

Terms of Reference

Save the Children requires services of a P.E.C. registered engineering firm as a design consultant which can prepare all the design drawings and documents for the swift construction of 09 school buildings in AJK. The consultant will be required to do the following tasks.

- Plan the buildings as per site layout plan. Site list is provided in **Annexure A** which lists the name of school sites and mentions the size of the school building.
- Prepare architectural designs of the buildings and provide at least but not limited to drawings mentioned in **Annexure B**. The design should be in accordance to the type of building mentioned in **Annexure C**
- Prepare structural designs of the buildings and provide at least but not limited to drawings mentioned in **Annexure B**. the design should be in accordance to the description of type of building mentioned in **Annexure C**
- Prepare complete Shop drawings with fabrication details including single part drawings and assembly drawings. The drawings should be generated using a model modeled in an appropriate Structural steel detailing software package like “Tekla Xstructures”, “Graitec advance” etc. consultant will have to provide at least but not limited to drawings mentioned in **Annexure B**
- Prepare complete tender documents in accordance to Save the Children Procurement policy and procedures; and in accordance to governing by laws dictated through Pakistan engineering council.
- Prepare complete Bill of quantities mentioning all elements of the buildings i.e. architectural, structural, electrical, sanitary, plumbing, earthwork and sewerage etc.
- Prepare a cost estimate with respect to the prevailing rates of the market.
- The design of the buildings should be such that they meet the budget of the client “Save the Children” in case the prepared design’s costs exceed the budget of the client the consulting designer will have to repeat the design process as to meet the target budget
- Prepare Design calculations and computer models which are required by NESPAK for approval.
- Detailed technical specifications of each and every part of the building.
- Prepare submittal for NESPAK for approval of complete design of the building. This submittal should fulfill all requirements of the NESPAK for approval.
- Follow up with NESPAK and attain approval of designs.
- The complete job from signing of contract to the approval of designs should be completed within 30 calendar days.
- In case of delay after 30 days a penalty of 0.5 % per day will be applied to the consultant for every single day delay.
- Provide 10 sets of hard copies of drawings and the documents (drawings in A3 and documents in A4)

- The duties on part of Client “Save the Children” are mentioned in **Annexure D**
- The bid should be submitted by the bidding engineering firms as per **Annexure E** along with the list of documents mentioned in the same annexure

ANNEXUREURE A

Name of school	Union Council	No. of classrooms (16 ft x 24 ft)	No. of toilets (5ft x 5ft)	Examination Hal (20ftx40ft)
GGHS Chela Bandi	MCM	14	07	1
GBPS Kingran	Charakpura	02	02	0
GBPS Subri	Chatter Domail	02	02	0
GGPS Pruk	Langerpura	03	02	0
GGPS Bani Samdhani	MCM	03	02	0
GGPS Gori	Langerpura	02	02	0
GGMS Noorpur Nakran)	Kot Koomi	07	05	0
GBPS Plate	Muzaffarabad	03	02	0

ANNEXUREURE B

ARCHITECTURAL DRAWINGS:

Classroom block plan, Sections & Elevations
Office Block Plan, Sections & Elevations
Fixtures details
Building Block Plan
Building layouts
Door and window details
Architectural Details exterior and interior
Trims, flashings details
Details of all steel structure fixtures
Furniture layouts
Architectural Details at joints of buildings.
Roof Details
Roof sheeting fixture details.
Toilet block layout and details
Details of finishes
Finish Schedule

Doors & Windows Schedule

ELECTRICAL DRAWINGS:

Electrical Plan

Electrical Equipment Schedule

Electrical Details

Electrical Panels Schedule

Electrical diagrams

Electrical fixtures Details

STRUCTURAL DRAWINGS:

Structural plans, elevations and sections

Complete foundation details

Steel structure details

Steel structural member joint details

C.M.U. details

Roof structure details

Structural Details (all other members i.e. plinth beam, pulins, cleats, etc.)

SEWERAGE AND PLUMBING DRAWINGS:

Sewerage system design plans (septic tanks, and soakage pits)

Soakage pit and septic tank details.

Plumbing and piping details

FABRICATION SHOP DRAWINGS:

General arrangement drawings

Single part drawings (all members, plates, anchors, bolts etc.)

Part assembly drawings

Connection details

ANNEXURE C

The building of the schools should be a single story or double story hot rolled steel structure with reinforced C.M.U as infill.

All the connection of the buildings should be moment connection with bolts and no welding at site.

The structure should meet all NESPAK requirements in all respect and all the loading on the structure should be with respect to the applied codes.

All the buildings should be design for a seismic category Zone 4 as per UBC 97.

The steel structure has to be designed as per AISC ASD 89.

All concrete elements should be designed as per ACI 318, 2008.

ANNEXURE D

- List of schools.
- Sponsorship letter approval letter from E.R.R.A.
- Tentative site survey plans.
- When and if required the soil analysis report.

Annexure E

(To be printed on contractor's letterhead)
FORMAT OF LETTER OF BID SUBMISSION

**PROJECT : DESIGN CONSULTANCY SERVICES FOR 09 SCHOOL BUILDINGS IN
N.W.F.P AND A.J.K.**

**TO:
SAVE THE CHILDREN**

We M/S _____ have fully reviewed in detail and understand completely the T.O.R.s for the subject project and submit the following Bid:

In submitting the bid, we agree

1. To hold our bid open and valid until 30 days.
2. To enter into and execute a contract, if awarded based on this bid, and to furnish Guarantee bonds accordingly; if required.
3. To accomplish the work in accord with the contract document.
4. To complete the work by the time stipulated (30 calendar days) in the supplementary conditions.
5. We agree to be penalized 0.5 % / day if we delay the job beyond the stipulated time frame.
6. We are attaching the following documents as per the client's requirement. And we understand that if any of the following document are not attached; our bid will be then liable to cancellation by client.

Copy of valid P.E.C. registration as a consultant certificate.
Detailed company profile including list of engineers and architect to be assigned to this project.
Details of similar projects completed in Pakistan
N.T.N. certificate.

We will supply all services and carry out the works as specified for:

DESIGN CONSULTANCY SERVICES FOR 09 SCHOOL BUILDINGS IN N.W.F.P
AND A.J.K.

OUR LUMSUM PRICE INCLUSIVE ALL TAXES FOR THE JOB IS RS. _____ ONLY.

Yours faithfully,
Consultant