



Securities and Exchange Commission of Pakistan
63-NIC Building, Blue Area, Islamabad
(Support Services Division)
(Administration Department)

Subject: Services of a Civil Engineer/Consultant Required

The Commission intends to hire the services of a civil engineer for drafting of contract between the SECP and the consultant. Detailed “**Scope of Work**” of said requirement is attached as Annex “A”.

Terms & Conditions

- **Prices** must be inclusive of all taxes applicable by Govt. of Pakistan for complete assignment.
- **Quotation Validity** Minimum 30 days from the quoted date.
- **Bid/Quotation Submission Time** as per deadline specified on SECP Website.
- **Purchase Order:** Services will be acquired by issuing a Purchase Order to the best evaluated firm/consultant.
- **Duration:** Hired engineer/consultant is expected to complete the work within 10 days.
- **Invoice Processing:** Invoices against subject services will be processed for payment after verification.
- **Service Satisfaction:** In case, services of selected individual/firm are not as per requirement then Commission may cancel the issued Purchase Order and reserves the right to make or does not make any payment to the selected firm/consultant in this case.

If you are interested, you may submit sealed quotation for the above item/services to the undersigned SECP, 63-NIC Building, Jinnah Avenue, Blue Area, and Islamabad within the specified period.

With best regards,

M. Ubaidullah Khalid
Assistant Director (Admin)

Scope of Work

The Commission would like to engage services of a civil engineer for drafting of contract between the client and consultant with the following particulars:

Experience and Qualification:

- A qualified civil engineer registered with Pakistan Engineering Council.
- Work experience of more than 15 years while working for reputable organizations
- Experience of construction and contracts management for over 10 years at a senior level
- Minimum of 10 years of experience while working for an engineering consultant or a client
- Industry wide knowledge of leading market players (consultants, Architects and civil works contractors) in Pakistan

Job Description:

Draft the contract between the engineering consultant and client for design and construction supervision of a multi-story building in Islamabad while considering the following,

- Safe guard the interests of Client in contract
- The contract should account for variations and escalations and address cost implications
- The contract should prescribe manner in which free flow of information and communication between the client and the consultant takes place
- Include the relevant clauses prescribed by PEC or Institute of architects
- Highlight market practices
- Observe prevalent relevant contractual legislations

Miscellaneous:

- It is short term contract and only individuals will be hired.
- Payment will be on lump sum basis paid after the completion of assignment.
- The quotation should include a fixed amount which the engineer wants to charge for the assignment.