadline for the submission of proposals.

## ***PREPARATION OF PROPOSAL***

You are requested to submit a technical and a financial proposal.

### **TECHNICAL PROPOSAL**

- a) In preparing the technical proposal, you are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information shall be at your own risk and result in rejection of your proposal.
- b) During preparation of the technical proposal, you must give particular attention to the following:
  1. If you consider that your firm does not have all the expertise for the Assignment you may obtain a full range of expertise by associating with other firms or entities. You may also utilize the services of expatriate experts but only to the extent for which the requisite expertise is not available in any Pakistani Firm. You may not associate with the other firms invited for this assignment unless specified in the Data Sheet.
  2. The estimated number of key professional staff required for the Assignment is stated in the Data Sheet. Your final financial proposal should be based on per acre cost. The per acre cost shall deem to cover all activities mentioned in TORs/ scope of work. Payment shall be made on the basis of payment schedule.
  3. The key professional staff proposed shall be permanent employees of the firm unless otherwise indicated in the Data Sheet.
  4. Proposed staff should have experience preferably under conditions similar to those prevailing in the

area of the Assignment. The minimum required experience of proposed key staff shall be as listed in the Data Sheet.

5. No alternative to key professional staff may be proposed, and only one Curriculum Vitae (CV) may be submitted for each position.
  6. Study reports must be in the English and Chinese Languages. Working knowledge of the national language by the firm's personnel is recommended. The knowledge of the regional language where the Assignment is located will be considered additional qualification.
- c) Your technical proposal shall provide the following and any additional information, using the formats attached in Appendix 1:

**I-Form-1a & 1b:** A brief description of the Consultant's organization and an outline of recent Ten years' experience on assignments of a similar and general nature. For each assignment, the outline should indicate, inter alia, the profiles of the staff provided, duration, and contract amount and firm's involvement.

**I-Form-2:** A list of projects presently being under taken by the Firm and expertise-wise total number and number of staff deployed on the projects being presently under-taken.

**I-Form-3:** Consultants understanding of the objectives of the project, their approach towards the assignment and description of methodology that the consultants propose to perform on the activities and completion of the assignment.

**I-Form-4:** Any comments or suggestions on the TOR; The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR.

**I-Form-5:** CVs recently signed by the proposed key professional staff. Key information should include number of years with the firm, and degree of responsibility held in various assignments especially during the last ten (10) years.

**I-Form-6:** A monthly work plan, illustrated with a bar chart of activities and graphics of the critical path method (CPM) or Project Evaluation Review Techniques (PERT) type.

**I-Form-7:** A schedule for compilation and submission of various types of reports as envisaged in Appendix-B of TOR.



**I-Form-8:** A work plan and time schedule for the key personnel also showing the total number of person-months by each key person.

**I-Form-9:** The composition of the proposed staff team, the tasks which would be assigned to each staff members and their positions.

- d) If the Data Sheet specifies training as a major component of the Assignment, a detailed description of the proposed methodology, staffing, budget and monitoring.
- e) Any additional information as requested in the Data Sheet.
- f) The technical proposal shall not include any financial information. The Consultant's comments, if any, on the data, services and facilities to be provided by the Client and indicated in the TOR shall be included in the technical proposal.

## **FINANCIAL PROPOSAL**

- a) The financial proposal should list the costs associated with the assignment. These normally cover remuneration for staff in the field and at headquarters, per diem, housing, transportation for mobilization and demobilization, services and equipment (vehicles, office equipment furniture and supplies), printing of documents, surveys and investigations. These costs should be broken into foreign (if applicable) and local costs. Your financial proposal should be prepared using the formats attached as Appendix 2 i.e. Form Nos. 1 through 6. Your financial proposal shall clearly state the amount for each deliverable separately and the per acre cost at the end.
- b) The financial proposal shall also take into account the professional liability as provided under the relevant Contract for Engineering Consultancy Services and cost of insurances specified in the Data Sheet.
- c) Costs will be expressed in PKR (Rs.).

## ***SUBMISSION OF PROPOSALS***

- a) You shall submit one original technical proposal and one original financial proposal and the number of copies of each 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 envelopes, 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 THE EVALUATION COMMITTEE.”**

1. The name and mailing address of the bidder shall be clearly marked left hand on the envelope.
2. The bids shall be prepared in the English language. Information in Chinese language shall be accompanied by its translation in English. Client reserves the rights to reject the bids in case of non-compliance of the above requirement.
3. The bidders must respond to all questions and provide complete information as advised in this document. Any lapse to provide essential information may result in rejection of the bid.
4. The clarification meeting will be conducted upon request of firms.
- b) 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 Consultant’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.
- c) The proposal shall contain no interlineations or overwriting except as necessary to correct errors made by the Consultants themselves. Any such corrections shall be initialed by the person or persons signing the proposal.
- d) The completed technical and financial proposals shall be delivered on or before the time and date stated in the Data Sheet.
- e) The proposals shall be valid for the number of days stated in the Data Sheet from the date of its submission. During this period, you shall keep available the professional staff proposed for the assignment. The Client shall make its best effort to complete negotiations at the location stated in the Data Sheet within this period.

**PROPOSAL EVALUATION**

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.

**TECHNICAL PROPOSAL:**

The evaluation committee appointed by the Client 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 (St). Firms scoring less than seventy (70) percent points shall be rejected and their financial proposals returned un-opened.

**FINANCIAL PROPOSAL:**

**FOR QUALITY CUM COST BASED SELECTION**

- a) The financial proposals of the consulting firms scoring equal or more than 70%, 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.

- b) The evaluation committee shall determine whether the financial proposals are complete and without computational errors. The lowest financial proposal ( $F_m$ ) among the three shall be given a financial score ( $S_f$ ) of 100 points. The financial scores of the proposals shall be computed as follows:

$$S_f = 100 \times \frac{F_m}{F}$$

(F = amount of specific financial proposal)

- c) Proposals, in the quality cum cost based selection shall finally be ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores using the weights (T- the weight given to the technical proposal, P = the weight given to the financial proposal; and T+P=1) indicated in the Data Sheet:

$$S = S_t \times T \% + S_f \times P \%$$

### ***NEGOTIATION***

- a) Prior to the expiration of proposal validity, the Client shall notify the successful Consultant that submitted the highest ranking proposal in writing, by registered letter, cable telex or facsimile and invite it to negotiate the Contract.
- b) Negotiations normally take from two to five days. The aim is to reach agreement on all points and initial a draft contract by the conclusion of negotiations.
- c) Negotiations shall commence with a discussion of your technical proposal. The proposed methodology, work plan, staffing and any suggestions you may have made to improve the TOR. Agreement shall then be reached on the final TOR, the staffing, and the bar charts, which shall indicate activities, staff, and periods in the field and in the home office, staff months, logistics and reporting.

- d) Changes agreed upon shall then be reflected in the financial proposal, using proposed unit rates (no negotiation of the staff month rates).
- e) Having selected Consultants on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the staff named in the proposal. Prior to contract negotiations, the Client shall require assurances that the staff members will be actually available. The Client shall not consider substitutions of key staff except in cases of un-expected delays in the starting date or incapacity of key professional staff for reasons of health.
- f) The negotiations shall be concluded with a review of the draft form of the contract. The Client and the Consultants shall finalize the contract to conclude negotiations. If negotiations fail, the Client shall invite the Consultants that received the second highest score in ranking to Contract negotiations. The procedure will continue with the third in case the negotiation process is not successful with the second ranked consultants.

### ***AWARD OF CONTRACT***

- a. The contract shall be awarded after successful negotiations with the selected Consultants and approved by the competent authority. Upon successful completion of negotiations/initialing of the draft contract, the Client shall promptly inform the other Consultants that their proposals have not been selected.
- b. The selected Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

### ***CONFIRMATION OF RECEIPT***

Please inform the Client by letter/email courier or any other means:

1. that you have received the letter of invitation;
2. whether you will submit a proposal; and
3. If you plan to submit a proposal, when and how you will transmit it.

**DATA SHEET****LOI CLAUSE #****1. The name of assignment is:**

“Feasibility, Design for Establishment of Common Facilitation and Training Center at Mohmand Industrial Estate, Approach Road from Peshawar-Turkham Express Way to MIE and Construction of Bridge on River Kabul”.

**2. The name of client is:**

FATA Development Authority (FATA DA).

**3. The description and the objectives of the assignment are:**

See TORs

**4. Phasing of the assignment (if any):**

- Feasibility Phase

**5. Pre-proposal Conference: Yes ( ) No ()****6. The documents are:**

LOI, Datasheet, Technical & Financial Proposal Forms, TORs, Reference of type of Contract, Sample Formats / Appendices etc.

**7. The address for seeking clarification is:**

General Manager (Technical), FATA Development Authority, Plot No. 46-A, Sector B-2, Phase-V, Hayatabad, Peshawar.

- i. A short-listed firm may associate with another short-listed or non- shortlisted firm.  
Yes ( ) No ()
- ii. The consultant shortlisted by client may participate in several proposals.  
Yes () No ( )
- iii. Proposed key staff shall be permanent employees who are employed with the consultants at least six months prior to submission of Proposal.  
Yes () No ( )

**8. The minimum required experience of proposed Key staff**

See Personnel Capabilities

**9. Training is an important feature of this Assignment:**

Yes \_\_\_ No (✓)

**Professional liability, insurances (description or reference to appropriate documentation):**

Covered under clause 3.4 of Contract for Engineering Consultancy Services of Pakistan Engineering Counsel.

**10. The number of copies of the Proposal required is:**

One original and One copy

**11. The address for writing on the proposal is:**

General Manager (Technical), FATA Development Authority, Plot No. 46-A, Sector B-2, Phase-V, Hayatabad, Peshawar.

**Telephone:** 091 - 9219515

**Email:** gmtechnical@fatada.gov.pk

**Fax:** 091 - 9219511

**12. The date and time of proposal submission are:** 29th March 2018 at 11:00 AM or before

**13. Validity period of the proposal is (days, date):** 90 days

**14. The date, time and address of the financial proposal opening are:**

Will be communicated later

**15. The weights given to the Technical and Financial proposal are:**

Total =100 %

- |               |     |
|---------------|-----|
| a. Technical: | 80% |
| b. Financial: | 20% |

## **TECHNICAL BID EVALUATION CRITERIA**

### **GENERAL**

Evaluation will be based on all the criteria given in succeeding paras, regarding the bidder's financial soundness, experience record, and personnel capabilities as demonstrated by the Applicant's responses in the forms attached to this letter. The Employer reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract. Sub-consultants experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria. However, Joint Venture experience & resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of Joint Venture.

The Technical Proposal will be evaluated on the basis of Firms Experience and the experience of the personnel. The criteria to be used for evaluation and working system to be followed shall be as under:-

<b>S. No.</b>	<b>Description</b>	<b>Maximum marks</b>
1.	Firm's relevant experience of similar Projects/Assignments	10
2.	Qualification and relevant experience of the proposed key personnel	50
3.	Adequacy of the proposed work plan and methodology in response to the TORs	40
	<b>Total:</b>	<b>100</b>

# STANDARD FORMS



**APPENDIX-I**

**TECHNICAL PROPOSAL FORMS**

**Form 1a****FIRM'S REFERENCE****Specific Experience Carried Out in the Last Ten Years  
Which Best Illustrate Qualifications**

Using in the format below, provide information on each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was largely contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm:
Name of Client:		No of Staff:
Address:		No of Staff Months:
Start Date (Month/Year):	Completion (Month/Year):	Date
		Approx. Value of Services (in Current USD/Rs.)
Name of Associated Firm (s), if any:		No. of Months of Professional Staff Provided by Associated Firm(s)
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project		
Description of Actual Services Provided by Your Staff		
Consultants' Name: _____		

**Form 1b****FIRM'S REFERENCE****General Experience Carried Out in the Last Ten Years  
Which Best Illustrate Qualifications**

Using in the format below, provide information on each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was largely contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm:
Name of Client:		No of Staff:
Address:		No of Staff Months:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current USD/Rs.)
Name of Associated Firm (s), if any:		No. of Months of Professional Staff Provided by Associated Firm(s)
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project		
Description of Actual Services Provided by Your Staff		
Consultants' Name: _____		

*Form 2*

***PRESENT STAFF DEPLOYMENT***

(As of \_\_\_\_\_)

<b>Major Project(s) Presently Undertaken</b>			
	<b>Project Name</b>	<b>Location</b>	<b>Associates(s)</b>

<b>Field of Expertise</b>	<b>Total Number of Permanent Staff</b>	<b>Staff Assigned to Above Projects</b>

**Form 3****APPROACH PAPER ON METHODOLOGY PROPOSED  
FOR PERFORMING THE ASSIGNMENT**

Approach and Methodology proposed by the firm to carry out the assignment is sub divided in to several areas which include the following heads.

- Understanding of objectives
- Quality of Methodology
- Innovativeness
- Work Program
  - o Activity Schedule
  - o Team Organization
  - o Bar Chart
  - o CPM
  - o Staff Duty Matrix
  - o Staffing Schedule
  - o Estimate of Staff Months
- Feasibility Proposed for the Assignment
  - o Support Staff
  - o Office Accommodation/Furnishing
  - o Living Accommodation
  - o Equipment
  - o Transport
- Conciseness, Clarity & Completeness in Proposal Presentation

***Form 4******COMMENTS/SUGGESTIONS OF CONSULTANT***

On the Terms of Reference (TOR)

1.

2.

3.

4.

5.

6.

Etc.

On the data, services and facilities to be provided by the Client indicated in the TOR: -

1.

2.

3.

4.

5.

Etc.

**Form 5****FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY STAFF**

1. Proposed Position: \_\_\_\_\_
2. Name of Firm: \_\_\_\_\_
3. Name of Staff: \_\_\_\_\_
4. Profession: \_\_\_\_\_
5. Date of Birth: \_\_\_\_\_
6. Years with Firm: \_\_\_\_\_
7. Nationality: \_\_\_\_\_
8. Membership in Professional Societies: \_\_\_\_\_  
(Membership of PEC is Mandatory)
9. Detailed Tasks Assigned on the Project: \_\_\_\_\_  
\_\_\_\_\_

## 10. Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to one page].

## 11. Education:

[ Summarize college/university and other specialized education of staff member, giving names of institutions, dates attended and degrees obtained.]

## 12. Employment Record:

[ Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where

appropriate.

13. Languages: -

[Indicate proficiency in speaking, reading and writing of each language: excellent, good, fair, or poor].

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these bio-data correctly describe myself, my qualifications and my experience.

\_\_\_\_\_  
Signature of Staff Member

Date: \_\_\_\_\_  
Day/Month/Year



*Form 6*

***WORK PLAN/ACTIVITY SCHEDULE***

Needs to be Prepared on Primavera/MS Project

***Form 7***

***Completion and Submission of Reports***

<b>Reports</b>	<b>Date</b>

**Form 8**

**WORK PLAN AND TIME SCHEDULE FOR KEY PERSONNEL**

Name	Position	Months (in the form of a Bar Chart)															Number of Months
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	

Full Time: \_\_\_\_\_

Part Time: \_\_\_\_\_

Activities Duration \_\_\_\_\_

Yours faithfully,

Signature \_\_\_\_\_  
(Authorized Representative)

Full Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_

**Form 9****COMPOSITION OF THE TEAM PERSONNEL AND THE TASKS TO  
BE ASSIGNED TO EACH TEAM MEMBER****Technical/Managerial Staff/Support**

Name	Position	Task Assignment

**APPENDIX-II**

**FINANCIAL PROPOSAL FORMS**

**Form 1**

**BREAKDOWN OF RATES FOR CONSULTANCY CONTRACT**

Project: \_\_\_\_\_ Firm: \_\_\_\_\_

Name	Position	Basic Salary per Cal. Month	Social Charges (%age of 1)	Overhead (%age of 1+2)	Sub-Total (1+2+3)	Fee (%age of 4)	Rate per Month For Project Office	Field Allow. (%age of 1)	Rate per Month for Field Work
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**Notes:**

Item No. 1 Basic salary shall include actual gross salary before deduction of taxes. Payroll sheet for each proposed personnel should be submitted at the time of negotiations.

Item No. 2 Social charges shall include Client’s contribution to social security, paid vacation, average sick leave and other standard benefits paid by the company to the employee. Breakdown of proposed percentage charges should be submitted and supported (see Form 2).

Item No. 3 Overhead shall include general administration cost, rent, clerical and junior professional staff and business getting expenses, etc. Breakdown of proposed percentage charges for overhead should be submitted and supported (see Form 3).

Item No. 5 Fee shall include company profit and share of salary of partners and directors (if not billed individually for the project) or indicated in overhead costs of the Company.

Item No. 7 Normally payable only in case of field work under hard and arduous conditions.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_









## TERMS OF REFERENCE

**FEASIBILITY, DESIGN AND ESTABLISHMENT OF COMMON FACILITATION & TRAINING CENTER, EFFLUENT PLANT AT MOHMAND INDUSTRIAL ESTATE (MIE), APPROACH ROAD FROM PESHAWAR-TURKHAM EXPRESS WAY ROAD TO MIE AND CONSTRUCTION OF BRIDGE ON RIVER KABUL”.**

### **Background and Rationale:**

More than 2.000 million tones marble extracted from Bajaur and Mohmand Agencies annually, is mainly processed in the local marble processing units established in different clusters at Shabaqadar and Peshawar. Most of these units operate on less than 25% of their installed capacity or remain closed due to the deficient and irregular power supply and security problems.

In order to address the hardships of the marble sector, FATA DA planned to establish marble city in Mohmand Agency to accommodate about 300 marble processing units and with all the required infrastructure facilities. Most of the essential activities including water and powered supplies, telecommunication, boundary wall and security posts have been completed. Besides, internal roads and sewerage system in Phase-I have been finalized.

It is established fact that Common facilitation & Training Center (CFTC) along with a sizeable warehouse is an integral part of every specialized Industrial Estate. The CFTC is equipped with updated modern machinery and provides services to the investors for producing finished products of International standard. Keeping its importance inview, FATA DA also plan to establish a CFTC, in Mohmand Industrial Estate (MIE).

It will not be out of place to point out that in order to recycle the used water, recover the suspended waste from the water used in marble processing and re-utilize the waste in other products, establishment of effluent plant is essentially required. It will only utilize the water judiciously, but will help prevent environmental degradation in MIE to a great extent.

In addition to the above, proper connectivity of the Industrial estate to the road links and ultimately to the markets is also inevitable. Therefore, the road from MIE to Peshawar-Turkham and Indus High Way along-with Bridge on River Kabul has been proposed.

Objectives of feasibility study:-

To carry out feasibility study and design of CFTC & Warehouse Effluent Plant in MIE, Approach Road From Peshawar-Turkham Express Way Road To MIE And Construction of Bridge On River Kabul to ascertain its economic viability.

### **Objective:**

The objective of this assignment is to provide consultancy services for feasibility study including master planning and engineering design of the Common Facilitation & Training Center, Warehouse, Effluent Plant, Approach Road from Peshawar-Turkham Express Way to MIE and Construction of Bridge on River Kabul.

### **Objectives of CFTC, Effluent Plant, Approach Road and Bridge are:**

#### **The CFTC will offer:-**

- a) Plants for Square Blocks, Cutting & Finishing.

- b) Support and facilitation to the industry by providing the processes those are not available otherwise in the individual units.
- c) Trainings in Mosaics, Inlay, Cutting & Polishing for semi and skilled manpower.
- d) The latest domestic and international market information through its up-to-date research and development system.
- e) Marketing techniques for presenting products in local and international markets.
- f) Serve as a “Market Place” for sale of Blocks.

**The Effluent Plant will ensure:-**

- a) Recycling of used water for further use in the marble and other processing units.
- b) Collection of suspended waste material for use in other products.
- c) Reducing environmental degradation.
- d) Saving energy on account of lifting water from River Kabul.

**Approach Road and Bridge on River Kabul will ensure:**

- a) Safe and easy connectivity to Peshawar-Turkham Express way and Indus High Way being the western CPEC route.
- b) Supply of Raw Material from the adjoining areas of Khyber Agency
- c) Supply of finished goods to the Afghanistan & Central Asian Countries and other world markets through CPEC.

**Scope of Services**

The Firm will carry out the following tasks:

**Feasibility Study:**

- A detail Feasibility Report purely on commercial considerations covering financial, economic, management, social and regional aspects. *The Feasibility study conducted by Firms should be in both English and Chinese language.*

The feasibility report must contain:

- Financial and economic analysis projected over 10 years containing cash flows, profit and loss account, balance sheet, FIRR, EIRR and Financial ratios to ascertain project viability and sustainability.
- Risk analysis identifying the types and magnitude of risk and measures to overcome.

**Design:**

If the project is found feasible and deserves to be taken to the next stage, in that case:

- Workable mode of Public Private Partnership with justification and supported by facts and figures with its detail mechanism and legal coverage.
- Management structure for sustainable operation and maintenance of CFTC, Warehouse, Effluent Plant, Approach Road and Bridge.
- Complete documents containing TORs for inviting expression of interest.
- Terms and conditions of the Agreement for the proposed mode of public private partnership duly incorporating all safeguards for secure and viable investment by FDA.
- Projected Profile and Loss and Balance Sheet for three years after commercial production of CFTC, Warehouse, Effluent Plant, Approach Road and Bridge.
- Complete Environmental Impact Assessment (EIA) as per laws in vogue and propose measures for compliance of National Environmental Quality Standards (NEQS) by recommending mitigating mechanism.
- Viable exist strategy for FDA.
- Detailed design of all components of the proposed CFTC, Warehouse Effluent Plant, Approach Road and Bridge.
- Engineering estimates of each project component based on approved Government rates/CSR.
- Preparation of PC-I for the establishment of CFTC, Warehouse, Effluent Plant, Approach Road and Bridge in FATA for the approval of Competent Authority.
- BOQs and Tender Documents on international standards with specifications and construction drawings.
- Assistance in pre-qualification and bid evaluation of contractors.

### **EIA Report:**

Environmental Impact Assessment Report is required to be prepared in line with the relevant laws and regulations. Standard Environmental Impact Assessment (EIA) will be carried out by the Consultant in the light of guidelines/ rules/ regulations issued by the Government of Pakistan, emanating from Pakistan Environmental Protection Act. 1997. The Consultant shall discharge the following obligations (but not limited to) to meet with statutory requirements of EIA:-

1. Consultant shall examine essential base line conditions, foreseeable disturbance or impacts to the prevailing conditions for suggesting mitigation measures.
2. All the data collection/ surveys/ questionnaires /interviews should be well coordinated for the proper assessment of baseline conditions and providing the foundation for further studies and recommendations.

3. Identify/ investigate and prepare a comprehensive profile of the likely project impacts on the physical (water, soil, air, noise etc.), and biological (flora and fauna) features and suggest solutions and prepare frame work to ensure that such damage is to the minimum.
4. Preparation of detailed management plan for enhancing the environmental conditions such as plantation, stability of soil, and management of surface runoff.
5. Consultant shall submit Environmental Impact Assessment (EIA) Report according to the requirements of Environmental Protection Department (EPD), with a soft copy. The Consultant shall remain under obligation to comply with the observations/ objections till the final clearance of EIA and issuance of NOC.

### **Design Criteria**

The Consultant shall, base upon the surveys and investigations, first prepare design criteria for each infrastructure facility to be designed. The criteria should give options to the client about types of material/ equipment, specifications, cost-benefit analysis, recommended material/ equipment, etc. The consultant will also recommend design speeds for the major and arterial roads and also calculate water demand and quantity of effluents/ runoff etc.

Upon approval of the design criteria from the Client, the Consultant shall undertake detailed designing of the infrastructure components based upon sound engineering practices/ national / international specifications and codes.

### **Economic and Financial Analysis**

The Consultant shall carryout a detailed economic and financial analysis of the project. The report should clearly cover and advise on:-

1. Identification and estimation of sale price of plots for calculating revenues of the project.
2. Estimation of project costs, phasing, and financing.
3. Preparation of projected financial statements.
4. Financial viability of proposed project through establishing various financial indicators.
5. Number and type of employment generated in the project.
6. Contribution to taxes (all types from all potential sources)
7. Contribution to GDP of the project.

The economic and social benefits of the proposed project shall be evaluated in arriving at cost-benefits of the proposed project. As part of this analysis, calculation of the following needs to be carried out:-

- i. Net present value at selected intervals and rate of discount based on various parameters.
- ii. I.E.R.R. and I.F.R.R. on the same basis as in (a) above.
- iii. The break-even point at optimum and maximum capacities.
- iv. Cost-Benefit-Ratio and Capital Output Ratio.
- v. Values added.

- vi. Effect rate of protection of the project.
- vii. Sensitivity Analysis.
- viii. Payback Period.

The Consultant shall carryout sensitivity analysis for each outcome mentioned above.

### **Detailed Engineering Design**

The consultant shall prepare detailed engineering design of each infrastructure component mentioned above as per accepted sound engineering practices, codes and/ or specifications.

### **Engineer Estimate / PC-I preparation on BOI Template**

The consultant shall prepare engineer estimate based upon market rate system. The consultant will include in the estimate modern construction practices so that the industrial estate is developed as a benchmark for future developments. The estimate should include use of modern machinery, equipment, formwork, etc.

### **Tender Documents**

The Consultant shall prepare tender documents based upon Pakistan Engineering Council/ FIDIC guidelines. The technical specifications should be compatible with the modern engineering and construction practices

### **TERMINATION OF CONSULTANCY**

The termination of the consultancy shall be based on the timely completion of the action plan/project documents/ final report that is to be presented in hard and soft format keeping in view the thematic focus of these TORs.

### **Limitation/constraints:**

The components of the feasibility study are sequentially designed on the premise that in case on account of any parameter mentioned above or emerged during the course of study, provide sufficient grounds for determining the project unfeasible, further activity/ies have to be ceased and accordingly any subsequent activity/ies will not qualify for any payment.

### **Time Schedules, Reporting and Deliverables.**

#### **Completion Time:**

Completion period for the assignment is eight months from award of contract.

#### **Reporting**

- The Consultant must keep a constant liaison with the FATA DA to receive feedback and incorporate the remedial measures proposed during the course of compilation of the final document or the proposed Plan of Action.
- The Consultant will submit a monthly report about the progress compared to the work plan submitted.

- The Consultant will write and submit an inception report within the first two weeks after conducting preliminary surveys and meetings. The inception report will contain, but not limited to, consultant methodology to be adopted during the consultancy period and subsequent work plan.
- Draft feasibility report.
- Final feasibility report.
- Draft design.
- Final design.

### **Deliverables**

The Consultant shall be liable to submit the following to the client within the time frame specified against each deliverable after signing of the agreement.

- Work plan along with the technical proposal.
- Inception report four (4) copies (one month).
- Monthly progress report (10) copies based on the work plan.
- Finding and assessment reports of all field visits, interaction with the stake-holders etc.
- Detailed feasibility report on financial, economic, technical, management, social and regional aspects justifying the establishment of CFTC, Warehouse, Effluent Plant, Approach Road and Bridge.
- Workable mode of Public Private Partnership with justification and supported by facts and figures with its detailed mechanism.
- Management structure for sustainable operation and maintenance of CFTC, Warehouse, Effluent Plant, Approach Road and Bridge.
- Complete documents containing TORs for inviting expression of interest.
- Terms and condition of the Agreement for the proposed mode of public private partnership duly incorporating all safeguard for secure and viable investment by.
- Projected Profit & Loss and Balance sheet for three years after commercial production of CFTC, Effluent Plant, Approach Road and Bridge.
- Complete Environmental Impact Assessment (EIA) as per the laws in vogue and propose measures for compliance of National Environmental Quality Standards (NEQS) by recommending mitigating mechanism.
- Report on viable exist strategy for FDA.
- Detailed design of all components of the proposed CFTC Warehouse & Effluent Plant.
- Engineering estimates of each project component based on approved Government rates/CSR.
- BOQs and Tender documents as per set standards with specifications and construction drawings.
- PC-I for the establishment of CFTC, Warehouse, Effluent Plant, Approach Road and Bridge in MIE for the approval of competent authority.
- Assistance in pre-qualification and bid evaluation of contractors.

- Interim draft report (10) copies. Consultant has to make a presentation to FATA DA on the draft report and make necessary changes and fulfill deficiencies in the report as identified during the presentation by the client.
- Final Report (10) copies in a format approved by the client.

All documents, data, assessment reports, findings, survey reports, workshop reports, recommendations and any other information gathered, collected and consolidated during the conductance of this study shall be the sole property of FATA Development Authority and shall not be used by the Consultant in any other way or shared with any other individual, agency, institution, group or NGO etc. Soft copies of all reports, plans, submissions etc should be provided to FATA DA.

### **Manpower Requirements**

It is envisioned and proposed that the consultant will deploy following minimum manpower during execution of this consultancy.

<b>S.No</b>	<b>Designation</b>	<b>No</b>	<b>During</b>	<b>Qualification</b>
1	Team leader	01	06 months	Civil Engineer with minimum 15 years experience
2	Structure Engineer	01	03 months	M.Sc Civil Engineer with minimum 15 years experience
3	Civil Engineer	02	06 months	B.Sc Civil Engineering with 15 years relevant experience
4	Transportation Engineer	01	03 months	M.Sc Civil Engineer with minimum 10 year experience in relevant field.
5	Electrical/ Mechanical Engineer	01	02 months	B.Sc Electrical/Mechanical Engineer having more than 10 year experience
6	GeoTech Engineer	01	02 months	Master in Electrical Engineering having more than 10 year experience.
7	Architect/public Health Engineer	01	03 months	Bachelor of Architecture having more than 15 year relevant experience.
8	Environmental Specialist	01	02 months	Master in Environmental Studies having more than 10 year experience.
9	Financial Modeling Expert/ Economic Analyst.	01	02 months	Master in Finance with 05 years experience in relevant field.
10	Public Private Partnership expert	01	02 months	Master/Bachelor in Finance or CA/ACCA having 10 year relevant experience.
11	Surveyors	02	04 months	Diploma in Civil with one year survey diploma from a recognized institute

However, in case, the Consultant feels a change in the manpower requirement, they can suggest so, with complete justification.

### **Other Conditions**

1. Earnest money/ security deposit and income tax will be deducted as per the prevailing Government rules/policies.
2. The firm shall appear in Project Meetings and shall also make presentation if so directed by FATA DA for which no TA/ DA, boarding/lodging and claim for incidental charges etc, shall be entertained.



3. The Firm except with prior approval of the client i.e. FATA Development Authority shall not sublet the job or any part thereof.
4. In case the firm/consultant without sound reason fail to complete the assignments according to the time schedule, the consultant shall pay compensation and damages to FATA DA equal to 0.1% of the consultancy fee per day to a maximum of 10%.
5. The Firm may propose any addition, alteration or amendment in the TORs of the project before signing of agreement for carrying out the desired studies.
6. The client reserves the right to accept or reject any addition, alteration or amendment in the TORs of the project.
7. The Firm has to provide detailed CV of all the employees or Resource Persons etc that he/she/they intend to employ for the purpose of carrying out this study along with the technical proposal.
8. The Firm will provide undertaking that the key staff deputed for this Consultancy would not be employed on any other projects during the currency of the agreement.
9. The Firm has to ensure that the essential staff employed / deputed for this study shall only be replaced after prior approval of FATA DA.
10. Any balance activity left incomplete by the Firm would be executed by the client at the risk & cost of the firm.
11. The staff of the Firm should ensure their presence and participation in all progress review meetings, whenever and wherever required by the client.
12. All necessary technical and supporting staff shall be provided by the Firm for carrying out the survey or as directed by the client in the interest of work.

### **SCHEDULE OF SERVICES DELIVERY**

<b>S. No.</b>	<b>Reporting</b>	<b>Hard &amp; soft copy</b>	<b>Payment schedule (%)</b>	<b>Time line (months)</b>
i.	Inception / Survey & land requirement	3 sets	10	1
iii.	Interim Draft Feasibility Report	3 sets	25	2
iv.	Final Draft Feasibility Report	3 sets	20	1
v.	Acceptance of Final Feasibility Report	3sets	25	1
vi.	PC-I	3 sets	20	1
	<b>Total:</b>		100	6

**Presentations:** The consultant would be required to make frequent presentations to the Consultant Selection Committee.

**Monitoring & Evaluation:** The Assignment will be supervised at client level by a team led by General Manager (Technical).

**Contact Person and Address:**

Mr. Maqsood Anwar Khan, General Manager (Technical), FATA DA  
46-A, Sector B-2, Phase-V, Hayatabad, Peshawar  
Tel: (091) 9219515, Fax: (091) 9219511

**Time Duration:** The detailed timelines for each deliverable will be negotiated at the time of execution of formal agreement. However, for the purpose of quoting financial fee the assignment is expected to be completed in 720 days (24 weeks) from the date of execution of agreement.

**Deadline of Submission:** The technical and financial proposals must reach the ‘Contact Person’ at the address given above by **19<sup>th</sup> February 2018 by 11:00 AM**. The technical proposals will be opened at **12:00 PM** the same day.

### **WORK SCHEDULE**

The completion time of the study is 24 weeks from the date of commencement and excluding time required for approvals by FATA DA. Penalty shall be charged @Rs.1000/- per each day of delay in case of delayed completion up to a maximum of 10% of the cost of the consultancy.

### **CONTRACT FOR CONSULTANCY SERVICES**

#### **STANDARD FORM OF CONTRACT FOR SERVICES**

(For Large Projects) Lump sum Assignments will be used as a ready reference for contracting after notification of the successful bidder.

The above said document is available at Pakistan Engineering Council website



**STANDARDIZED TEMPLATE**

**REQUEST FOR PROPOSAL DOCUMENT**

**TO CONDUCT FEASIBILITY STUDIES FOR THE “ESTABLISHMENT OF SPECIAL  
ECONOMIC ZONES IN PAKISTAN”**

---

**March, 2017**

**BOARD OF INVESTMENT**

**1. Name of the SEZ**

- Name of the proposed SEZ.
- Name of Sponsoring Agency
- Name of Executing Agency
- Name of Developer
- Name of Contractor

**2. Location and Details of Areas Earmarked for Processing & Non-Processing Activities**

- Provide name of the district/province.
- Attach a map of the area, clearly indicating the SEZ location, main and branch roads, area earmarked for amenities (including commercial area), infrastructure, residential and labour colonies (must be less than 30% of the total area)
- No and size of plots
- Cost of land + development cost

**3. Description and Justification of Project**

Provide detailed description and justification of the Zone as mentioned in the **Annex-I**

**4. Capital Cost estimates**

<b>Capital Cost</b> <b>i. Local</b> <b>ii. Foreign</b>	
<b>Others</b>	
<b>Total</b>	

- Date of estimation of Project cost:
- Basis of determining the capital cost (It includes market survey, schedule rates, estimation on the basis of previous work done etc. Market Rate System (MRS))
- Provide year-wise Estimation of physical activities as per following:

S.No.	Description of Items	Quantities		
		Year-I	Year-II	Year-III
	<b>A.</b>			
	<b>B.</b>			
	<b>C.</b>			

- Phasing of capital cost be worked out on the basis of each item of work as stated above and provide as per following:

(Million Rs)

Items	Year-I			Year-II			Year-III			Total		
	Total	Local	Foreign	Total	Local	Foreign	Total	Local	Foreign	Total	Local	Foreign
<b>A</b>												
<b>B</b>												
<b>C</b>												
<b>Total</b>												

5. **Annual Operating Cost**

Item-wise annual operating cost as per formats given at **Annex-II** and **Annex-III**.

6. **Financial Plan**

a. **Equity:**

Indicate the amount of equity to be financed from each source

- Sponsors own resources
- Federal government<sup>1</sup>
- Provincial government<sup>2</sup>
- DFI's/banks
- Foreign equity
- Others

b. **Debt**

Indicate the local & foreign debt and grants (loan repayment schedule be also annexed, if applicable)

7. **Benefits of the project and analysis**

**Financial** (income to the Project along with assumptions), **Economic** (benefit to the economy along with assumptions), **Social** (Benefits with indicators), **Environmental** (Environmental impact assessment Negative /Positive) be provided on Annex-IV)

8. **Implementation**

a) **Implementation Schedule**

- Starting and Completion dates of the project
- Item-wise/year-wise implementation schedule in line with chart correlated with the phasing of physical activities.

<sup>1</sup> PSDP

<sup>2</sup> ADP

**b) Result Based Monitoring (RBM) Indicators**

Indicate Result Based Monitoring (RBM) framework indicators in quantifiable terms in the following table.

S. No	Input	Output	Outcome		Targeted Impact
			Baseline Indicator	Targets after Completion of Project	

**9. Management Structure and Manpower Requirements**

The manpower requirement as per format given at **Annex-III**,

**10. Certificate**

The name, designation and Phone # of the officer responsible for preparing and checking the document be provided. It may also be certified that the project proposal has been prepared as per standardized template given by the Board of Investment, based on guidelines provided by the Planning Commission for preparation of PC-1 for Infrastructure Projects.

## Annexure - I

**Description and Justification of Project  
(Documents Required)**

1. A basic business concept or model for the proposed SEZ.
2. Master Plan
3. A preliminary zone development plan which shall:
  - a) Define the geographic boundaries of the proposed SEZ;
  - b) Set out the basic infrastructure development requirements, both inside and outside the proposed SEZ necessary for the proper functioning of the proposed SEZ;
  - c) Set out the land requirements of the proposed SEZ;
  - d) Set out the details of the current ownership of the proposed land;
  - e) A detail analysis of prices as per sale deeds executed & registered within last five years as per official record;
  - f) Set out the manner in which land required shall be procured, including specifically whether land will need to be acquired under the Land Acquisition Act 1984;
  - g) Set out a geotechnical study and topographical survey of the proposed land;
  - h) SEZ Plan encompassing Development Plan, Marketing Plan, Financing Plan and Management Plan;
  - i) Cost of preparing the land based on the basis of technical estimates including but not limited to geotechnical and topographical survey etc.
  - j) Set out what criteria shall be applicable to the admission of zone enterprises into that SEZ.
4. Execution plan developed in Primavera.
5. Industrial mix and authorized commercial activities highlighting **specific industry as lead industry**
6. Parameters for zone admission criteria;
7. In case of zone application is being forwarded on the behest of non-recourse developer who already owns the land, proof of title/ownership land.
8. Feasibility Study containing the following minimum components:

- a. A market assessment of demand of targeted industries;
  - b. Assessment of the market price for industrial land and analysis for land pricing strategy;
  - c. Assessment of the suitability of the local area to support the targeted industries and the required infrastructure and amenities;
  - d. Financial model of the costs and revenue streams of the SEZ, along with sensitivity analysis; and
  - e. Economic impact analysis including estimates for job creation, export generation, and other benefits.
  - f. Competitive advantages of the SEZ besides highlighting resources available, including utilities and regulations
9. Infrastructure commitments for road, electricity, gas, water, sewerage/drainage, waste water treatment, communication, security, firefighting, **technical training center**, hospital and school as provided in Rule 14 of Special Economic Zones Rules, 2013.
10. **Incentives being offered**
11. Criteria and plan for selection of developer.
- 12.
13. Indicate whether the project is in consonance with the master plan of the city.
14. Specifications of industrial sheds to be provided to enterprises, if applicable.
15. Draft Development Agreement.



**Annexure-II****Administrative / Maintenance Expenses**  
**During construction**

(Rs.000)

S No.	Item	1 <sup>st</sup> Year
1.	P.O.L	
2.	Office Contingencies	
3.	Medical Expenses	
4.	Operating charge of Tube well	
5.	Overheads of controlling authority	
6.	Miscellaneous Contingent expenses	
7.	TA / DA	
	Total	

**Annexure – III****DETAILS OF EMOLUMENTS OF EMPLOYEES**  
**DURING OPERATION**

S No.	DESIGNATION	BPS	NO. OF POSTS	SALARY PER MONTH	SALARY FOR THE PERIOD EMPLOYED	ALLOWANCES FRINGE BENEFITS @ 120.00%
1.						
2.						
3.						
4.						
5.						
<b>SKILLED</b>						
<b>UNSKILLED &amp; OTHERS</b>						
<b>TOTAL EMOLUMENTS</b>						

No. of Local Employees: \_\_\_\_\_

No. of Foreign Employees: \_\_\_\_\_

**Benefits of the project and analysis**Financial/Economic Analysis (with assumptions)

- Quantifiable output of the project
- Profit and loss account and Cash Flow statement
- Net present value (NPV) and Benefit Cost Ratio
- Internal financial rate of return (IFRR)
- Unit cost analysis
- Breakeven Point (BEP)
- Payback period
- Return on equity (ROE)

Economic analysis

- Provide taxes & duties separately in the capital and operating cost
- Net present value (NPV) and benefit cost ratio (BCR)
- Internal economic rate of Return (IERR)

Employment analysis

- Employment generation (direct and indirect)

Sensitivity analysis

- Impact of delays on project cost and viability

Environmental analysis

- EIA/EIS