

Standard Bidding Document

Test procurement
(Goods)

National

Single Stage-One Envelope



September 19, 2026

*DSW (PR), Divisional Superintendent
DSW, MGPR, LHR*

Phone: +92-336-796-9169, Email: pemdsw@gmail.com

Table of Contents

REQUEST FOR BIDS	1
Instructions to Bidders	3
Bid Data Sheet	23
Bids Data Sheet (BDS)	24
Eligibility Criteria	27
Evaluation Criteria	28
Items/Lots	29
Related Services of Goods:	30
Items/Lot Specification	31
Price Schedule	32
General Conditions of Contract	34
Special Conditions of Contract	44
Bid Securing Declaration	50
Contract Form	52
Integrity Pact	55
Performance Guarantee Form	57
Annexure	60
General tender documents	61
Procurement Forms	62
Past Construction Experiences	1
Past Experience and Completed Contracts	1

Average Annual Turnover	1
Additional Forms and Documents	65

REQUEST FOR BIDS

PROCUREMENT OF GOODS

1. The **DSW (PR)** has reserved Funds for the procurement planned for FY **2026-27**. The **DSW (PR)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Test procurement**" with the reference of "**P128137**"
2. The **DSW (PR)** invites sealed Bids from eligible Bidders for procurement of goods described in the bidding documents on **EPADS v2.0**.
3. **Single Stage-One Envelope** will be used by adopting **Least Cost Based Selection (LCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority from time to time.
4. All Bids must be accompanied by a Bid Security amounting described in Bid Security Section in Bidding Document in the form of **Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee, Demand Draft** or all bids must be accompanied by bid securing declaration in the format specified in the Bidding documents
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **<https://epads.gov.pk/opportunities/federal/procurements/128137>** for all the interested bidders registered on **EPADS v2.0**. Bidders are required to get themselves registered on **EPADS v2.0** to participate in Bidding process.
6. The e-bids, prepared in accordance with the instructions in the e-Bidding Documents, must be submitted through **EPADS v2.0** on or before **Saturday, October 31, 2026 10:30 AM**. E-bids will be opened using **EPADS v2.0** on the same day at **Saturday, October 31, 2026 11:00 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on **<https://vendors.epads.gov.pk/>**. A tutorial to explain the registration process is

available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

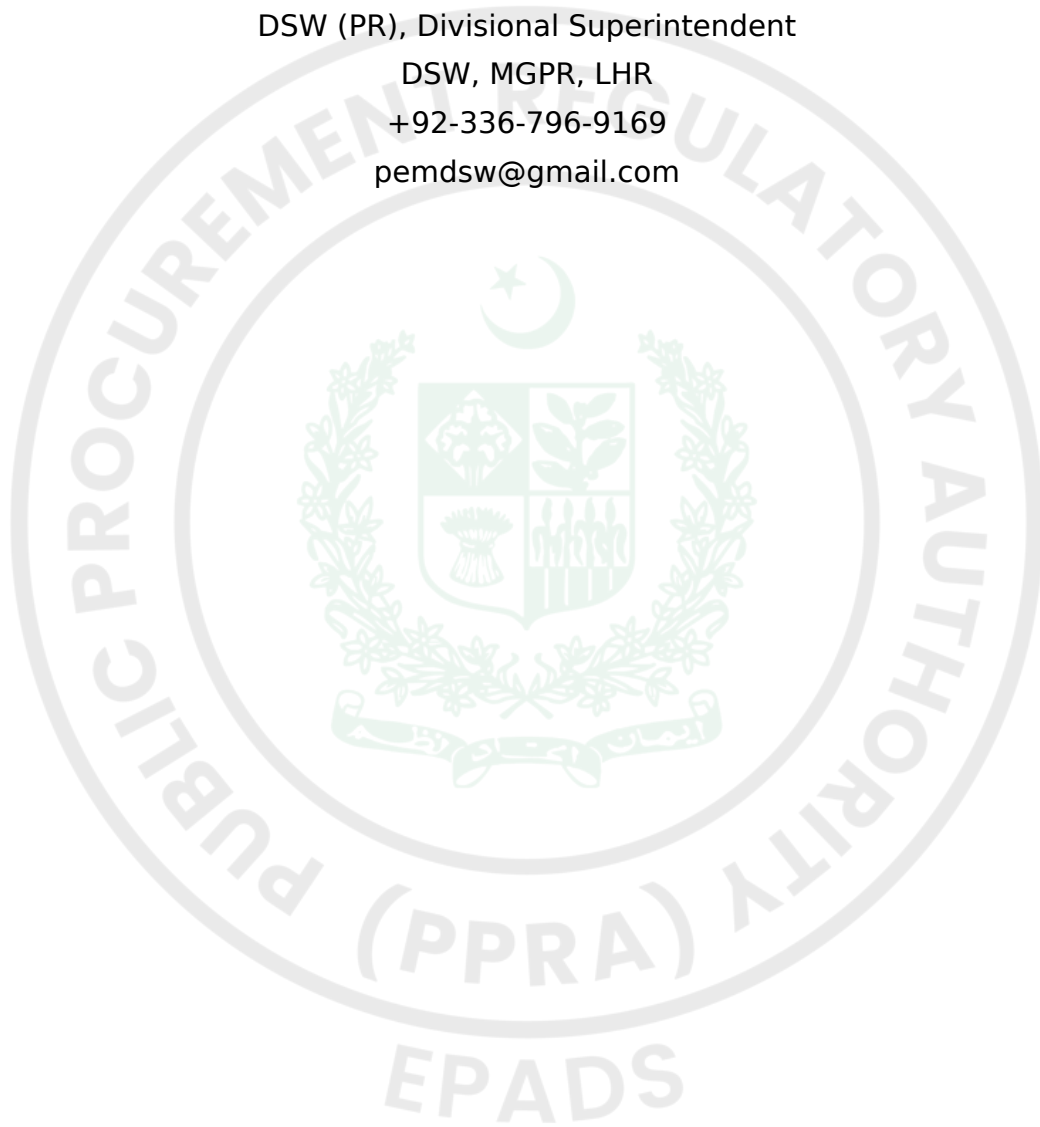
In terms of Rule 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.org.pk).

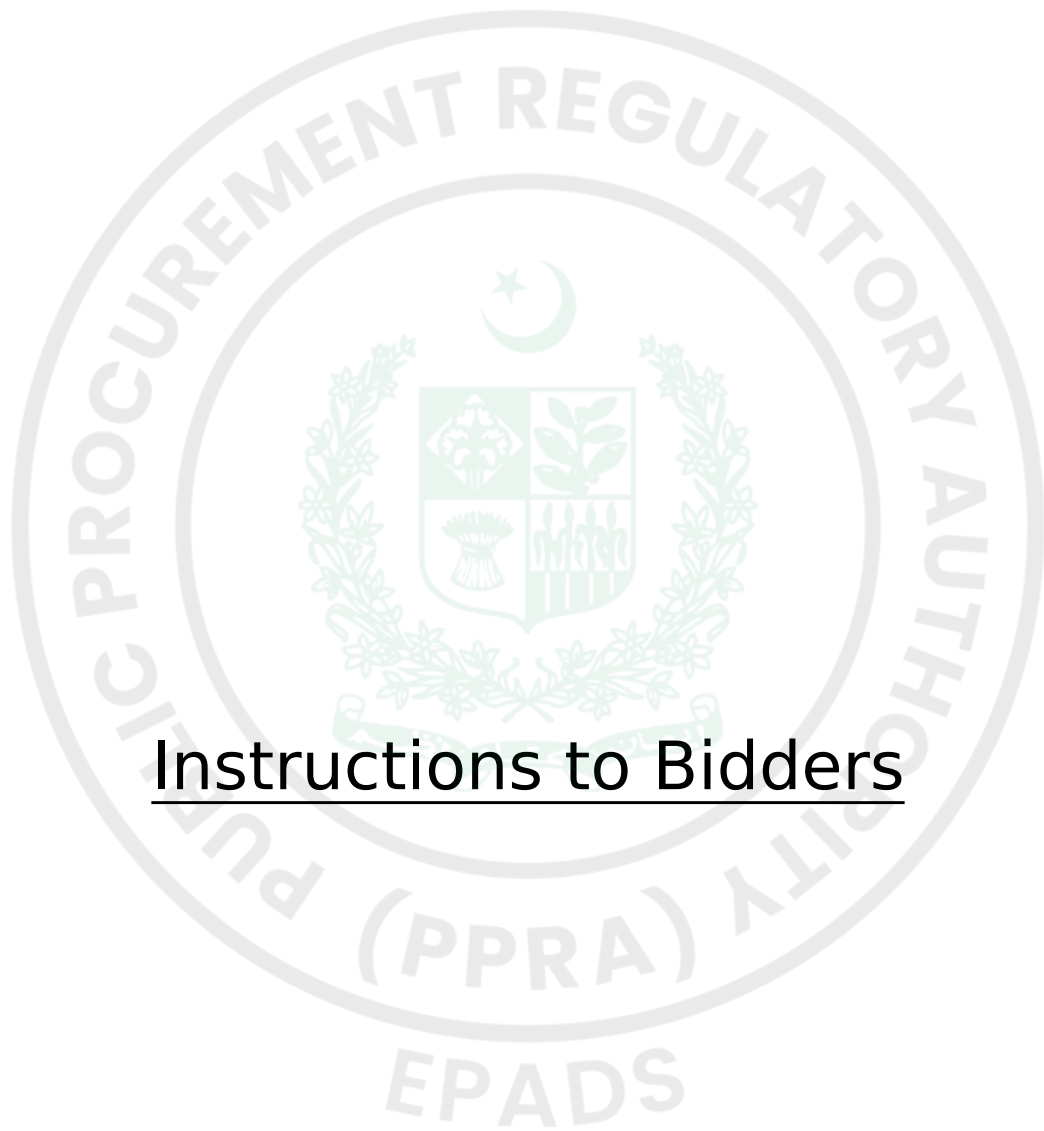
DSW (PR), Divisional Superintendent

DSW, MGPR, LHR

+92-336-796-9169

pemdsu@gmail.com





Instructions to Bidders

A. Introduction

1.Scope of Bids

1.1 The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids **through EPADS v2.0** for the provision of Goods for as specified in the BDS and **in Section V - Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. The successful Bidders will be expected to provide the goods within the specified period and timeline(s) as stated in the **BDS**.

2. Source of Funds

2.1 Source of funds is referred in Clause-1 of Invitation for Bids.

3. Eligible Bidders

3.1 A Bidder may be natural person, company or firm or public or semi-public agency of Pakistan or any foreign country, or any combination of them with a formal existing agreement (on Judicial Papers) in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture, consortium, or association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of the contract.

3.2 Verifiable copy of the agreement that forms a joint venture, consortium or association shall be required to be submitted as part of the Bid.

3.3 The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the Procuring Agency.

3.4 Any bid submitted by the joint venture, consortium or association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated (or post qualified if required) with respect to its contribution only, and the responsibilities of each party shall not be substantially altered without prior written approval of the Procuring Agency and in line with

any instructions issued by the Authority.

(The limit on the number of members of JV or Consortium or Association may be prescribed in BDS, in accordance with the guidelines issued by the PPRA).

3.5 The invitation for Bids is open to all prospective suppliers, manufacturers, or authorized agents / dealers subject to any provisions of incorporation or licensing by the respective national incorporating agency or statutory body established for that particular trade or business. Procuring agencies shall specify the registration/licensing requirements for the foreign bidders keeping in view the requirement of that business.

3.6 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:

1. are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the Goods to be purchased under this Invitation for Bids.
2. have controlling shareholders in common; or
3. receive or have received any direct or indirect subsidy from any of them; or
4. have the same legal representative for purposes of this Bid; or
5. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bids of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or
6. Submit more than one Bid in this Bidding process.

3.7 A Bidder may be ineligible if –

1. he is declared bankrupt or, in the case of company or firm, insolvent;
2. payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting (in accordance with the national laws) in the total or partial loss of the right to administer and dispose of its property;

3. the Bidder is convicted, by a final judgment, of any offence involving professional conduct;

4. the Bidder is blacklisted locally or by international organizations and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of Bid securing declaration.

3.8 As and when required, bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.

3.9 Bidders shall submit Bids relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten (10) percent of the Bid price is envisaged.

4. Eligible Goods and Related Services

4.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, and all expenditures made under the contract will be limited to such goods and services. For purpose of this Bid, ineligible countries are the countries declared ineligible by the Federal Government.

5. One Bid per Bidder

5.1 A bidder shall submit only one Bid, in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.

5.2 The Bidder shall not engage a subcontractor for any portion of the contract if the value of such subcontracting exceeds thirty percent (30%) of the total contract amount.

6. Cost of Bidding

6.1 Any cost incurred by the bidder relating to the preparation and submission of its Bid shall be borne by the bidder, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. Bidding Documents

7. Contents of Bidding Document

7.1 The Goods required, Bidding procedures, and terms and conditions of the contract are prescribed in the Bidding Documents. In addition to the Invitation for Bids, the Bidding documents which should be read in conjunction with any addenda issued in accordance with **ITB 9.1** include:

Section I -Invitation to Bids

Section II Instructions to Bidders (ITB)

Section III Bid Data Sheet (BDS)

Section IV Evaluation Criteria, Specifications, Schedule of Requirements

Section V Bid Forms

Section VI General Conditions of Contract (GCC)

Section VII Special Conditions of Contract (SCC)

Section VIII Contract Forms

7.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding documents. Failure to furnish all the information required in the Bidding documents through **EPADS v2.0** will be at the Bidder's risk and may result in the rejection of his Bids.

8. Clarification of Bidding documents

8.1 A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency through **EPADS v2.0**.

8.2 The Procuring Agency will within three (3) working days after receiving the request for clarification, respond to any request for clarification through **EPADS v2.0** provided that such request is received not later than three (03) days prior to the deadline for the submission of Bids as prescribed in **ITB 22**

8.3 Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through **EPADS v2.0**, including a description of the inquiry, but without identifying its source.

8.4 Should the Procuring Agency deem it necessary to amend the Bidding document as a result of a clarification, it shall do so following the procedure under **ITB 9**.

8.5 If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding document.

8.6 Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be uploaded on **EPADS v2.0**. Any modification to the Bidding documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to **ITB 9**. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

9. Amendment of Bidding documents

9.1 Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or Pre-Bid meeting may modify the Bidding documents by issuing addenda through **EPADS v2.0**.

9.2 The Procuring Agency shall promptly publish the addendum through **EPADS v2.0**.

9.3 Any addendum issued including the notice of any extension of the deadline shall also be communicated through EPADS v2.0 to all the bidders who have already submitted their bids. Such bidders shall have the right to withdraw their already submitted bid and re-submit the revised bid prior to the original or extended bid submission deadline.

9.4 To give prospective Bidders reasonable time in which to take an addendum/corrigendum into account in preparing their Bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of Bids through **EPADS v2.0**:

Provided that the Procuring Agency shall extend the deadline for submission of Bids, if such an addendum is issued within last three (03) days of the Bids submission deadline.

C. Preparation of Bids

10. Language of Bid

10.1 The Bid prepared by the bidder, as well as all correspondence and documents relating to the Bids exchanged by the Bidder and the Procuring Agency shall be written in the English language unless otherwise specified in the BDS. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in the English language unless otherwise specified in the **BDS**, in which case, for purposes of interpretation of the Bidder, the translation shall govern.

11. Documents and samples Constituting the Bid

11.1 The Bid prepared by the Bidder shall constitute the documents required in the **BDS**.

Details of sample(s) where applicable and requested in the BDS.

1. Documentary evidence established in accordance with ITB that the Bidder is eligible and/or qualified for the subject bidding process;
2. Documentary evidence establish that the Bidder has been authorized by the manufacturer to deliver the goods into Pakistan, where required and where the supplier is not the manufacturer of those goods;
3. Documentary evidence establish that the goods and related services to be supplied by the Bidder are eligible goods and services, and conform to the Bidding Documents;
4. Bid security or Bid Securing Declaration furnished in accordance with **ITB 18**.

12. Documents Establishing Eligibility of the Goods and Conformity to Bidding documents

12.1 To establish the conformity of the bidder to the Bidding document, the Bidder shall furnish as part of its Bids the documentary evidence that Goods provided conform to the technical specifications and standards.

13. Documents Establishing Eligibility and Qualification of the Bidder

13.1 The Bidder shall furnish, as part of its Bid, all those documents establishing the Bidder's eligibility to participate in the Bidding process and/or its qualification to perform the contract if its Bid is accepted.

14. Form of Bids

14.1 The Bidder shall fill the Form of Bid furnished in the Bidding documents. The Bids Form must be completed without any alterations to its format and no substitute shall be accepted.

15. Bids Prices

15.1 The Bids Prices quoted by the Bidder in the Form of Bid and in the Price Schedules shall conform to the requirements specified below or exclusively mentioned hereafter in the Bidding documents.

15.2 All items in the Schedule of Requirement must be listed and priced separately in the Price Schedule(s). If a Price Schedule shows items listed but not priced and neither explicitly denied, their prices shall be construed to be included in the prices of other items.

15.3 Items not listed in the Price Schedule shall be assumed not to be included in the Bid, and provided that the Bid is still substantially responsive in their absence or due to their nominal nature, the corresponding average price of the respective item(s) of the remaining substantially responsive Bidder(s) shall be construed to be the price of those missing item(s).

15.4 The Bid price to be quoted in the Form of Bid in accordance with **ITB 14.1** shall be the total price of the Bid.

15.5 The Bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total Bid price of the Goods it proposes to provide under the contract.

15.6 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account. A Bid submitted with an adjustable price will be treated as non-responsive and shall be rejected.

16. Bids Currencies

16.1 Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS in accordance with Rule 30 (2) of the Public Procurement Rules, 2004.

17. Bids Validity Period

17.1 Bids shall remain valid for the period specified in the **BDS** after the Bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of Bid validity will be determined from the complementary Bid securing instrument, i.e. the expiry period of Bid Security or Bids Securing Declaration as the case may be.

17.2 The procuring agency shall ordinarily be under an obligation to process and evaluate the bid and to issue letter of award within the stipulated bid validity period.

17.3 Under exceptional circumstances, prior to the expiration of the initial Bid validity period, the Procuring Agency may request the Bidders' consent to an extension of the period of validity of their Bids only once through **EPADS v2.0**, for the period not more than the period of initial bid validity. The Bid Security provided under **ITB 18** shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security or causing to be executed its Bid Securing Declaration. A Bidder agreeing to the request will not be required nor permitted to modify its Bid, but will be required to extend the validity of its Bid Security or Bid Securing Declaration for the period of the extension.

18. Bid Security or Bid Securing Declaration

18.1 The Bidder shall furnish as part of its Bid, a Bid Security in accordance with Rule 25 of the Public Procurement Rules, 2004.

18.2 The original Bid Security shall be enclosed within the sealed envelope and to be submitted physically before closing time for submission of bids. Whereas, scanned copy of bid security shall be uploaded electronically through EPADS v2.0 before closing hours for submission of bids.

18.3 The Bidder who failed to submit the original Bids security before the submission deadline shall be disqualified straightaway.

18.4 The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to **ITB 18.7**.

18.5 The Bid Security shall be denominated in the local currency, and it shall be a Bank Draft in the name of the Procuring Agency and valid for twenty-eight (28) days beyond the end of the validity of the Bid. This shall also apply if the period

for Bids/Bid Validity is extended. In either case, the form must include the complete name of the Bidder.

18.6 The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in **ITB 18** are invoked.

18.7 Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible, however in no case later than thirty (30) days after the expiration of the period of Bids Validity prescribed by the Procuring Agency pursuant to **ITB 17**. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, after whichever of the following that occurs earliest:

- a. the expiry of the Bid Security;
- b. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the Bid documents;
- c. the rejection by the Procuring Agency of all Bids;
- d. the withdrawal of the Bids prior to the deadline for the submission of Bids, unless the Bids documents stipulate that no such withdrawal is permitted.

18.8 The successful Bidder's Bids Security will be discharged upon the Bidder signing the contract, or furnishing the Performance Guarantee.

18.9 The Bid Security may be forfeited or the Bid Securing Declaration executed:

- a. if a Bidder:
- b. withdraws its Bid during the period of Bid Validity as specified by the Procuring Agency, and referred by the Bidder on the Form of Bids except as provided for in **ITB 17.2**; or
- c. does not accept the correction of errors; or
- d. in the case of a successful Bidder, if the Bidder fails:
- e. to sign the contract; or
- f. to furnish Performance Guarantee.

19. Withdrawal, Substitution, and Modification of Bid

19.1 Before Bid submission deadline, any Bidder may withdraw, substitute, or modify its Bid after it has been submitted through EPADS v2.0. Bids requested to be withdrawn, shall be returned unopened to the Bidders through **EPADS v2.0**.

20. Format and Signing of Bid

20.1 The Bidder shall prepare and submit Bids with due diligence after carefully reading all the terms and condition **before bid submission deadline** through EPADS v2.0.

D. Submission of Bids

21. Submission of Bids through EPADS v2.0

21.1 The Technical and Financial Bids if required to submitted, shall be submitted on **EPADS v2.0**.

22. Deadline for Submission of Bids

22.1 Bids shall be received by the Procuring Agency through **EPADS v2.0** before bid submission deadline.

22.2 The Procuring Agency may, under exceptional circumstances, extend the deadline for the submission of Bids, after recording reasons in writing and in an equal opportunity manner.

In such case, all rights and obligations of the Procuring Agency and the Bidders that were previously governed by the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

23. Opening of Bids

23.1 The Bid Evaluation Committee of the Procuring Agency shall open all Bids through the EPADS v2.0, on the date and time specified in the Bid Data Sheet (BDS).

23.2 The Bid Evaluation Committee **shall generate minutes through EPADS v2.0 containing brief details of bid opening process.** The record of the Bid opening shall include, as a minimum: the name of the Bidder, the Bid price if applicable, and the presence or absence of a Bid Security or Bid Securing Declaration.

23.3 The procuring agency shall live broadcast the opening of bids on national media or on their website or digital channels, if the volume of procurement exceeds five hundred million rupees in case of goods and services and one thousand million rupees in case of works.

23.4 In case the date of opening of bid has been declared as public holiday or the procuring agency fail to open bid due to any EPADS v2.0 related issues, the submission and opening of bids shall be shifted to the next working day on the same time.

23.5 In case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid and, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Bid Evaluation Committee.

24. Clarification of Bids

24.1 To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its Bid including breakdown of prices.

24.2 The request for clarification and the response shall be sought through EPADS v2.0 **before three days prior to the deadline for submission of bids.** No change in the prices or substance of the Bids shall be sought, offered, or permitted.

24.3 The alteration or modification in the BIDS which in any way affect the following parameters will be considered as a change in the substance of a Bids:

1. evaluation & qualification criteria;
2. required scope of work or specifications;
3. all securities requirements;
4. tax requirements;

5. terms and conditions of Bidding documents.

6. change in the ranking of the Bidder

24.4 From the time of Bids opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bids it should do so through **EPADS v2.0**.

25. Preliminary Examination of Bids

25.1 Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:

1. meets the eligibility criteria defined in **ITB 3**;
2. has been prepared as per the format and contents defined by the Procuring Agency in the Bidding documents;
3. is accompanied by the required securities; and
4. is substantially responsive to the requirements of the Bidding documents.

25.2 The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

25.3 A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Bidding documents, without material deviation or reservation. A material deviation or reservation is one that: -

1. affects in any substantial way the scope, quality, or performance of the Goods;
2. limits in any substantial way, inconsistent with the Bidding documents, the Procuring Agency's rights or the Bidders obligations under the Contract; or
3. if rectified, would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.

25.3 If a Bids is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be evaluated for complete technical responsiveness.

26. Examination of Terms and Conditions; Technical Evaluation

26.1 The Procuring Agency shall examine the Bids to confirm that all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation.

26.2 The Procuring Agency shall evaluate the technical aspects of the Bids submitted, to confirm that all requirements specified in Schedule of Requirements and Technical Specifications of the Bidding documents have been met without material deviation or reservation.

26.3 If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not substantially responsive in accordance with **ITB 25.2**, it shall reject the Bid.

27. Correction of Errors

27.1 Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bids, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2 The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bids Securing Declaration may be executed.

28. Conversion to Single Currency

28.1 To facilitate evaluation and comparison, the Procuring Agency will convert all Bids prices expressed in the amounts in various currencies in which the Bids prices are payable. For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate prevailing on the date of opening of financial bids specified in the bidding documents, in accordance with weighted average customer exchange rates list issued by the State Bank of Pakistan on that day.

29. Evaluation of Bids

29.1 The Bids, quotations, or proposals shall be evaluated by the respective evaluation committees as per evaluation criteria described in the Bidding Documents in accordance with Rule 29 and 30 of the Public Procurement Rules, 2004.

1. Least Cost Based Selection (LCBS)

After meeting the requirements of eligibility, qualification and substantial responsiveness, the bid in compliance with all the mandatory (technical) specifications/requirements and/or requisite quality threshold (if any), and having lowest evaluated cost (or financial proposal) shall be considered Successful Bid.

2. Quality and Cost Based Selection (QCBS)

In such combination, there shall be some specific weightage of both the technical features and financial aspects of the proposal. The financial marks shall be awarded on the basis of inverse proportion calculations. The successful bid shall be declared, on the basis of combined evaluation.

3. Quality Based Selection (QBS)

After meeting the requirements of eligibility, qualification and substantial responsiveness the bid in compliance with all the mandatory (technical) specifications/requirements and attaining highest marks in the Technical Evaluation considering all other qualitative and/or quantitative parameters (or point rated criteria) for technical proposal(s) such as working methodology, implementation plan, resource allocation, additional functionalities, risk management approach, knowledge transfer techniques, post implementation methodology etc. shall be treated as highest ranked bid. Later on, the financial proposal of highest ranked bidder shall be opened, however, in case of failure to proceed further with such a bidder, the procuring agency may resort to second

highest bidder and so on.

29.2 In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS v2.0. However, in no case the rates shall be higher than the original financial bids.

30. Domestic Preference

30.1 The procuring agency shall evaluate and compare bids, allow for preference to domestic bidders, while competing with the international bidders in accordance with the policies of Federal Government.

The percentage of preference, to be accorded shall be clearly mentioned in the bidding documents under the bid evaluation criteria.

31. Determination of Successful Bid

31.1 Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the BDS or prescribed in the separate section titled as Evaluation Criteria.

31.2 In case where the Procuring Agency adopts the Cost Based Evaluation Technique and, the Bid with the lowest evaluated price from amongst those which are eligible, compliant and substantially responsive shall be the Successful Bid.

31.3 The Procuring Agency may adopt the Quality & Cost Based Selection Technique due to the following two reasons:

1. Where the Procuring Agency knows about the main features, usage and output of the products; however not clear about the complete features, technical specifications and functionalities of the goods to be procured and requires the bidders to submit their proposals defining those features, specifications and functionalities; or
2. Where the Procuring Agency, in addition to the mandatory requirements and mandatory technical specifications, requires parameters specified in Evaluation Criteria to be evaluated while determining the quality of the goods.

31.4 In such cases, the Procuring Agency may allocate certain weightage to these factors as a part of Evaluation Criteria, and may determine the ranking of the bidders on the basis of combined evaluation in accordance with provisions of Rule 2(1)(h) of the Public Procurement Rules, 2004.

32. Abnormally Low Financial Bids

32.1 Where the Bid price is considered to be abnormally low, the Procuring Agency shall perform price analysis either during determination of Successful Bids or as a part of the post-qualification process.

32.2 The Procuring Agency may reject an Abnormally low financial bids.

32.3 In order to identify the Abnormally Low Bids (ALB) following approaches can be considered to minimize the scope of subjectivity:

1. Comparing the Bids price with the cost estimate;
2. Comparing the Bids price with the Bids offered by other Bidders submitting substantially responsive Bids; and
3. Comparing the Bids price with prices paid in similar contracts in the recent past either government- or development partner-funded.

32.4 The Procuring Agency will determine to its satisfaction whether the Bidder that is selected as having submitted the successful bid is qualified to perform the contract satisfactorily.

32.5 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as the Procuring Agency deems necessary and appropriate. Factors not included in these Bidding documents shall not be used in the evaluation of the Bidders' qualifications.

32.6 Procuring Agency may seek "Certificate for Independent Price Determination" from the Bidder and the results of reference checks may be used in determining an award of contract.

Explanation: The Certificate shall be furnished by the Bidder. The Bidder shall certify that the price is determined keeping in view of all the essential aspects such as raw material, its processing, value addition, optimization of resources due to economy of scale, transportation, insurance and margin of profit etc.

32.7 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's Bids, in which event the Procuring Agency will proceed to the next ranked Bidder to make a similar determination of that Bidder's capabilities to

perform satisfactorily.

F. Award of Contract

33. Criteria of Award

33.1 The Procuring Agency will award the Contract to the Bidder whose Bids has been determined to be substantially responsive to the Bidding documents and who has been declared as Most Advantageous Bidder.

34. Negotiations

34.1 The procuring agency shall not engage in negotiations with respect to scope and price with the bidder except when the procuring agency conducts a procurement using direct **or negotiated** contracting or a request for proposals with evaluation based on quality alone.

34.2 The procuring agency may negotiate with the most advantageous bid with a view to streamline the work or task execution, at the time of contract finalization on methodology, work plan, staffing, finalizing payment arrangements, delivery arrangements, minor amendments to the special conditions of the contract.

35. Procuring Agency Right to reject all bids

35.1 The Procuring Agency reserves the right to reject all bids or proposals at any time prior to the issuance of the Letter of Award, without incurring any liability, in accordance with Rule 33 of the Public Procurement Rules, 2004.

36. Procuring Agency's Right to Vary Quantities at the Time of Award

36.1 The Procuring Agency reserves the right at the time of contract award to increase or decrease the **quantity of** Goods originally specified in these Bidding documents provided this does not exceed **by** 15%, without any change in unit price or other terms and conditions of the Bids and Bidding documents.

37. Notification of Award

37.1 Prior to the award of contract, the procuring agency shall announce and publish the result of bid evaluation on **EPADS v2.0** in accordance with Rule 35

of the Public Procurement Rules, 2004.

37.2 The Bidder whose Bids has been accepted will be notified of the award by the Procuring Agency prior to expiration of the Bids/Bid Validity period. The Letter of Award will state the sum that the Procuring Agency will pay the successful Bidder in consideration for the delivery of Goods as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

37.3 The Letter of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance Guarantee and signing of the contract.

38. Signing of Contract

38.1 Promptly after issuance of Letter of award, Procuring Agency shall send the successful Bidder the draft Contract, incorporating all terms and conditions as agreed by the parties to the contract.

38.2 Immediately after the Redressal of grievance by the GRC (if any), mandatory standstill period in accordance with Rule 35 of the Public Procurement Rules, 2004 and **after fulfillment of all condition's precedent** of the Contract Form, the successful Bidder and the Procuring Agency shall sign the Contract.

39. Corrupt & Fraudulent Practices

39.1 Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

F. Grievance Redressal & Complaint Review Mechanism

40. Constitution of Grievance Redressal

40.1 The Grievance Redressal Committee shall address the grievance, if any submitted by any party, including the bidder, in accordance with Rule 48 of the Public Procurement Rules, 2004 to be read with Redressal of Grievances Regulations, 2021.

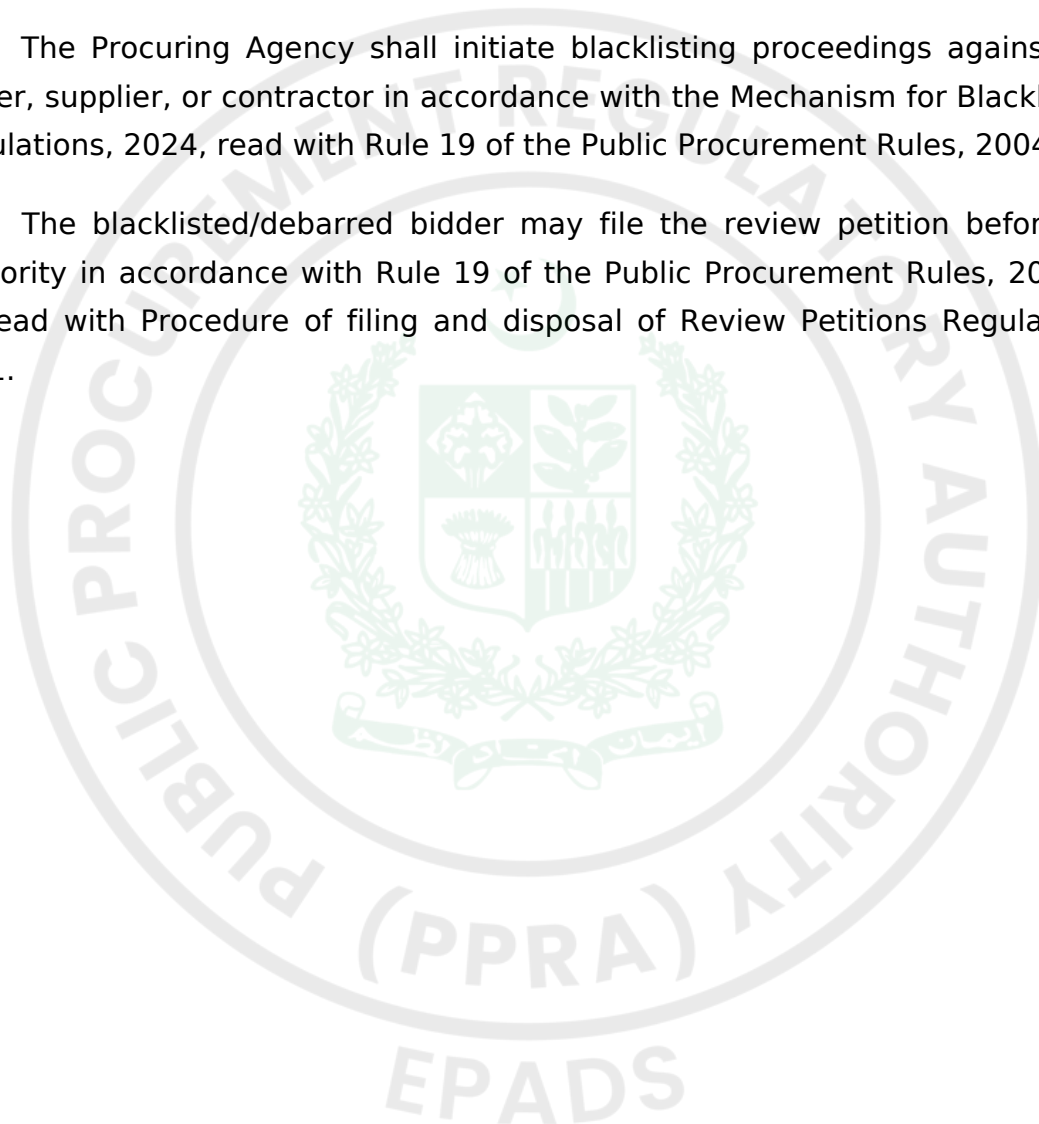
40.2 In case if any party or the bidder is not satisfied with the decision of the GRC or if it fails to decide within ten days, the bidder or the party may file an appeal before the Appellate Committee of the Authority in accordance with Rule 48 of the Public Procurement Rules, 2004 to be read with Redressal of Grievances Regulations, 2021.

G. Mechanism of Blacklisting

41. Mechanism of Blacklisting

41.1 The Procuring Agency shall initiate blacklisting proceedings against any bidder, supplier, or contractor in accordance with the Mechanism for Blacklisting Regulations, 2024, read with Rule 19 of the Public Procurement Rules, 2004.

41.2 The blacklisted/debarred bidder may file the review petition before the Authority in accordance with Rule 19 of the Public Procurement Rules, 2004 to be read with Procedure of filing and disposal of Review Petitions Regulations, 2021.





Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number

ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1

ITB Number 1.1

Name of Procuring Agency: **DSW (PR)**

The subject of procurement is: **Test procurement**

Expected commencement date: **Thursday, December 31, 2026**

BDS Clause Number 2

ITB Number 2.1

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P128137**

BDS Clause Number 3

ITB Clause Number 3.1

JV/Consortium or Association Allowed: **Yes**

Number of JV/Consortium Members: **3**

see section of eligibility criteria.

B. Bidding Documents

BDS Clause Number 4

ITB Number 8.1

The Bidders may seek clarifications through **EPADS v2.0** : Clarification Date: Wednesday, October 28, 2026

C. Preparation of Bids

BDS Clause Number 5

ITB Number 10.1

The Language of all correspondences and documents related to the Bids shall be in: **English**

List of documents required along with the bid:

1. extra documents

BDS Clause Number 6

ITB Number 11.1

Items/Lots and threre related documents:

See section items and Lots

BDS Clause Number 7

ITB Number 12.1

Items / Lots Specifications:

see section of items specifications.

BDS Clause Number 8

ITB Number 15.6

The price shall be **Fixed**.

BDS Clause Number 9

ITB Number 16.1

Currency of the Bids shall be : **PKR**

BDS Clause Number 10

ITB Number 17.1

The Bids/Bid Validity period shall be: **90 Days**

BDS Clause Number 11

ITB Number 18.1

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**

The Bid Security shall be in the form of: **Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee, Demand Draft**

D. Submission of Bids

BDS Clause Number 12

ITB Number 20.1

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

DSW, MGPR, LHR before bid submission deadline.

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Saturday, October 31, 2026 10:30 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 13

ITB Number 23.1

The Bids opening shall take place on **EPADS v2.0**.

Day : **Saturday**

Date: **Saturday, October 31, 2026**

Time : **11:00 AM**

BDS Clause Number 14

ITB Number 31.1

Selection technique adopted will be: **Least Cost Based Selection (LCBS)**
see Evaluation Criteria

F. Review of Procurement Decisions

BDS Clause Number 15

ITB Number 41.1

Grievance against this procurement shall be submitted online on EPADS v2.0.

Arbitrator shall be appointed by mutual consent of the both parties.

Eligibility Criteria

Bidder's Type	Required Registration
Any	NADRA CITIZENSHIP (CNIC/NICOP) FBR (NTN) FBR (GSTN)

Eligibility Criteria	Document
5 years exp	Yes
international exp 5 years	Yes

Evaluation Criteria

Eligible bidder(s) with substantially responsive bid(s) offering **Least Cost Based Selection (LCBS)** shall be consider for the award of contract(s).

Least Cost Based Selection (LCBS)

Weightage

Technical Evaluation %	
100	
Technical Marks	120
Passing Marks	96
Technical Evaluation Criteria	
5 exp railway (Quantitative)(Doc Required)	50
int'l exp 5 years (Quantitative)(Doc Required)	70

Items/Lots

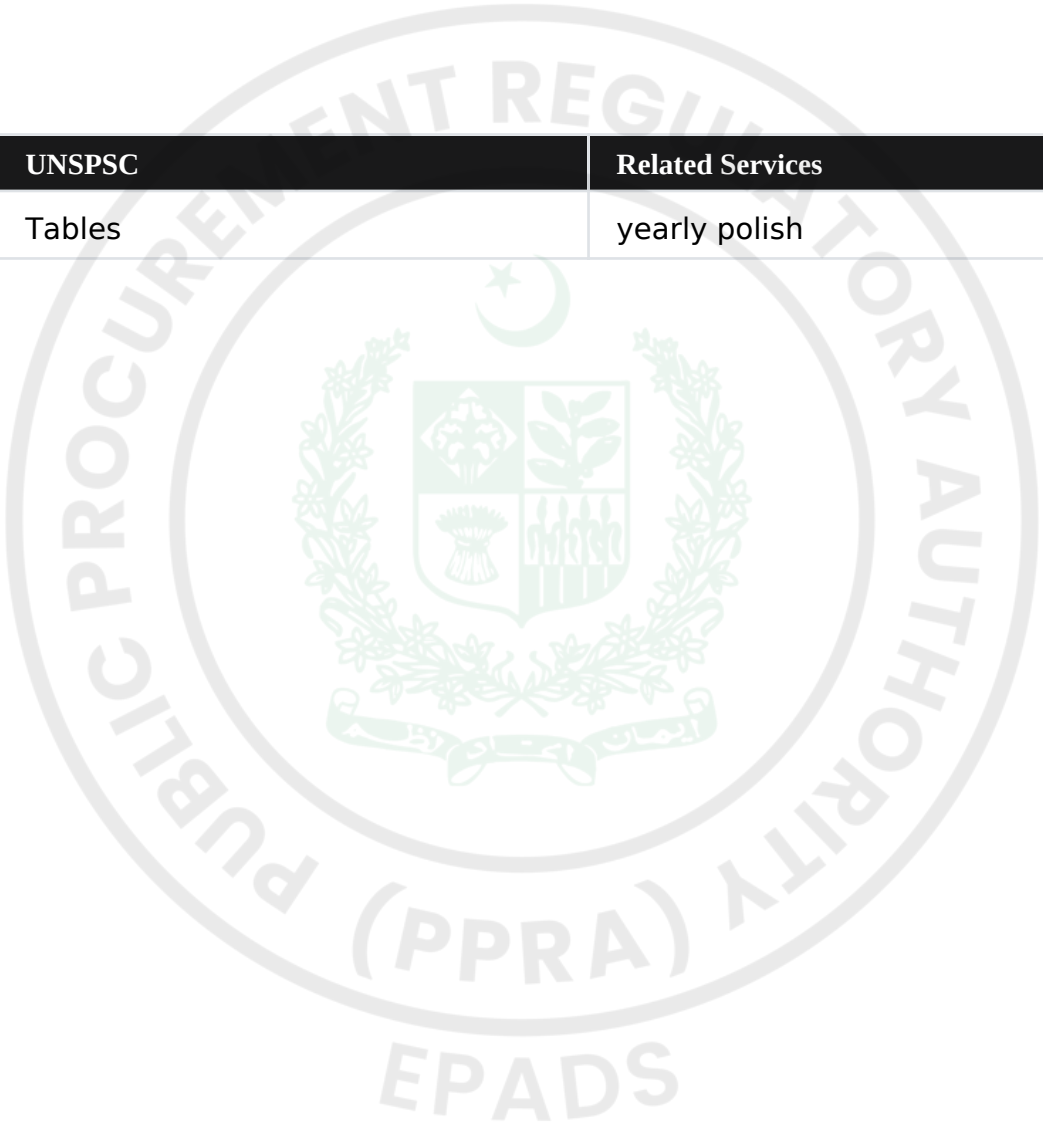
Items Without Lots :

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity	Manufacturer / Dealer Authorization	Warranty
table	Tables	Address: DSW, MGPR, LHR Schedule: 30 Days Quantity: 50/Qty Address: DSW, MGPR, LHR Schedule: 60 Days Quantity: 50/Qty	100/Qty	10000 PKR	1	Any	6 Months

Related Services of Goods:

Yes

Item	UNSPSC	Related Services
table	Tables	yearly polish



Items/Lot Specification

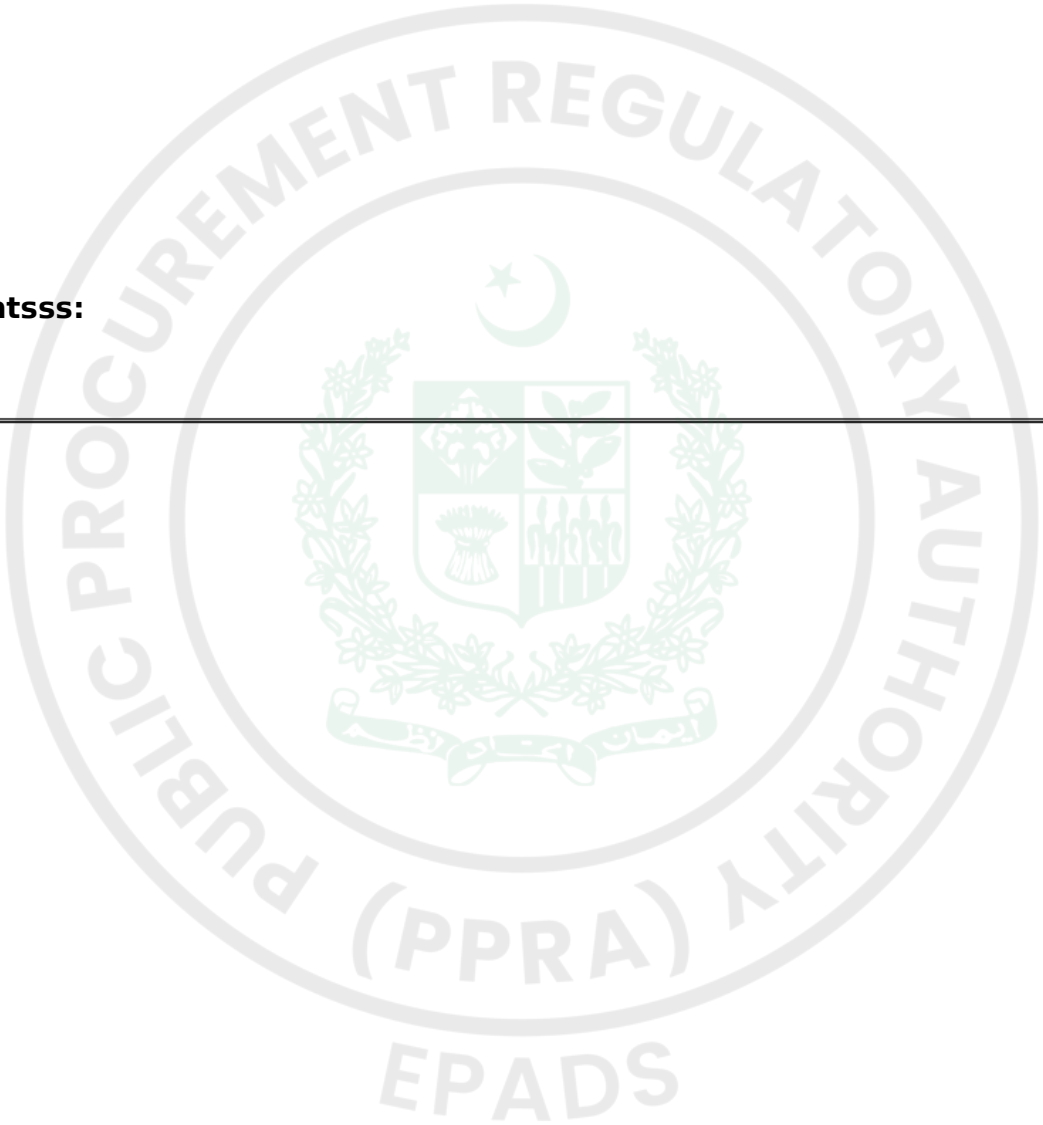
Items Without Lots :

Item: table

UNSPSC: Tables

Specifications / Requirementss:

4 legged etc



Price Schedule

For Individual Items

#	Item Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		





General Conditions of Contract

A. General

1. Definitions

1.1 Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

- a. "Applicable Law" means the laws and any other instruments having the force of law in the Government's Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;
- b. "Procuring Agency" means:-
 - a. any Ministry, Division, Department or any Office of the Government;
 - b. any authority, corporation, body or organization established by or under a Law or which is owned or controlled by the Government;
- c. "The Contract" means an agreement enforceable by law;
- d. "The Contract Price" means the price payable to the Bidder under the Contract for the full and proper performance of its contractual obligations;
- e. "Ancillary Services" means those services ancillary to the provision of Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Bidder covered under the Contract;
- f. "GCC" means the General Conditions of Contract contained in this section;
- g. "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented;
- h. "Day" means calendar day unless indicated otherwise.
- i. "Effective Date" means the date on which this Contract comes into force and effect.
- j. "The Bidder" means the individual or corporate body whose Bids to provide the Goods has been accepted by the Procuring Agency;
- k. "The Project Site," where applicable, means the place or places named in Bids Data Sheet and technical Specifications;
- l. "Government" means the Government of Pakistan;
- m. "Subcontractor" means any entity to which the Bidder subcontracts any part of the Goods.
- n. "Service" means any object of procurement other than goods or works;
- o. "Party" means the Procuring Agency or the Bidder, as the case may be, and "Parties" means both of them;
- p. "Foreign Currency" means any currency other than the currency of the country of the Procuring Agency;

q. "Completion Date" means the date of completion of the contract by the Bidder as certified by the Procuring Agency;

r. "In Writing" means communicated in written form with proof of receipt;

s. "Local Currency" means the currency of Pakistan;

2. Application and Interpretation

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

2.2 In interpreting these Conditions of Contract headings and marginal notes are used for convenience only and shall not affect their interpretations unless specifically stated; references to singular include the plural and vice versa; and masculine include the feminine. Words have their ordinary meaning under the language of the Contract unless specifically defined.

3. Applicable Law

3.1 The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

4. Governing Language

4.1 The Contract as well as all correspondence and documents relating to the Contract exchanged between the Bidder and the Procuring Agency, shall be written in the **English language** unless otherwise stated in the **SCC**. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

5. Notices

5.1 Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**.

6. Delivery/Location

6.1 The Goods shall be delivered to such locations as the Procuring Agency may approve and as specified in **SCC**.

7. Authorized Representatives / Authority of Member in charge

7.1 Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Bidder may be taken or executed by the officials specified in the **SCC**.

B. Commencement, Completion, Modification, and Termination of Contract

8. Effectiveness of Contract

8.1 This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the **SCC**.

9. Commencement of Services

9.1 The Bidder shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

10. Program

10.1 Before commencement of the Services, the Bidder shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

11. Starting Date/Expiration Date

11.1 The Bidder shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC.

11.2 Unless terminated earlier pursuant to Clause **GCC 15** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

12. Entire Agreement

12.1 This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

13. Modification

13.1 Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any Bids for modification or variation made by the other Party.

13.2 In cases of any modifications or variations, the prior written consent of the Procuring Agency is required.

14. Force Majeure

14.1 Definition

For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

14.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

14.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result

of Force Majeure.

14.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

15. Termination

15.1 By the Procuring Agency

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Bidder in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

- a. If the Bidder fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;
- b. If the Bidder becomes (or, if the Bidder consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- c. If the Bidder fails to comply with any final decision reached as a result of arbitration proceedings;
- d. If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;
- e. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

15.2 By the Bidder

The Bidder may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

- a. If the Procuring Agency fails to pay any money due to the Bidder pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Bidder that such payment is overdue.
- b. If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.
- c. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration.
- d. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Bidder's notice specifying such breach.

C. Obligations of the Bidder

16. General

16.1 Standard of Performance

1. The Bidder shall deliver the product and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Bidder shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties.

16.2 Law Applicable to Goods

The Bidder shall deliver the goods in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

17. Conflict of Interests

17.1 Bidder Not to Benefit from Commissions and Discounts.

The remuneration of the Bidder shall constitute the Bidder's sole remuneration in connection with this Contract or the Services, and the Bidder shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Bidder shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

17.2 Bidder and Affiliates Not to be Otherwise Interested in Project

The Bidder agree that, during the term of this Contract and after its termination, the Bidder and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Goods for any project resulting from or closely related to the Services.

17.3 Prohibition of Conflicting Activities

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- a. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;
- b. during the term of this Contract, neither the Bidder nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

18. Confidentiality

18.1 Except with the prior written consent of the Procuring Agency, the Bidder and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

19. Insurance to be Taken Out by the Bidder

19.1 The Bidder(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, loss or damage, and for the coverage, as shall be specified in the SCC; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

20. Bidder's Actions Requiring Procuring Agency's Prior Approval

20.1 The Bidder shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

- (a) appointing such members of the Personnel not provided by the Bidder;
- (b) changing the Program of activities; and
- (c) any other action that may be specified in the SCC.

21. Reporting Obligations

21.1 The Bidder shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

22. Liquidated Damages

22.1 If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the performance security (or guarantee) specified in SCC. Once the said maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to **GCC Clause 15**.

22.2 Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Bidder by adjusting the next payment certificate. The Bidder shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in SCC.

22.3 Lack of performance penalty

If the Bidder has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Bidder. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the SCC.

23. Performance Guarantee

23.1 Within Seven (07) days from the issuance of acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape of ----- at the discretion of the PA in the amount **specified in SCC**. In case the amount of Bids security is equal or greater than

23.2 The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

23.3 The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in SCC.

23.4 The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC**.

24. Fraud and Corruption

24.1 The Procuring Agency requires the Supplier to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the Bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

25. Sustainable Procurement

25.1 The Bidder shall conform to the sustainable procurement contractual provisions, if and as specified in the SCC.

D. Bidder's Personnel

26. Description of Personnel

26.1 The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Bidder's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

27. Removal and/or Replacement of Personnel

27.1 Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Bidder, it becomes necessary to replace any of the Key Personnel, the Bidder shall provide as a replacement a person of equivalent or better qualifications.

27.2 If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Bidder shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

27.3 The Bidder shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

28. Assistance and Exemptions

28.1 The Procuring Agency shall use its best efforts to ensure that the Government shall provide the Bidder such assistance and exemptions as specified in the SCC.

29. Change in the Applicable Law

29.1 If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the related Services rendered by the Bidder, then the remuneration and reimbursable expenses otherwise payable to the Bidder under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.

30. Services and Facilities

30.1 The Procuring Agency shall make available to the Bidder and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described , at the times and in the manner specified in the SCC or terms of reference.

30.2 In case that such services, facilities and property shall not be made available to the Bidder, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Bidder for the performance of the Services, (ii) the manner in which the Bidder shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Bidder as a result thereof.

F. Payments to the Bidder

31. Contract Price

31.1 The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC. Prices charged by the Supplier for Goods delivered under the Contract shall not vary from the prices quoted by the Supplier in its Bid.

32. Terms and Conditions of Payment

32.1 Payments will be made to the Bidder according to the payment schedule stated in the SCC and as per actual invoice submitted by the Bidder.

32.2 Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Bidder of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Bidder have submitted an invoice to the Procuring Agency specifying the amount due.

33. Currency of Payment

33.1 Any payment under this Contract shall be made in the currency(ies) specified in the SCC.

G. Quality Control

34. Identifying Defects

34.1 The principle and modalities of Inspection of the Goods by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Bidder's performance and notify him of any Defects that are found. Such checking shall not affect the Bidder's responsibilities. The Procuring Agency may instruct the Bidder to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the SCC.

35. Correction of Defects, and

Lack of Performance Penalty

35.1 The Procuring Agency shall give notice to the Bidder of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

35.2 Every time notice a Defect is given, the Bidder shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

35.3 If the Bidder has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the Bidder will pay this amount, and a Penalty for Lack of Performance.

36. Taxes and Duties

36.1 A Supplier shall be entirely responsible for all taxes, duties, fees, etc., incurred until delivery of the contracted Goods to the Procuring Agency.

H. Settlement of Disputes

37. Alternate Dispute Resolution

37.1 The disputes between the parties to the contract may be settled in accordance with Public Procurement Rules, 2004.

37.2 The procuring agency shall refer the matter to the Chief Justice Islamabad High Court or Managing Director PPRA or the Secretary Ministry of Law & Justice for appointment of Arbitrator.

37.3 The fee for the Arbitrator shall be specified in Pak Rupees as determined by the appointing authority which shall be borne and shared equally by the contracting parties.



Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Number of GC Clause 1

Definitions

The Procuring Agency is: DSW (PR), Divisional Superintendent DSW, MGPR, LHR

The Supplier is:

The title of the subject procurement is: Test procurement

Number of GC Clause 3

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 4

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English**.

Number of GC Clause 5

Notices:

The addresses for the notices are:

Procuring Agency:

DSW (PR), Divisional Superintendent
DSW, MGPR, LHR
+92-336-796-9169
pemdswh@gmail.com

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 7.1

The Authorized Representatives are:

For the Procuring Agency:

DSW (PR), Divisional Superintendent
DSW, MGPR, LHR
+92-336-796-9169
pemdswh@gmail.com

For the Bidder:

Name:

Designation:

Address:

Number of GC Clause 8

Effectiveness of the contract

Number of GC Clause 9

Commencement of Contract:

Number of GC Clause 11.2

Expiration of Contract:

Number of GC Clause 15

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Goods till the time of alternate arrangements.

Number of GC Clause 17

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing goods or services due to a conflict of a nature described in Clause GCC 17.

Number of GC Clause 22

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.07%** to **10.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 23

Performance Guarantee:

The amount of performance guarantee shall be **5.00%** of the contract price in acceptable form of **Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee, Demand Draft**

Number of GC Clause 32

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause 33

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause 34

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Inspections & Tests Requirements

For being Brand New, bearing relevant reference numbers of the equipment (Certificate from supplier)

For Physical Fitness having No Damages (Certificate from supplier)

For the Country of Origin as quoted by the Supplier (Certificate from manufacturer)

For conformance to specifications and performance parameters, through Prior to delivery inspection (Inspection Report by Procurement Committee / Inspection Team)

For successful operation at site after complete installation, testing and commissioning of the equipment (Installation, Testing and Commissioning Report by Procurement Committee / Inspection Team)

third party testing

Delivery & Documents

Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;

Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;

Copies of the packing list identifying contents of each package;

Insurance Certificate;

Manufacturer's or Supplier's Valid Warranty Certificate;

Inspection Certificate issued by the Nominated Inspection Agency (if any), and the Supplier's Factory Inspection Report;

Certificate of Origin.

The above documents would be required even if the equipment has already been imported and is available with the supplier ex-stock

shipping documents

Number of GC Clause 37

Following is the guidance for Dispute Resolution

- i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.
- ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.
- iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.
- iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.
- v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.





Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.: **P128137**

To: **DSW (PR), Divisional Superintendent DSW, MGPR, LHR**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.



Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the ____ day of _____ 20____ between **DSW (PR), Divisional Superintendent DSW, MGPR, LHR**

(hereinafter called “the Procuring Agency”) of the one part and [name of Bidder] of [city and country of Bidder] (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **Test procurement (P128137)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency’s Letter of Acceptance; and
8. [add here: any other documents]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

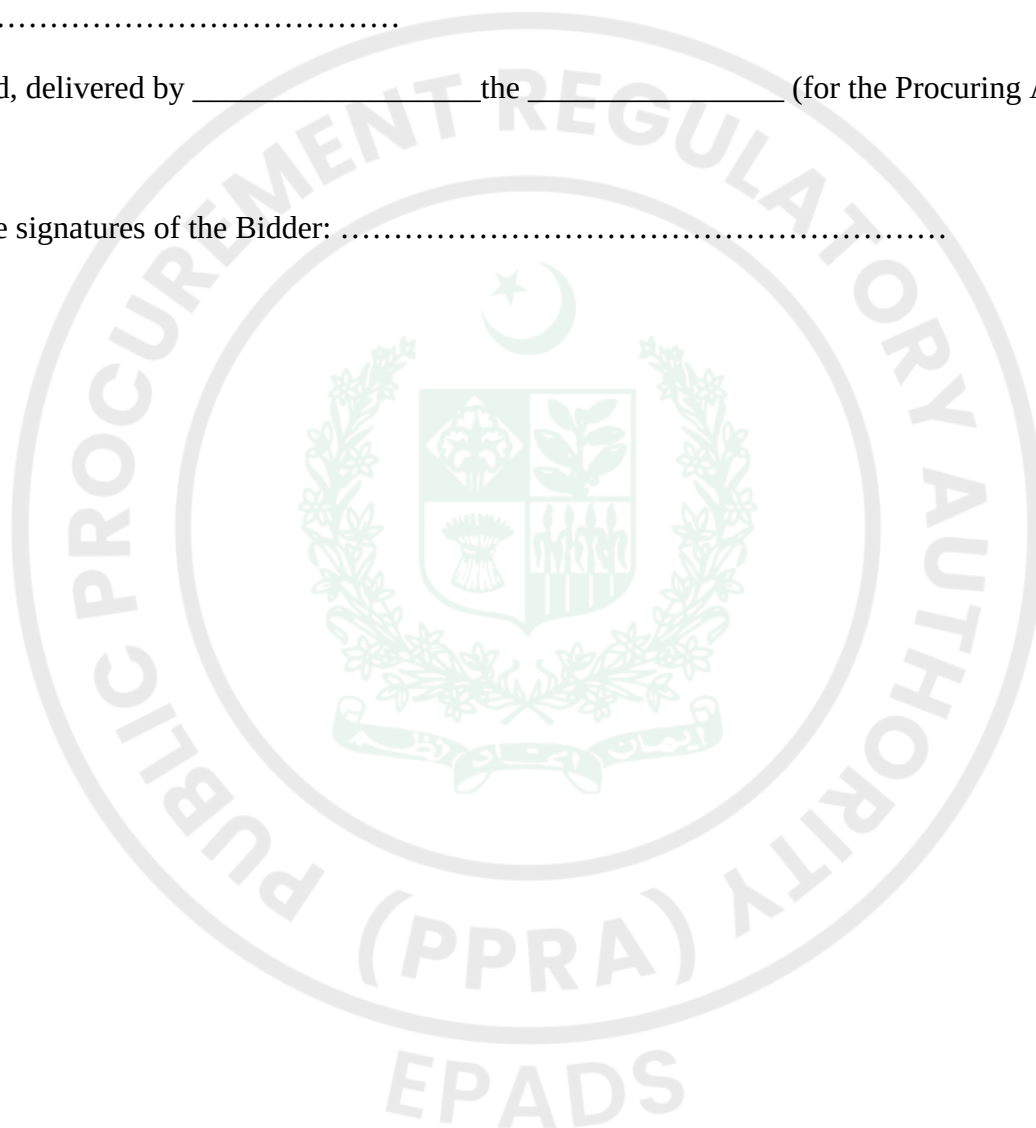
Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Bidder:





Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract

Number: Contract

Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.



Performance Guarantee Form

Performance Guarantee Form

To: **DSW (PR), Divisional Superintendent DSW, MGPR, LHR**

WHEREAS *[name of Bidder]* (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods(hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

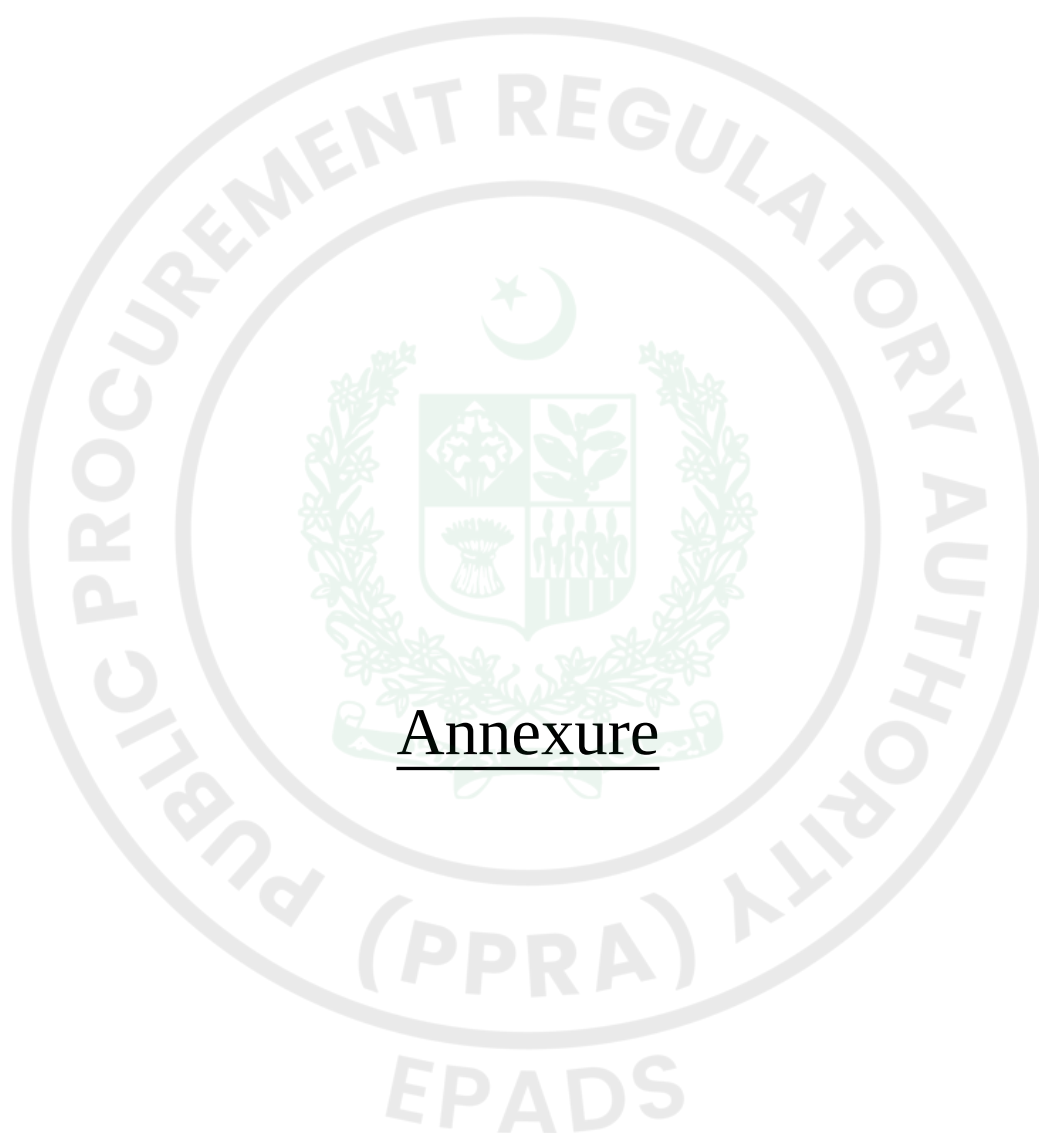
Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]





Annexure

General tender documents

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **General tender documents** (page number: 66)





Procurement Forms

Past Construction Experiences

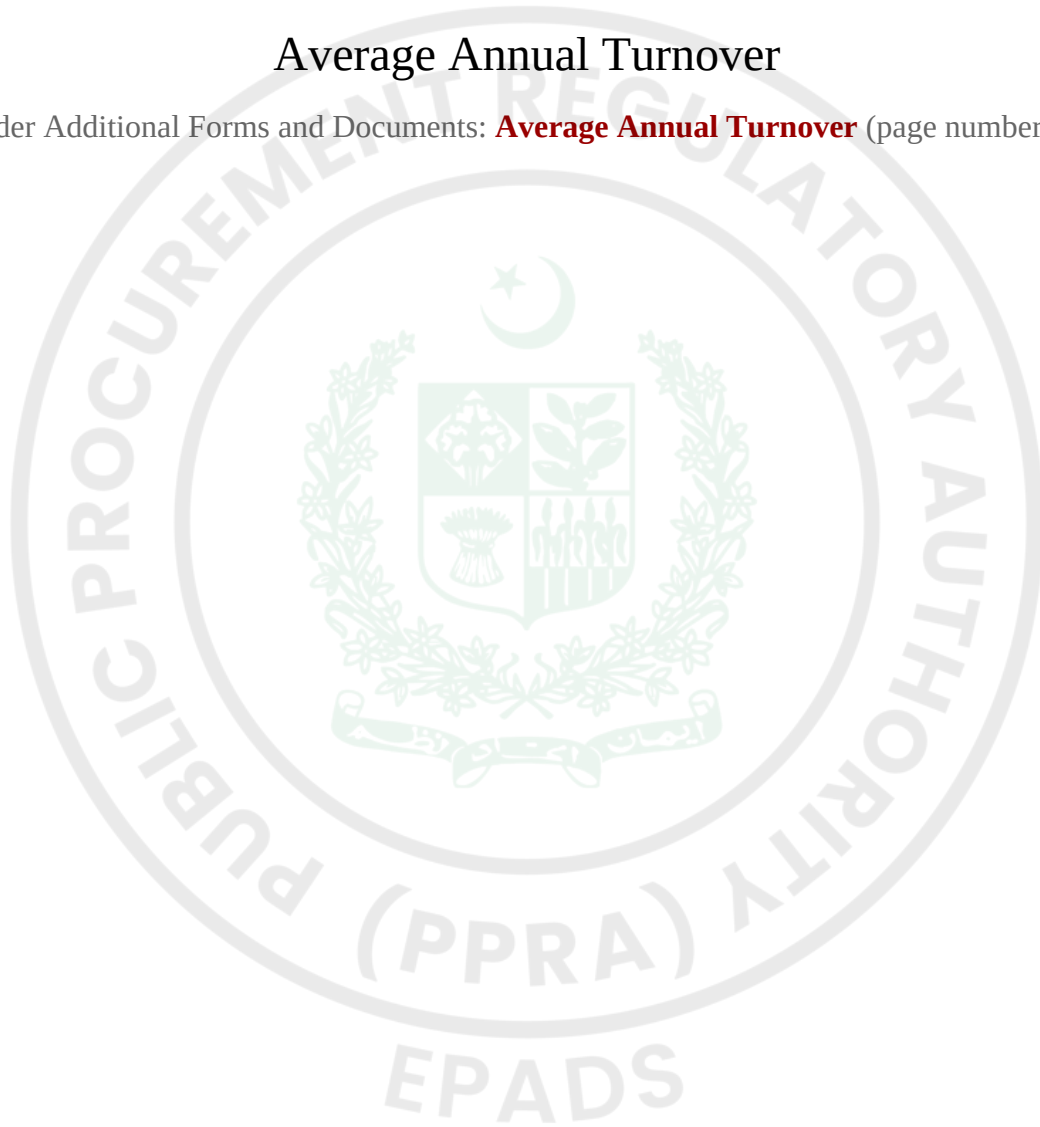
See Form Under Additional Forms and Documents: **Past Construction Experiences** (page number: 125)

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 131)

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 132)







Additional Forms and Documents

Professional Development of Engineers

(Procedures Manual and Guidelines)



2009

(Updated upto December 2017)

**Engineering Professional Development Committee (EPDC)
Pakistan Engineering Council**

www.pec.org.pk cpd@pec.org.pk

TABLE OF CONTENTS

FOREWORD

1. INTRODUCTION	1
1.1 Introduction	2
1.2 Strategy/ Plan for Professional Development Activities	2
1.3 PEC Activities for CPD	2
2. PROFESSIONAL DEVELOPMENT OF ENGINEERS BYE-LAWS 2008 [Complete SRO]	3
3. REGISTRATION OF PROFESSIONAL ENGINEERING BODIES (PEBs)	25
3.1 Conduct of Continuing Professional Development Activities	27
3.2 Principles	27
3.3 Criteria	27
3.4 Procedure	28
3.5 Guidelines for Registration of CPD Bodies with PEC	28
3.6 Fee Structure for PEB Registration and Engineer's CPD Returns	29
3.7 Proforma for Registration of CPD Bodies	30
3.8 Mechanism for recognition of CPD from Foreign Institutions/ Universities/ Professional Organizations	30
4. ENGINEERING PRACTICE EXAMINATION	36
4.1 Introduction	37
4.2 EPE Mechanism	37
4.3 Examination Process	38
4.4 Applying Procedure for EPE	39
4.5 Application Form for EPE	39
4.6 Instructions/Guidelines to the Candidate	40
4.7 Code of Ethics for EPE Curriculum Experts/ Examiners	40

5. FUNCTIONS OF EXAMINATION SECTION	41
5.1 Compilation of CPD/EPE Record	42
5.2 Examination Records Branch / Cell	42
5.3 Review Status of Existing Professional Engineers, Complaints and Disciplinary Matters	42
5.4 Filing of CPD Returns	42
5.5 Audit of CPD Activities and Returns	42
5.6 Notification/ Registration as Professional Engineers	42
5.7 Examination Kits and Study Material	42
Appendix-A Format of CPD Yearly Calendar by PEB	43
Appendix-B Format of CPD Return-1 by PEB (for participants)	44
Appendix-C Format of CPD Return-2 by PEB(for Resource Person/Organizer)	45
Appendix-D Format of CPD Certificate by PEBs	46
Appendix-E Application Form for Engineering Practice Examination	47
Appendix-F Code of Ethics for EPE Curriculum Experts/ Examiners	56

Part – 1

Introduction

1. INTRODUCTION

1.1 Introduction

In a rapidly changing world where legislative, social and economic developments directly affect the environment in which we live and work, and where technological advancements provide radically different ways of working, **Continuing Professional Development (CPD)** provides a means whereby we can keep abreast of these changes, broaden our skills and be more effective in our professional work.

Continuing Professional Development (CPD) or **Continuing Professional Education (CPE)** is the means by which members of professional bodies maintain, improve and broaden their knowledge and skills for developing personal qualities required in their professional lives.

Pakistan Engineering Council under its Act has mandate for introducing and ensuring continued professional development activities amongst its growing community of engineers and has devised a comprehensive framework titled **Professional Development of Engineers (Bye Laws – 2008)** approved by the Government of Pakistan.

The main objective is to develop competence and ability of engineers for the application of theoretical knowledge to practical situations and to evolve innovative solutions to real life problems while adhering to professional ethics and acquisition of a broader understating of their obligations to society.

1.2 Strategy/ Plan for Professional Development Activities

As per provisions of CPD Byelaws, from July 2010 onwards, most of Continuing Professional Development activities (courses, training workshops, etc.) may be undertaken by the Professional Engineering Bodies registered with PEC as per provision of Bye-law 16 of PDE Bye-Laws 2008.

PEC will continue charging nominal course fee per participant. However, PEBs imparting CPD activities will decide fee on the basis of course type and efforts should be made to charge the fee as minimum as possible. The courses/ CPD activities will be planned by the PEBs according to the specified criteria and guidelines (Bye-Law 16). Such bodies will also provide schedule of courses and share verified list of participants with PEC to maintain transparent record of CPD activities and points for all the registered/ professional engineers. PEC Regional Offices will play role of facilitator for the professional bodies in organizing CPD activities.

1.3 PEC Activities for CPD

PEC regularly conducts CPD activities for its members including short courses (refresher courses, management, conduct etc.); workshops; seminars; expert lectures etc. All CPD carry credit points as defined in the CPD Byelaws. PEC announces yearly calendar of CPD activities through its website (www.pec.org.pk) and also through newspapers for information of the engineers. Besides, nominations are also sought through potential organizations.

Part – 2

Professional Development of Engineers Byelaws 2008



The Gazette of Pakistan

EXTRAORDINARY
PUBLISHED BY AUTHORITY

ISLAMABAD, WEDNESDAY, DECEMBER 31, 2008

PART II

Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN

SCIENTIFIC AND TECHNOLOGICAL RESEARCH DIVISION
(Ministry of Science and Technology)

NOTIFICATION

Islamabad, the 26th December, 2008

S.R.O. 1310(I)/2008.- In exercise of powers conferred by section 25 of the Pakistan Engineering Council Act, 1975 (V of 1976), the Governing Body, with the previous sanction of the Federal Government, is pleased to make the following bye-laws, namely:-

1. **Short title and commencement.-** (1) These bye-laws may be called the Pakistan Engineering Council, Professional Development of Engineers, Bye-Laws, 2008.

(2) They shall come into force on the 10th of July, 2010 and shall apply to the registered engineers and professional engineers.

2. **Definitions.-** (1) In these bye-laws unless there is anything repugnant in the subject or context,-

(a) “Act” means the Pakistan Engineering Council Act, 1975 (V of 1976);

- (b) “Chairperson” means the Chairperson of the Engineering Professional Development Committee;
- (c) “Committee” means the Engineering Professional Development Committee;
- (d) “CPD” means continued professional development;
- (e) “credit point” means quantification of acknowledgement of a student’s completion of a course achievements as prescribed;
- (f) “developmental activities” means attending programmes to update knowledge;
- (g) “EPE” means engineering practice examination administered under the Council based on professional knowledge of an engineering discipline;
- (h) “formal education” means higher education or qualification recognized by the Council or the Higher Education Commission, as the case may be;
- (i) “individual activities” means publications of technical articles in recognized journals, part time lecturing and other participatory activities etc;
- (j) “registered person” means an engineer registered with the Council as registered or professional engineer;
- (k) “work based learning” means engineering related work including management; and
- (l) “PEB” means professional engineering body.

(2) The words and expressions used but not defined herein shall have the same meanings as are given to them under the Act.

3. **Engineering Professional Development Committee.-** As soon as, may be after the commencement of these bye-laws, there shall be constituted, by notification in the official Gazette, a Committee called the Engineering Professional Development Committee working under the directions of the Governing Body. The Committee shall take all measures and perform all functions which may be necessary for professional development of all engineers registered with the Council. The Committee shall administer and evaluate CPD and EPE. The headquarters of the Committee shall be located at Islamabad and may have its branch offices at other locations.

4. **Composition of the Committee.-** (1) The Committee shall consist of the following, namely:-

- (a) Vice-Chairman of the Council shall be the Chairperson of Committee to be nominated by the Governing Body. The Chairperson shall cause to complete formalities for nomination or election of members of the Committee within three months of his date of nomination;

- (b) Registrar;
 - (c) six members nominated by the Council from within the Governing Body. One of the members may be from industry and two members nominated by the government departments;
 - (d) three members with minimum twenty years' of professional standing from academia registered with the Council as PEB;
 - (e) three members with minimum twenty years' of professional standing from industry/engineering organizations registered with the Council as PEB;
 - (ea) three members, experts, with minimum twenty years' of professional standing, as proposed by Convener of the Engineering Professional Development committee; and
 - (f) Additional Registrar of the Committee.
- (2) The Additional Registrar of the Committee shall also act as Secretary of the Committee.

5. **Powers and functions of the Committee.-** The following shall be the powers and functions of the Committee, namely:-

- (a) to prescribe, monitor and review standards of professional development in co-ordination with the Council such that these are in line with internationally recognized standards;
- (b) to coordinate implementation of CPD activities;
- (c) to regulate the engineering professional bodies imparting CPD;
- (d) to record and quantify the CPD for each registered person. The Committee shall issue a certificate regarding present position of CPD to a registered person on demand against a prescribed fee;
- (e) to conduct EPE and publish results of the same; and
- (f) to perform any other function related to professional development of engineers.

6. **Tenure.-** Members of the Committee other than the Registrar and the Additional Registrar shall hold office for a period not exceeding three years. A member may not serve for more than two consecutive terms. At least three of present members should be re-appointed to maintain continuity. A member shall immediately vacate office, if he,-

- (a) is convicted of any offence under any law; or

(b) has been removed from an office on account of misconduct.

7. **Disclosure of interest.-** If a member has a direct or indirect interest in any matter to be dealt with at any meeting of the Committee, that member shall declare such matter to the Chairperson in writing and shall not attend the meeting on that matter and shall not influence any other member in any way related to the matter concerned.

8. **Additional Registrar.-** (1) The Council shall appoint an Additional Registrar of the Committee on such terms and conditions as determined by the Council.

(2) The Council shall create a separate Secretariat for the Committee.

9. **Meeting of the Committee.-** (1) The Committee shall meet at least three times in one calendar year.

(2) The Chairperson of the Committee or in his absence the person presiding over the meeting shall give each member fifteen days written notice of the time, date, place of the meeting along with its agenda.

(3) In the absence of the Chairperson, a member of the Committee elected by the members present, shall preside over the meeting of the Committee.

(4) The Committee shall keep a register of attendance and minutes of its meetings and shall circulate copies thereof to the members of the Committee within two weeks after the meeting to which it relates.

(5) The minutes, when confirmed at the next meeting and signed by the person who chairs that meeting, are true and correct record of the proceedings.

(6) The quorum for a meeting of the Committee is thirty *per cent* of its members.

(7) A decision of the majority of the members of the Committee present, at any meeting, constitutes the decision of the Committee.

(8) In the event of an equal number of votes, the person presiding over the meeting shall have a casting vote.

10. **Evaluation and review.-** (1) The committee may review its activities in relation to its goals, objectives and achievements, at least once every three years.

(2) A panel drawn from the public and private sectors and appointed by the Council on the basis of expertise in relation to the functions of the Committee shall undertake the evaluation.

(3) The panel shall submit its report and recommendations to the Governing Body.

11. **Keeping of records and register.-** (1) The Committee shall maintain record of quantification of CPD and results of EPE in respect of all registered persons. For this purpose, the Committee shall keep and maintain a register of prescribed particulars of registered persons.

(2) The Committee shall provide to every applicant verified and certified record of CPD and EPE against a prescribed fee.

12. **Objectives of CPD and EPE.-** The objectives of CPD and EPE shall include,-

- (a) application of theoretical knowledge to practical situations and to evolve innovative solutions to real life problems;
- (b) application of concepts and ingredients of management to professional works including relevant legal and financial aspects;
- (c) acquisition and application of necessary communication skills;
- (d) knowledge of latest developments in various fields of engineering including information technology for specific and cross disciplinary application; and
- (e) adherence to professional ethics and acquisition of a broader understanding of obligations of engineers to society.

13. **Parameters for professional development of engineers.-** In order to maintain minimum standards of competence, practical knowledge and skills of registered persons, the following parameters shall be followed, namely:-

- (a) for newly registered engineer, first year after graduation shall be a grace period and CPD will be applicable from second year onwards;
- (b) a registered engineer shall have to earn nine credit points in first three years cycle, twelve credit points in next three years cycle and five credit points per year thereafter for renewal of registration under the Act;
- (c) a registered engineer is required to appear for EPE after five years of initial registration with the Council and acquire at least seventeen credit points;
- (d) a registered engineer may qualify for registration as professional engineer after qualifying in EPE;
- (e) engineers who graduated after March 2005 and are registered with the Council as Registered Engineer are required to show five years experience from the date of registration, with requisite credit points consisting of ten credit points of practical experience and seven credit points from other categories of CPD of the years after its applicability;
- (f) professional engineers already registered with the Council are not required to appear in EPE;
- (g) existing professional engineers are required to obtain three credit points per year for renewal of registration, with effect from July 2010; and

- (h) an engineer registered as professional engineer by the International Professional Engineers Agreement (IPEA), on application, shall be recognized by the Council as professional engineer.

Explanation.- The IPEA, formerly the Engineers Mobility Forum Agreement, is a multi-national agreement between engineering organizations in the member jurisdictions which creates the framework for establishment of an international standard of competence for professional engineers and then empowers each member organization to establish a section of the International Professional Engineers Register.

14. **General requirement and conduct of CPD.-** (1) A registered engineer shall acquire credit points as provided under clause (b) of bye-law 13.

(2) Additional credit points accumulated during any one year may be carried over to subsequent years for renewal of certificate of registration under the Act.

15. **Categories of CPD and its accumulation.-** (1) The CPD programmes include additional qualifications, professional skills, relevant management and communication skills acquired through additional training and experience. These aspects are grouped into the following four different categories of training, namely:-

- (a) **Formal education:** Acquiring knowledge through accredited engineering programmes and related education in management, law, finance, economics and architecture etc. Such activities includes face-to-face education, distance education and others like diploma courses of a minimum six months duration involving specialist presenters or resource persons who are external to the workplace;
- (b) **Work-based learning:** It includes on-job learning that takes place because of the workplace requirements on projects like construction, operation, supervision at site, development of computer programmes or software package, etc;
- (c) **Developmental activities:** It includes attendance of structured educational or developmental meetings over a period of time like conferences, workshops, seminars and refresher courses from Council's approved bodies; and
- (d) **Individual activities:** Publications of technical articles in reputed refereed journals, part time lecturing in an approved technical institution, evaluation of dissertation at post-graduate level as external examiner and other participatory activities in the Council's recognized technical associations or institutions prescribed in bye-law 16.

(2) CPD shall be accumulated in the aforesaid four categories as set out in Annex-A.

16. **Conduct of CPD.-** The Governing Body shall ensure and manage the professional development of engineers in terms of its obligation under the Act. The Committee shall administer the professional development activities according to specified criteria and guidelines laid down by the Council. Professional institutions and associations, CPD academies, engineering universities or colleges and private institutions, registered by the Council may impart CPD in coordination with the Committee. All these institutions, associations and other bodies shall be known as professional engineering bodies in terms of clause (xxiv) of section 2 of the Act. The Council shall ensure that the responsibilities outsourced to these bodies are carried out in a fair, equitable and responsible manner without any profit motives. The Council retains the right to withdraw any outsourced responsibility from a registered professional engineering body if the circumstances so require.

17. **Recording of CPD.-** (1) Unless exempted in terms of bye-law 18, all registered engineers shall, record their CPD activities with the Committee in the following manner, namely:-

- (a) either manually by posting an authenticated copy of certificate received from a professional engineering body to the Committee or electronically in a password-protected private domain for each registered engineer, through Council's website;
- (b) registered persons may record individual CPD activities with the Committee on continuous basis as they occur, provided that all CPD activities undertaken are recorded within sixty days after completion of each activity; and
- (c) all CPD activities shall be backed by authenticated certificate or document issued by a professional engineering body and shall be produced on demand.

(2) When recording CPD activities under clause (1), any registered person who is registered in more than one professional categories shall inform the Committee regarding category of registration which is most appropriate to his area of practice, in which case the Committee evaluates the appropriateness of the CPD activities so recorded in the context of the registration category preferred by such person.

(3) CPD records will be checked and verified by the Committee against requirement of CPD policy and supporting documents provided. In case clarification is required, further information shall be provided to the Committee or an interview may be arranged at a mutually convenient time and place. The verification may take the form of a certificate or result or record of attendance with written verification from the registered CPD provider or institution of CPD activity. False claims shall be treated as serious breach of ethics and invite disciplinary actions under the Act.

18. **Possible exemptions etc., from CPD.-** (1) A registered person undergoing post-graduate studies is not exempt from CPD requirement until after award of the qualification.

(2) A registered person practicing abroad shall meet the same requirements as in Pakistan for initial or renewal of the Council's registration except those registered with 'Engineers Mobility Forum'.

(3) After attaining the age of sixty years, a registered person who continues to carry out engineering works in a consulting capacity or in a salaried position shall continue to acquire three credit points annually for renewal of registration.

(4) After attaining the age of sixty years, a registered person who does not work on a salaried position but works in an advisory role shall continue to acquire one credit point annually for renewal of registration.

(5) A registered person may apply for deferment of CPD. Such cases shall be reviewed by the Committee and decided on merit on case to case basis. Cases of physical disability, serious illness or other extenuating circumstances including non-existence of CPD facilities in very remote areas may be considered for exemption for a reasonable time.

(6) A registered engineer may appear in EPE after a minimum five years of practical experience and he (registered engineer) may be given the following credit of experience if he has obtained a recognized post-graduate engineering degree, as under:-

- | | | |
|-----|------|--------------------|
| (a) | M.Sc | twelve Months; |
| (b) | Ph.D | thirty-six Months. |

Provided that the degree is obtained under an accredited engineering programme.

19. **Audit.-** The Council will conduct random audits of up to ten *per cent* of the CPD records annually. If selected for audit, registered person shall be required to send, within eight weeks of initial notification, verification of their CPD activities in the form of a certificate or list of results or record of attendance or receipt of course payment or a written verification from the registered educational institution, which presented the developmental activity.

20. **Non-Compliance.-** In the event of a registered person not complying with the requirements of the CPD, the Council may adopt the following courses, namely:-

- (a) the concerned engineer may be required to follow an approved remedial programme of CPD within a specified period by the Council; or
- (b) refer his case to the Enrolment Committee for taking appropriate action according to the Act, Bye-laws and criteria evolved by the Governing Body.

21. **EPE.-** For assessment of engineering competence, knowledge and skills of an applicant engineer, the Committee shall hold an examination which may be arranged and conducted through local or foreign services hired or availed for the purpose. The EPE is optional for a registered engineer but is an essential part of assessment for the title of professional engineer.

22. **Eligibility.-** When a registered engineer has attained a minimum of five years of practical experience in relevant field of engineering from a recognized engineering organization or institution or service and has earned requisite credit points consisting of maximum of ten credit points of practical experience and seven credit points from other categories of CPD, he shall become eligible to apply for EPE in the form Annex-B.

23. **Format of the EPE.-** The format of the EPE shall be as under, namely:-

- (a) the examination shall comprise of two Parts; Part-I, of two hours, shall be common to all engineering disciplines and Part-II, of three hours, shall be discipline and specialized area-based consisting of two sections breadth and depth, specialized area examinations respectively. Part-II shall be based on open-book method. Syllabus of each part of EPE, duly amended from time to time, shall be finalized by the respective Experts' Committees and approved by Engineering Professional Development Committee. Basic parameters of the syllabi of each Part are as set out in Annex-C;
- (b) qualifying marks for each Part shall be *sixty per cent*. The candidate shall have to pass each part independently. If any candidate does not qualify in any Part, he shall be eligible to appear in the same part in the next three consecutive examinations. In case of not qualifying or not appearing in the next three consecutive examinations, the candidate shall be declared as not qualified and may appear in both parts;
- (c) the Examination shall be held twice a year and results shall be published through press and the Council's website; and
- (d) an application for EPE shall be supported by two professional engineers with minimum fifteen years of professional standing or a professional engineer authorized by the Council. A professional engineer supporting a prospective candidate shall send an independent report to the Committee on Proforma attached with the application form at Annex-B.

24. **Fees.-** The Council shall charge such fees as may be specified by it from time to time for CPD and EPE.

25. **Reference to Council.-** Any person aggrieved by any order of the Committee may challenge such order before the Council within thirty days whose decisions shall be final.

CATEGORIES OF CPD

Category	Applicable CPD program	Duration Credit Hrs	Credit Points	Remarks
<u>Category-a</u>				
<u>Formal Education</u> (Higher Education duly recognized by PEC/HEC)	1. Post-graduate Diploma (PGD)		2	(Above 6 and below 9 months duration)
			4	(9 to 12 months duration)
	2. Award of Post-graduate Degree in Engineering and related subjects like IT, Finance, Management, Law, Economics etc.		4	(Course work only)
			6	(Course work plus research work)
Limit of category- a = 4 credit points/year				
	3. Award of Doctorate (Ph.D) in Engineering		12	All achievements must be supported with records and certificates.
<u>Category-b*</u>				
<u>Work-based Activities</u>	Work Experience (Engineering related work including relevant aspects of Management)	400	1	
<u>Category-c*</u>				
<u>Developmental Activities</u>	1. Membership of a recognized professional Association/body		1	National bodies
			2	International bodies (Limit of memberships= 2 to be accounted for valid members annually)
	2. Participation in Training & Development Programmes		2	

CATEGORIES OF CPD

Category	Applicable CPD program	Duration Credit Hrs	Credit Points	Remarks
	3. Participation in Conference	02	0.5	
	4. Participation in Seminar	02	0.5	
	5. Participation in Lectures	02	0.5	
	6. Participation in Workshop	One day	1	
	7. Refresher Course/Short Course	One day	1	
<u>Category-d*</u>				
<u>Individual Activities</u>	1. Invited Lecturer		1.5	Lectures excluding routine teaching at institutions and university.
	2. Symposium Panelist		0.5	
	3. Writing and publishing a Research Article in Journals/ Technical Report		1	National (HEC/PEC approved). International (Publication after a peer review). Only comprehensive engineering works/ reports.
	4. Writing Conference Paper		0.5	National
	5. Authoring a Book		1.5	International
	6. Part of activities such as emergency/ recognized social work		5	Approved by a professional body
	7. Participation in statutory, technical or non-technical committees		1	Professional contribution in such activities.
	8. Managing Technical event		1	Active Participation
			2	National International

*Note: Limit for each of above categories (b,c,d) shall be 2 credit points per year.



PAKISTAN ENGINEERING COUNCIL
APPLICATION FORM FOR
ENGINEERING PRACTICE EXAMINATION (EPE)

Photo
(Passport size)

1. PERSONAL INFORMATION

Name: _____

Father's Name: _____

PEC Registration No. with Discipline: _____ Date of Registration: _____

Gender: _____ Nationality: _____

Date of Birth: ____/____/____
(Day) (Month) (Year)

Present (Postal) Address: _____

Permanent Address: _____

Phone Number (Line No): _____ Mobile No: _____

E-mail: _____

2. QUALIFICATION

2.	Qualifications	Name of University/ College/ Institute/Board	Year of Passing	Obtained Marks /Total Marks	%age	Certificate/Degree with discipline
2.1	F.Sc or Equivalent					
2.2	B.E. /B.Sc. Engg. Degree or Equivalent					
2.3	Post-graduate Diploma/Degree or Equivalent					
2.4	Doctorate (Ph. D) or Equivalent					

2.5 Any Other non-engineering qualification (Post-graduation) obtained:

Note: In case of qualification in more than one engineering discipline, indicate field of specialization.

3. **EMPLOYMENT STATUS**

Sr. No.	Name of Company/ Organization	Status (Govt./Semi-Govt/ Autonomous/Private)	Designation	Experience From-To	Experience Years/ Months
3.1					
3.2					
3.3					
3.4					
3.5					
3.6					
3.7					
3.8					

4. **CPD SCORE ACCUMULATED SINCE 10TH JULY 2010**
(Enclose attested documentary evidence)

Sr. #	Category	Sub-Category (As per Annex-A of CPD Byelaws)	Professional Engineering Body	Credit Hours Claimed	Credit points Claimed	Remarks
4.1	Formal Education (Higher Education duly recognized by PEC/HEC)					
4.2	Work Based Learning (Work Experience, Engineering related work including Management)					
4.3	Developmental Activities (Conferences, Seminars, Workshops, Lectures, memberships etc.)					
4.4	Individual Activities (Symposium Panelist, Authoring of Book, recognized social work etc.)					
Total						

5. **ANY OTHER ACHIEVEMENT**

Note: Attach additional sheets if required.

6. **PROFESSIONAL AREA OF PRACTICE/SPECIALIZATION APPLIED FOR TITLE OF PROFESSIONAL ENGINEER (PE)**

(to be selected from enclosed Appendix-I based on qualification, professional experience, and CPD acquired by the candidate)

7. **EXAMINATION CENTRES** (For detail visit PEC website)

Sr. No.	Preferred locations in order of priority (select any three) (Islamabad, Rawalpindi, Karachi, Lahore, Quetta, Peshawar, Sukkur, Multan)
7.1	
7.2	
7.3	

8. **FEE**

Prescribed Fee of Rs **5000/-** + Bank charges for EPE through MCB TBD A/c No.

0685583041005497 or HBL A/c No. 00427901578603 has been paid in Bank

..... Branch..... Dated..... in favor of "Pakistan Engineering Council Islamabad"

9. **DECLARATION**

- I wish to take the EPE for (spring/fall) year 20..... as prescribed by PEC in discipline as mentioned in the application form.
- I undertake to inform the EPDC/PEC of any change in my postal address and profession.
- I have no objection against my EPE process being stopped, should there be inaccuracy in the submitted information.
- I also undertake to abide by the PEC Act, Bye-Laws, relevant rules and Codes of Ethics and Conduct, prescribed for the members of the Council.
- I certify that the above particulars mentioned by me are true and correct.

Date: _____

Signature of the Engineer: _____

10. SPONSORS

From Personal knowledge of the applicant and in consideration of his/her qualifications as stated in the form, we recommend him/her as being in every way a fit and proper person to be certified as Professional Engineer.

10.1 Sponsor-1

Name: _____ PEC Registration Number: _____

Discipline: _____ Experience: _____

Designation: _____ Status: _____

Signature: _____

Date: _____ Official Stamp: _____

10.2 Sponsor-2

Name: _____ PEC Registration Number: _____

Discipline: _____ Experience: _____

Designation: _____ Status: _____

Signature: _____

Date: _____ Official Stamp: _____

Note: An application shall be supported or sponsored by two professional engineers with fifteen years of experience.

Instructions:

Please ensure provision of following documents with the application form:

1. Attested copy of valid PEC registration certificate (Form PEC-7)
2. Attested copies of experience certificates
3. Supporting documents of CPD activities
4. Attested copy of CNIC
5. Two passport size photographs (duly attested on the back side)
6. EPE fee paid receipt in original.

Applications must be sent to:

Additional Registrar CPD
Pakistan Engineering Council,
Ataturk Avenue, Sector G-5/2,
Islamabad.

To be filled by each Sponsor

(Confidential when completed)

To be filled by each sponsor and send separately to EPDC/PEC in a sealed envelope;

Report on Mr/Miss _____ S/O, D/O _____

Discipline: _____ PEC Registration No: _____

1. How long have you known the applicant Years

2. In what capacity. ☐ Employer ☐ Advisor ☐ Sr. Colleague

☐ Colleague ☐ Friend ☐ Client

3. Do you recommend the applicant for certification as Professional Engineer.

☐ Yes ☐ No

4. If yes please give your own impression of the candidate and why you consider him or her a fit person to be certified as Professional Engineer (PE) in around 50 words.

Signature: _____ Name of Sponsor: _____

Discipline: _____ Experience: _____

PEC Registration No: _____

Correspondence Address: _____

Contact No: _____ Email id: _____

Send to:-

Additional Registrar CPD, Pakistan Engineering Council,
Ataturk Avenue (East), G-5/2, Islamabad

(FOR OFFICE USE ONLY)

A. Accounts Section

Mode:

Cash

Cheque

DD

Received Rs. _____ Online Receipt No. _____

Bank Name _____

(Signature of Accounts Clerk)

(Accounts Associate)

B. CPD Wing

1. Discipline: _____ 2. PEC Reg No: _____
3. Renewal Upto: _____ 4. Registration Year: _____
5. Experience: _____ 6. CPD Credit Points: _____
7. Recommendations of CPD Wing:

(Eligible / Not Eligible)

C. EPE Wing

8. EPE Roll No: _____ 9. EPE Centre: _____
10. EPE Grading:

Sections	Marks Obtained	Total Marks	Percentage	Remarks
Part-I				
Part-II				
Total				

11. For PE Title

(Selected / Not Selected)

Discipline: _____

Registration Number: _____

SYLLABUS FOR EPE

There shall be two-tier examination for enhancement of title from registered engineer to professional engineer — Part-I common to all engineering disciplines and Part-II discipline, specialized area based.

PART-I

This is common to all disciplines comprising forty multiple-choice questions of one mark each, total marks forty, with the duration of two hours.

Syllabus Components:

- i. **MANAGEMENT (ENGINEERING RELATED)**
 - (a) quality issues;
 - (b) finance;
 - (c) procurement/legal; and
 - (d) latest trends;
- ii. **COMMUNICATION SKILLS**
 - (a) understanding the basic English;
 - (b) principles of effective communication;
 - (c) communication methods and skills; and
 - (d) business messages;
- iii. **ETHICAL AND SOCIAL ISSUES**
 - (a) code of ethics;
 - (b) professional obligation of engineers;
 - (c) role of opportunity and conflicts; and
 - (d) interpersonal relations;
- iv. **ENVIRONMENTAL ISSUES AND POLICIES**
 - (a) basic concept of environment;
 - (b) environment and safety;
 - (c) environmental impact assessment (EIA); and
 - (d) environmental organizations and legal framework;

v. HAZARDS AND RISK MANAGEMENT

- (a) occupational health hazard and risk;
- (b) principles and methods of hazard identification;
- (c) evaluation, risk assessment and its human behavioral aspects of risk management, fire safety; and
- (d) mitigation measures.

PART-II

This is open book breadth and depth examination comprising sixty multiple-choice questions of one mark each, total marks sixty, with the duration of three hours. There shall be the following two sections of Part-II for each major discipline of EPE: —

- | | | | |
|-----|-----------|---------------------------|--------------|
| i. | Section—A | Breadth (discipline wise) | 25 MCQs; and |
| ii. | Section—B | Depth (specialized areas) | 35 MCQs. |

The syllabus for Section—A (breadth) shall generally conform to latest undergraduate syllabus of Bachelor of Engineering or equivalent. Syllabus for Section—B (depth) shall be based on practical concepts framed to judge the practical experience and field based knowledge of registered engineers.

Part - 3

Registration of Professional Engineering Bodies (PEBs)

Registration of Professional Engineering Bodies (PEBs)



NAME OF INSTITUTION/ ORGANIZATION

Year__

3. Registration of Professional Engineering Bodies

3.1 Conduct of Continuing Professional Development Activities

As per Bye-law 16 Professional Development of Engineers (PDE) Bye-laws, 2008, the Governing Body shall ensure and manage the professional development of engineers in terms of its obligation under the Act. The Engineering Professional Development Committee (as per Bye-law 15) shall administer the professional development activities according to specified criteria and guidelines laid down by the Council. Professional institutions and associations, CPD academies, engineering universities or colleges and private institutions, registered by the Council may impart CPD activities in coordination with the Committee. All these institutions, associations and other bodies shall be known as Professional Engineering Bodies (PEBs) in terms of Clause (xxiv) of Section 2 of the Act. The Council shall ensure that the responsibilities outsourced to these bodies are carried out in a fair, equitable and responsible manner without any profit motives. The Council retains the right to withdraw any outsourced responsibility from a registered PEB if the circumstances so require.

Registration of Professional Engineering Bodies (PEBs) shall form the basis of imparting effective CPD activities to Engineers of relevant field, thereby playing a pivotal role in mentoring the engineering profession.

The registration of PEBs will be based on assessment/review ascertaining the strengths and weaknesses of the organization in terms of standards, functioning, efficient management system, an effective self-assessment process, and trained and experienced manpower to achieve the purpose of professional development.

3.2 Principles

- An initial detailed review progressively focusing on support rather than compliance;
- Focus on qualification, training and experience of people involved and procedures evolved for management and conduct of proceedings with emphasis on self-assessment; and
- Review based on demonstrated and appropriately documented material.

3.3 Criteria

- Government/Semi-Government/Private Chartered Institutions;
- Autonomous and registered Professional Bodies in good standing;
- Shared objectives and compliance with PEC Act, PDE Bye-laws and regulations, etc.;
- Preference shall be given to those organizations which have all/most of the necessary infrastructure of their own; and
- Willing to be a registered member as a PEC Professional Engineering Body and pay a prescribed fee (if applicable) regularly to remain in good standing.

3.4 Procedure

- Receipt of Application for registration on prescribed form along with fee, if any;
- Analysis and clarifications on the application by PEC;
- If needed and approved by EPDC, visit to be conducted by Experts' Panel approved by EPDC and submission of Experts' Report to EPDC;

- Approval for registration in regular meetings of EPDC;
- Based on approval, formal certificate of registration be issued by EPDC;
- The whole process to be completed within three (03) months;
- Initial registration will be from one (01) to three (03) years depending upon the observation and recommendation of Experts Committee and accreditation status, in case of Engineering Institutions;
- After expiry of registration period, the above registration procedure is to be repeated.

3.5 Guidelines for Registration of CPD Bodies with PEC

All the Professional Bodies interested to join for imparting CPD activities, may apply for registration with PEC while adhering to the provision of PDE Byelaws especially Bye-law 16 and the defined criteria (Section 3.3) above. The professional bodies named **PEBs** would apply on the prescribed form along with fee (if applicable) and necessary documents to PEC. Any institute or body having more than one campus/branches, would require a separate registration/ evaluation process. The major parameters to be evaluated might be included but not limited to the followings:

- i. Management of the Institute/ Organization
- ii. Mission and Objectives
- iii. Infrastructure and Physical Resources
- iv. Human Resources – Resource Persons and Staff (Full time)
- v. Area(s) of Interest for CPD Activities related to engineering and allied disciplines
- vi. Major Achievements – Past CPD activities and experiences

All PEBs will provide yearly CPD schedule to PEC/ EPDC for information and record until 15th December of preceding year. If anything found unbalanced in the CPD schedule/ activities then PEC may ask for clarification(s). After which, The CPD activities will include but not limited to the activities defined in PDE Bye-laws, 2008 (www.pec.org.pk). The final CPD activity schedule will be uploaded on PEC and respective PEB website.

The concerned PEB will send to PEC a verified list of the participants within two weeks of holding the approved CPD activity for verification of the CPD returns to be filed by the candidates. The format of CPD Yearly Calendar, CPD Returns of Participants, and CPD Returns of Resource Person(s)/ Event Organizer(s) are given in Appendix A, B and C, respectively. The format of CPD Certificate is enclosed as Appendix-D.

3.6 Fee Structure for PEB Registration and Engineer's CPD Returns

Currently PEC does not charge any Registration and Renewal fee from the PEBs, however, the fee structure for submission of CPD returns by engineers as well as by Professional Engineering Bodies (PEBs) is given below:

Fee Structure for CPD Courses

S.#	Course Participants	Course Fee
1	For engineers and technical managers	Rs 1000/- (half day) Rs 2000/- (full day activity)
2	For undergraduate engineering students	Rs 500/- per day

3.7 Proforma for Registration of CPD Bodies

The proforma for registration of PEBs is given below, of which three copies are required to be submitted at the time of registration/ renewal along with prescribed fee (if any).

3.8 Mechanism for recognition of CPD from Foreign Institutions/ Universities/ Professional Organizations:

The mechanism for recognition/ acceptance of CPD activities acquired by the PEs (Professional Engineers) and REs (Registered Engineers) from foreign institutions/ universities/ professional organizations is based on following criteria;

1. CPD bodies/ institutions/ universities recognized or registered by the equivalent registration/ licensing bodies including member economies of International Professional Engineers Agreement (IPEA).
2. CPD activities acquired from the institutions/ universities having accredited engineering programs by equivalent accrediting bodies as FEANI, ECUK, ABET (Accreditation Board for Engineering and Technology), BEM or member economies of International Professional Engineers' Agreement (IPEA).
3. CPD activities acquired from recognized educational institutions/ universities, from the relevant forum (HEC, Education Ministry, etc.)
4. Established and recognized Professional Bodies like American Society of Civil Engineers (ASCE), Institute of Engineers, Institute of Electrical and Electronic Engineers (IEEE), American Society of Mechanical Engineers (ASME) etc.
5. Established and recognized technical organizations or training Academies of Engineering Organizations.
6. Distance learning will only be accepted based on defined criteria internationally acceptable.
 - i. Subject area of CPD activity
 - ii. Objectives and scope
 - iii. Mode of delivery
 - iv. Assessment mechanism
 - v. Evaluation process
7. For engineers acquiring CPD through above said system(s) will deposit Rs 2000/- (Rupees two thousand only) per CPD return plus verification fee, if applicable, as per actual.
8. The CPD activities would have the same CPD credit points and meaning as given in the Annex-A of the PDE Byelaws 2008.

Template of the Application for Registration as PEB

The Additional Registrar (CPD)
Pakistan Engineering Council
Ataturk Avenue (East)
Sector G-5/2, Islamabad

Subject: **RENEWAL/ ISSUANCE OF LICENCE AS “PROFESSIONAL
ENGINEERING BODY” UNDER PEC ACT & CPD BYELAWS 2008**

Dear Sir,

We are submitting application for renewal/ issuance of license as Professional Engineering Body (PEB) duly completed along with necessary supporting documents.

Signature

(Name and Designation)

Head of Institution/ Organization

REGISTRATION FORM

(PEB-1)

FOR

PROFESSIONAL ENGINEERING BODIES (PEBs)



Engineering Professional Development Committee (EPDC)

Pakistan Engineering Council

www.pec.org.pk cpd@pec.org.pk

RENEWAL/ISSUANCE OF LICENCE AS PROFESSIONAL ENGINEERING BODIES FOR CPD

(Self-Assessment Report to be filled by the institutions/ bodies/ academies)

(Please tick and fill as required)

Renewal	New License	PEB Registration No (if already registered)

S. No.	Parameters/ Attributes	By the Institution/ Organization
1	Management of the Institute/ Organization:	
	1.1 Name of the Institution/ Organization	
	1.2 Govt./Autonomous/ Semi-autonomous/ Private	
	1.3 Registration (Chartered Institute, constituent part/campus, SECP, Company Ordinance etc.)	
	1.4 Location/ Constituency	
	1.5 Management and Operational Structure	
	1.6 Other Information	
2	Mission and Objectives of Organization: (clearly defines mission & objectives)	
	2.1 Mission	
	2.2 Objectives	
3	Infrastructure and Resources:	

S. No.	Parameters/ Attributes	By the Institution/ Organization
	3.1 Building (Owned, rented, lease etc.)	
	3.2 Office Space	
	3.3 Lecture Halls (Nos.): - For atleast 30 participants - For > 30 and upto 100 participants	
	3.4 Seminar/ Workshop Hall (Nos.) (more than 100 participants)	
	3.5 Availability of lecture requirements (multimedia, speaker, computers, internet, photocopying etc.)	
	3.6 Financial Strength (CPD should not be taken as commercial venture)	
	3.6.1 Govt./ Trust Funds/ Donations	
	3.6.2 Other Sources of Fund Generation	
4	Resource Persons and Staff	
	4.1 Resource Persons	
	4.1.1 Permanent (Name, qualification, experience, expert area, to ascertain availability of experienced Permanent Resource Persons in different areas)	
	4.1.2 Visiting (Name, qualification, experience, expert area, to ascertain availability of experienced visiting Resource Persons in different areas)	

S. No.	Parameters/ Attributes	By the Institution/ Organization
	4.2 Allied/ Supporting Staff (Name, qualification, responsibility, to ascertain availability of necessary allied/ supporting staff)	
5	Area(s) of Interest for CPD Activities (in line with PEC objectives)	
	5.1 Area(s) of Interest (subjects & fields including technical, management, communication, ethics and latest trends): 1. Engineering 2. Management 3. Ethics 4. Legal 5.	
	5.2 Yearly Calendar of CPD Activities with fee structure (Existing/ Projected) 5.2.1 Existing Calendar 5.2.2 Projected Activities	
6	Major Achievements – Past CPD activities and experiences: (sufficient evidence/ record)	
7	Mode of Dissemination	
	7.1 Website	
	7.2 Newspapers/ Newsletter/ Circular etc. (wider dissemination of information)	

Note: Please attach supporting documents/ additional sheets where necessary.

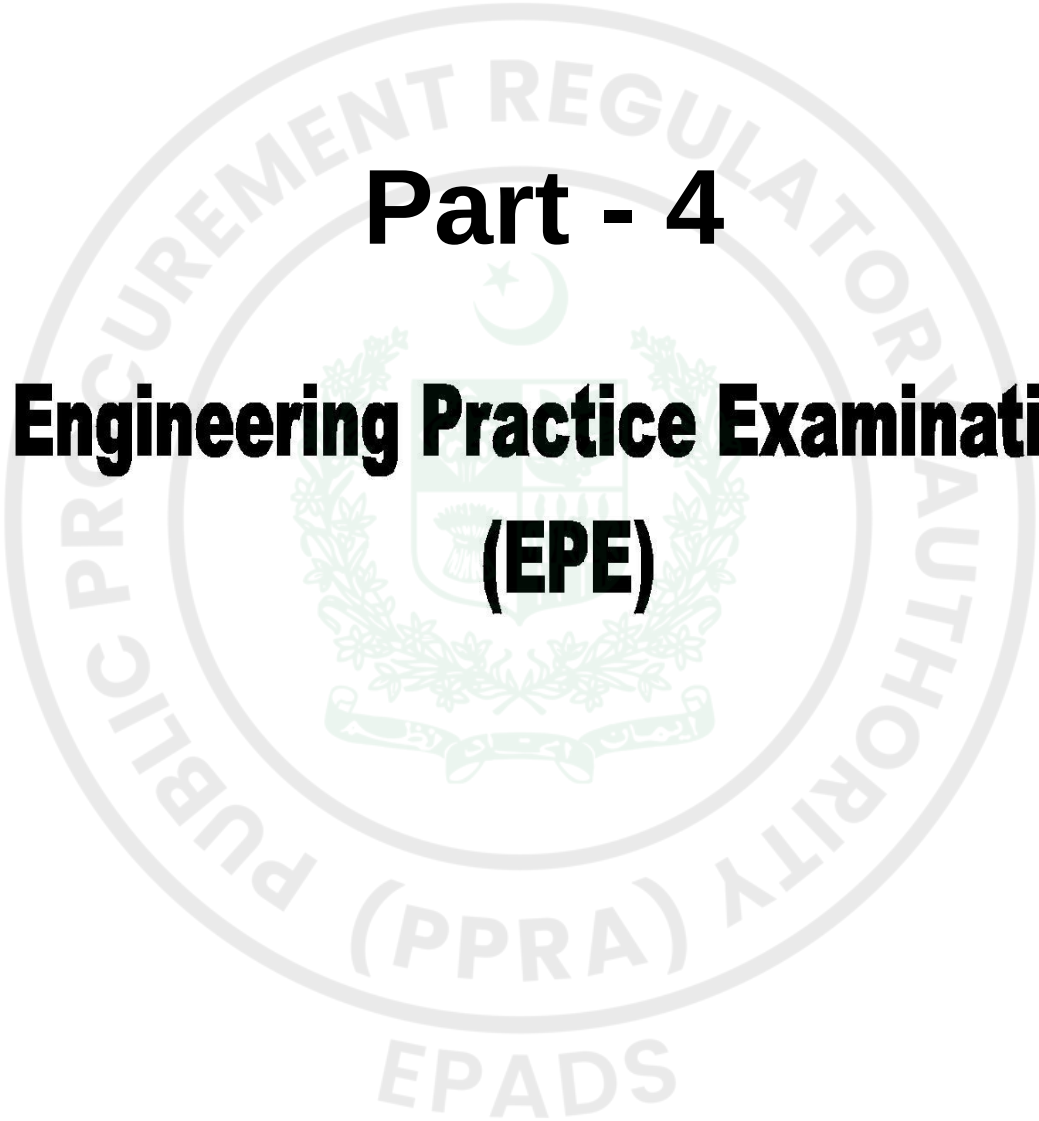
Undertaking:

1. I declare on behalf of the institute/ organization, to abide by the terms and conditions of registration set forth in the Professional Development of Engineers Byelaws 2008, Guidelines Manual, and amendments made therein time to time.
2. Not to undertake CPD activities as commercial venture but as a service to the engineering profession.
3. To inform PEC (EPDC in case) the yearly calendar of CPD activities till 1st December of preceding year, and comply with the PEC's observation if anything found unbalanced in the CPD schedule.
4. To submit CPD returns on prescribed format to PEC on regular basis after conduct of each approved CPD activity.
5. To pay initial registration and yearly renewal fee to PEC, if applicable.

Name and Signature
Head of Institution/ Organization

EVALUATION BY EPDC THROUGH CPD SECRETARIAT

Stage 1:	Initial; scrutiny by CPD Secretariat:
Stage 2:	Consideration by CPD Secretariat Head for submission to EPDC either for direct approval or referring for visit by the experts or referring back to the institute to meet observations: Decision of EPDC: - Approved - For experts' visit - Referring back to the institute
Stage 3:	Report by the Experts:
Stage 4:	Resubmission of the case through Secretariat to EPDC for review/ final decision: Decision of EPDC: - Approved - Declined



Part - 4

Engineering Practice Examination (EPE)

4. ENGINEERING PRACTICE EXAMINATION

4.1 Introduction

For assessment of engineering competence, knowledge and skills of an applicant engineer, the Committee shall hold an examination which may be arranged and conducted through local or foreign services hired or availed for the purpose. The EPE is optional for a registered engineer but is an essential part of assessment for the title of professional engineer.

When a registered engineer has attained a minimum of five years of practical experience in relevant field of engineering from a recognized engineering organization or institution or service and has earned requisite credit points, he shall become eligible to apply for EPE.

4.2 EPE Mechanism

In this regard, a system has been designed for conducting paper-based Engineering Practice Examination with a provision of online system in the future. The mechanism is as under.

- Widely circulated schedule of EPE twice a year or in accordance with the frequency revised from time to time through newspapers/ website for submission of application forms along with fee by the Registered Engineers who fulfill the pre-requisites and are interested for the title of “PE”.
- Verification of pre-requisites and record by CPD Secretariat to finalize the list and issuing Roll Number/ Code, indicating Examination Centre accordingly (via post and email). The roll number/ code shall be used during the examination. A valid CNIC would be required.
- EPDC shall be responsible for administering examination at the designated centres. The centres shall be based mainly at Public Sector Engineering Universities/Institutions at a location where reasonable cluster of internet connected computers (about 250 -300) could be available. Security of all the centres shall be ensured through concerned institutions.
- Both parts (Part-I and Part-II) of the examination shall be held on the same day with ninety minutes break.
- The EPDC through notified Experts’ Committees shall review the syllabi of EPE from time to time and get prepared the MCQs through Experts’ Committees. Approved MCQs after review shall be added into the MCQs databank.
- After announcement of each EPE, the Experts’ Committees of relevant engineering disciplines/ specialized areas, as nominated by EPDC, shall prepare MCQ-based examination papers for all engineering disciplines atleast fifteen days before the conduct of examination.
- EPDC shall appoint the Exam Conveners (from among Governing Body) for overall monitoring of the EPE proceedings in each examination centre, who shall be assisted by the concerned PEC Officials (PEC-18 or above) of Regional/Branch Offices. The concerned institutions of designated EPE Centres shall provide necessary support in this regard for which MoUs shall be made.

4.3 Examination Process

A Sub-committee of EPDC along with Head of CPD Department while remaining at PEC HQs shall liaise with all the examination centres during the conduct of examination. The sequence of examination process shall be as under:

- i. The sealed examination papers along with list of candidates, attendance sheets, return envelopes and necessary stationery material shall be handed over to the concerned PEC Official (PEC-18 or above) at PEC HQ one or two days before examination, who would take it to the examination centre.
- ii. On the day of examination at each centre, the Examination Committee shall comprise of one Exam Convener, PEC Officials each from concerned PEC Regional/Branch Office and PEC HQ, one staff (PEC-14 or above), and one Coordinator from the concerned institution, besides supporting staff both from PEC and the collaborating institution.
- iii. The entry of the candidates shall start atleast one hour before the scheduled time i.e. 0900 hours. The entry of each candidate shall be subject to possession of original Roll Number slip issued by PEC, original valid CNIC and original PEC Registration Card.
- iv. PEC Official in the presence of the Exam Convener shall open the sealed envelope atleast thirty minutes before the start of the paper and distribute among the candidates as per allocated Roll Numbers. The same process shall be followed for both parts.
- v. All candidates shall have to sign the attendance sheet and on answer sheet of each part of the examination separately. Without signature of the candidate either on attendance sheet or answer sheet of the concerned part, the paper shall not be considered for marking.
- vi. The Exam Convener shall also sign on each answer sheet during conduct of the paper and concerned PEC Official shall ensure signature of both the candidate and Exam Convener on answer sheets before collecting back the answer sheet and question paper from the candidates.
- vii. No candidate shall be allowed to leave the examination hall before the completion of half time of each Part. The paper collection (paper along with respective answer sheet) shall be started before the candidates are allowed to leave the hall.
- viii. The envelopes of examination paper for each part shall be signed by Exam Convener, PEC Officials and Coordinator from collaborating institution. The Examination Committee shall seal the answer sheets clipped with respective question paper at the end of each Part of the examination along with candidates' attendance sheets. This should be done immediately after the end of each part of the examination.
- ix. At the end of the examination, sealed envelopes of both parts shall be packed and sealed in one cloth sack provided by CPD Secretariat. The sealed cloth sack would be handed over to PEC Official deputed from PEC HQ.
- x. The sealed sacks shall be opened before the Experts' Committee in presence of the concerned PEC Officials of respective EPE centres deputed from PEC HQ. Paper marking shall be done by the Experts' Committee of relevant disciplines immediately after the receiving of sealed sacks from all EPE centres.

- xi. The Experts' Committee shall compile the EPE result and forward it to EPDC for approval and onward announcement.

4.4 Applying Procedure for EPE

When a registered engineer has attained a minimum of five years of practical experience in relevant field of engineering from a recognized engineering organization or institution or service and has earned requisite credit points, he shall become eligible to apply for EPE on prescribed form given in Appendix-E of this Manual.

The format of the EPE shall be as under, namely:-

- (a) The examination shall comprise of two Parts. Part-I (2 hours) shall be common to all engineering disciplines and Part-II (3 hours) shall be discipline and specialized area-based consisting of two sections breadth and depth/specialized area examinations respectively. Part-II shall be based on open book method. Syllabus of each part of EPE, duly amended from time to time, shall be finalized by the respective Experts' Committees and approved by Engineering Professional Development Committee. Basic parameters of the syllabi of each Part are given in CPD Byelaws-2008 (given in this Manual) and EPE Syllabi for PEC registered engineering disciplines are available on PEC website (www.pec.org.pk).
- (b) Qualifying marks for each Part shall be *sixty per cent*. The candidate shall have to pass each part independently. If any candidate does not qualify in any Part, he shall be eligible to appear in the same part in the next three consecutive examinations. In case of not qualifying or not appearing in the next three consecutive examinations, the candidate shall be declared as not qualified and may appear in both parts.
- (c) The Examination shall be held twice a year and results shall be published through the Council's website.
- (d) An application for EPE shall be supported by two professional engineers with minimum fifteen years of professional standing or a professional engineer authorized by the Council. A professional engineer supporting a prospective candidate shall send an independent report to the Committee on Proforma attached with the application form at Annex-B of Part-2 of this Manual.

The Council shall charge such fees as may be specified by it from time to time for CPD and EPE. The fee for EPE is Rs 5000/- per candidate.

4.5 Application Form for EPE

The application form for Engineering Practice examination (EPE) is given in Appendix-E of this Manual.

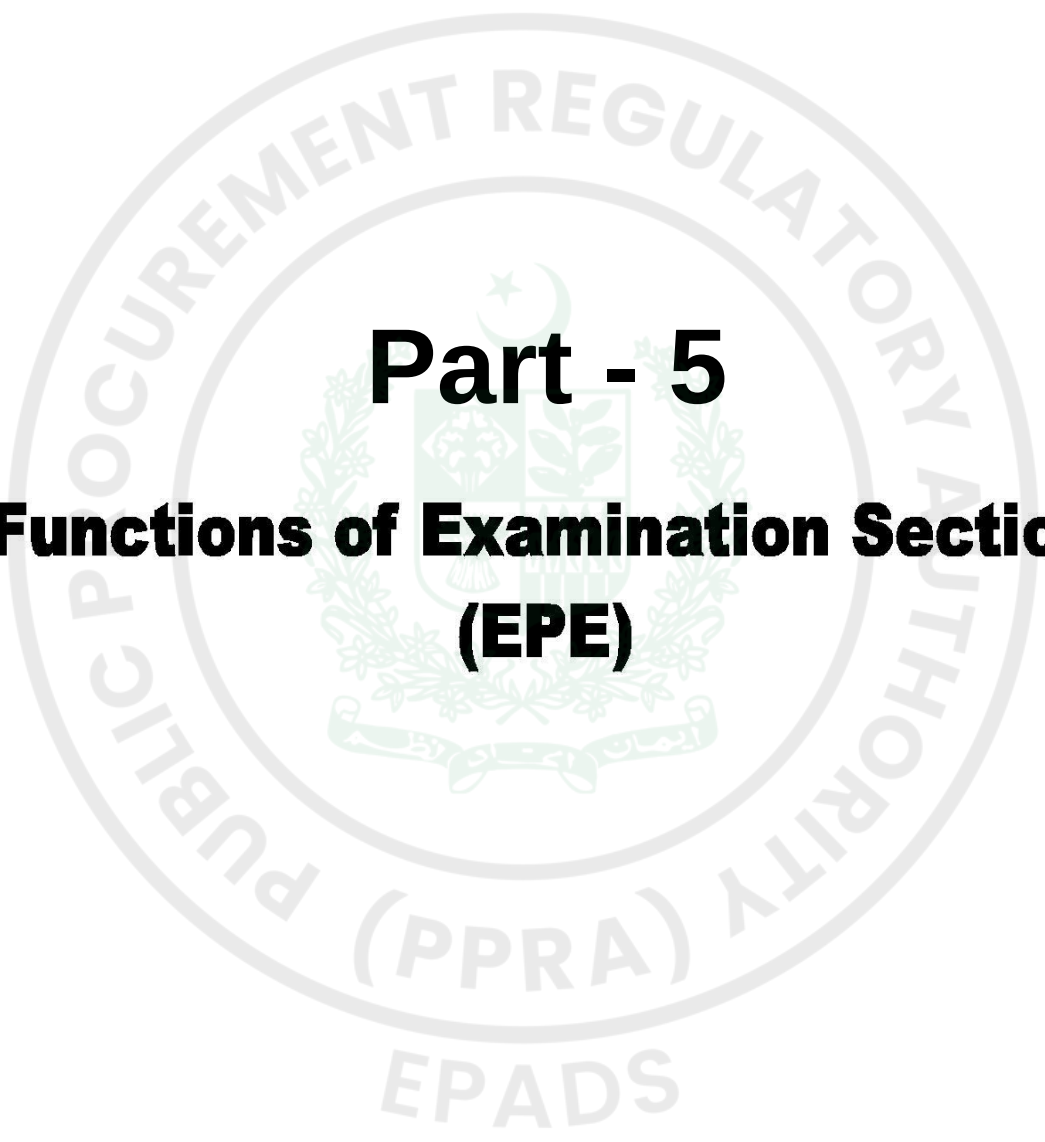
4.6 Instructions/Guidelines to the Candidate

The following instructions/guidelines are mandatory for each candidate appearing in Engineering Practice Examination (EPE).

1. No candidate is allowed to sit in the exam without the roll no slip, original CNIC, original PEC registration card.
2. The exam shall start at 1000 hours and the candidate should report at the center atleast one hour before start of exam.
3. No candidate shall be allowed to the examination hall once the exam is started.
4. Programmable calculator, laptop, mobile phone, iPod, and any storage device/ electronic gadget are not allowed in examination hall. Only simple calculator is allowed.
5. The exam shall comprise of two parts, and held on the same day viz Part-I (02-hours) and Part-II (03 hours) with 90 minutes break.
6. Qualifying marks for each Part shall be sixty per cent. The candidate shall have to pass each part independently. If any candidate does not qualify in any Part, he shall be eligible to appear in the same part in the next three consecutive examinations. In case of not qualifying or not appearing in the next three consecutive examinations, the candidate shall be declared as not qualified and may appear in both parts.
7. Exam shall be based on Multiple Choice Questions (MCQs).
8. The Part-II of exam shall be open book; only books, bound copies shall be allowed. No loose paper/notes /handouts shall be permissible.
9. The final result shall be communicated through PEC website followed by post mail.
10. No candidate shall indulge to influence the examination process as well as the examination staff, and responsible(s) shall be disqualified.
11. No candidate is allowed to indulge in any Law and Order situation to affect the exam process.

4.7 Code of Ethics for EPE Curriculum Experts/ Examiners

The Code of Ethics to be observed by the EPE Curriculum Experts/ Examiners, is placed at Appendix-F.



Part - 5

Functions of Examination Section (EPE)

5. FUNCTIONS OF EXAMINATION SECTION

5.1 Compilation of CPD/EPE Record

The CPD Department will comprise of two sections viz. i) CPD Section, and ii) EPE Section, under the overall directions of EPDC through the Head of CPD Department. The CPD Secretariat will perform all the functions defined in the CPD Byelaws 2008. The maintenance of CPD record, returns from the engineers, PEBs registration/ renewal and their CPD schedule, consolidation and verifications etc., will be managed by the CPD Section.

5.2 Examination Records Branch / Cell

The Engineering Practice Examination (EPE) will be managed by the EPE Section of CPD Department at PEC Headquarters, Islamabad. This Section will be responsible under the overall directions of the EPDC through the Head of CPD Department, to announce, receiving applications, scrutiny, record compilation, arranging examination and maintaining results till approval and endorsement to the PEC Registration Department.

5.3 Review Status of Existing Professional Engineers, Complaints and Disciplinary Matters

The EPDC will regularly take up and review matters relating to the status of existing Registered Engineers and Professional Engineers, complaints and disciplinary issues as defined under the CDP Byelaws in vogue.

5.4 Filing of CPD Returns

The filing of CPD returns by the Registered Engineer and Professional Engineer will be done as prescribed in Bye-law 17 of PDE Byelaws 2008.

5.5 Audit of CPD Activities and Returns

The audit of CPD activities would be a compulsory part for quality control as defined in Bye-law 19 of PDE Byelaws 2008.

5.6 Notification/ Registration as Professional Engineers

The notification of EPE result will be announced through PEC website and by post as prescribed in Bye-law 23(c) of PDE Byelaws.

5.7 Examination Kits and Study Material

The Council through CPD Department would prepare examination kits and study material for the candidates downloadable from PEC website.

Format of CPD Yearly Calendar by PEBs

CPD Activities Calendar for the year _____							
PEB Name:							
PEB Reg. #							
Name of PEB Coordinator:							
Sr. #	CPD Title	CPD Category - Type	Location	Date	Collaboration	Recourse Person	CPD Credit Points
1							
2							
3							
4							
5							
6							

Note: Please refer Annexure-A of PDE Bye-laws 2008 for CPD category and CPD credit points for each activity.

Format of CPD Returns-1 by PEBs

Course/ CPD title:							
PEB Name:							
PEB Reg #:							
CPD Category	CPD Activity	Course Code	Date	Location	Duration	Credit Points	Total No. of Participants
List Of Participants							
Sr. No	PEC Reg. No	Name (as per PEC Record)					

Note: Please refer Annexure-A of PDE Bye-laws 2008 for CPD category and CPD credit points for each activity.

Format of CPD Returns-2 by PEBs

Course/ CPD title:							
PEB Name:							
PEB Reg #:							
CPD Category	CPD Activity	Course Code	Date	Location	Duration	Credit Points	Total No. of Participants
List of CPD Organizers							
Sr. No	PEC Reg. No	Coordinator/Resource Person	Name		Affiliation/ Organization	CPD Credit Points	

Note: (i) Please refer Annexure-A of PDE Bye-laws 2008 for CPD category and CPD credit points for each activity.

(ii) Organizers should not be more than two (02) for each activity

Format of CPD Certificate



The image shows a template for a Continuing Professional Development (CPD) Certificate. It features a large, faint watermark in the background that reads "PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS". The certificate is framed by a double-line border, with the inner line being purple and the outer line being light blue. In the top left corner is the logo of the Pakistan Engineering Council, which includes a gear, a book, and a torch, surrounded by the text "PAKISTAN ENGINEERING COUNCIL" and a banner at the bottom with Urdu text. In the top right corner is a circular placeholder for the "PEB logo". The main text of the certificate is as follows:

Continuing Professional Development Programme
 (under PEB License No.: P-UETLHR-50-xx)

This certificate is awarded to _____

for attending one day short course on

ENGINEERING PROCUREMENT AND CONTRACTS
 (One CPD Credit Points)

held on February 11, 2011

at University of Engineering and Technology, Lahore

Course Coordinator

PEB Coordinator

Organized by: University of Engineering and Technology, Lahore



PAKISTAN ENGINEERING COUNCIL
APPLICATION FORM FOR
ENGINEERING PRACTICE EXAMINATION (EPE)

Photo
(Passport size)

1. PERSONAL INFORMATION

Name: _____

Father's Name: _____

PEC Registration No. with Discipline: _____ Date of Registration: _____

Gender: _____ Nationality: _____

Date of Birth: _____ / _____ / _____
(Day) (Month) (Year)

Present (Postal) Address: _____

Permanent Address: _____

Phone Number (Line No): _____ Mobile No: _____

E-mail: _____

2. QUALIFICATION

2.	Qualifications	Name of University/ College/ Institute/Board	Year of Passing	Obtained Marks /Total Marks	%age	Certificate/Degree with discipline
2.1	F.Sc or Equivalent					
2.2	B.E. /B.Sc. Engg. Degree or Equivalent					
2.3	Post-graduate Diploma/Degree or Equivalent					
2.4	Doctorate (Ph. D) or Equivalent					

2.5 Any Other non-engineering qualification (Post-graduation) obtained:

Note: In case of qualification in more than one engineering discipline, indicate field of specialization.

3. **EMPLOYMENT STATUS**

Sr. No.	Name of Company/ Organization	Status (Govt./Semi-Govt/ Autonomous/Private)	Designation	Experience From-To	Experience Years/ Months
3.1					
3.2					
3.3					
3.4					
3.5					
3.6					
3.7					
3.8					

4. **CPD SCORE ACCUMULATED SINCE 10TH JULY 2010**
(Enclose attested documentary evidence)

Sr. #	Category	Sub-Category (As per Annex-A of CPD Byelaws)	Professional Engineering Body	Credit Hours Claimed	Credit points Claimed	Remarks
4.1	Formal Education (Higher Education duly recognized by PEC/HEC)					
4.2	Work Based Learning (Work Experience, Engineering related work including Management)					
4.3	Developmental Activities (Conferences, Seminars, Workshops, Lectures, memberships etc.)					
4.4	Individual Activities (Symposium Panelist, Authoring of Book, recognized social work etc.)					
Total						

10. **ANY OTHER ACHIEVEMENT**

Note: Attach additional sheets if required.

11. **PROFESSIONAL AREA OF PRACTICE/SPECIALIZATION APPLIED FOR TITLE OF PROFESSIONAL ENGINEER (PE)**
(to be selected from enclosed Appendix-I based on qualification, professional experience, and CPD acquired by the candidate)
-

12. **EXAMINATION CENTRES** (For detail visit PEC website)

Sr. No.	Preferred locations in order of priority (select any three) (Islamabad, Rawalpindi, Karachi, Lahore, Quetta, Peshawar, Sukkur, Multan)
7.1	
7.2	
7.3	

13. **FEE**

Prescribed Fee of Rs **5000/-** + Bank charges for EPE through MCB TBD A/c No. 0685583041005497 or HBL A/c No. 00427901578603 has been paid in Bank
..... Branch..... Dated..... in favor of “Pakistan
Engineering Council Islamabad”.

14. **DECLARATION**

- I wish to take the EPE for (spring/fall) year 20..... as prescribed by PEC in discipline as mentioned in the application form.
- I undertake to inform the EPDC/PEC of any change in my postal address and profession.
- I have no objection against my EPE process being stopped, should there be inaccuracy in the submitted information.
- I also undertake to abide by the PEC Act, Bye-Laws, relevant rules and Codes of Ethics and Conduct, prescribed for the members of the Council.
- I certify that the above particulars mentioned by me are true and correct.

Date: _____

Signature of the Engineer: _____

10. SPONSORS

From Personal knowledge of the applicant and in consideration of his/her qualifications as stated in the form, we recommend him/her as being in every way a fit and proper person to be certified as Professional Engineer.

10.1 Sponsor-1

Name: _____ PEC Registration Number: _____

Discipline: _____ Experience: _____

Designation: _____ Status: _____

Signature: _____

Date: _____ Official Stamp: _____

10.2 Sponsor-2

Name: _____ PEC Registration Number: _____

Discipline: _____ Experience: _____

Designation: _____ Status: _____

Signature: _____

Date: _____ Official Stamp: _____

Note: An application shall be supported or sponsored by two professional engineers with fifteen years of experience.

Instructions:

Please ensure provision of following documents with the application form:

1. Attested copy of valid PEC registration certificate (Form PEC-7)
2. Attested copies of experience certificates
3. Supporting documents of CPD activities
4. Attested copy of NIC and Domicile
5. Two passport size photographs (duly attested on the back side)
6. EPE fee paid receipt

Applications must be sent to:

Additional Registrar CPD
Pakistan Engineering Council,
Ataturk Avenue, Sector G-5/2,
Islamabad.

To be filled by each Sponsor

(Confidential when completed)

To be filled by each sponsor and send separately to EPDC/PEC in a sealed envelope;

Report on Mr/Miss _____ S/O, D/O _____

Discipline: _____ PEC Registration No: _____

5. How long have you known the applicant Years

6. In what capacity. ☐ Employer ☐ Advisor ☐ Sr. Colleague
☐ Colleague ☐ Friend ☐ Client

7. Do you recommend the applicant for certification as Professional Engineer.

☐ Yes ☐ No

8. If yes please give your own impression of the candidate and why you consider him or her a fit person to be certified as Professional Engineer (PE) in around 50 words.

Signature: _____ Name of Sponsor: _____

Discipline: _____ Experience: _____

PEC Registration No: _____

Correspondence Address: _____

Contact No: _____ Email id: _____

Send to:-

Additional Registrar CPD, Pakistan Engineering Council,
Ataturk Avenue (East), G-5/2, Islamabad

(FOR OFFICE USE ONLY)

A. Accounts Section

Mode:

Cash

Cheque

DD

Received Rs. _____ Online Receipt No. _____

Bank Name _____

(Signature of Accounts Clerk)

(Accounts Associate)

B. CPD Wing

1. Discipline: _____ 2. PEC Reg No: _____

3. Renewal Upto: _____ 4. Registration Year: _____

5. Experience: _____ 6. CPD Credit Points: _____

7. Recommendations of CPD Wing:

(Eligible / Not Eligible)

C. EPE Wing

8. EPE Roll No: _____ 9. EPE Centre: _____

10. EPE Grading:

Sections	Marks Obtained	Total Marks	Percentage	Remarks
Part-I				
Part-II				
Total				

11. For PE Title

(Selected / Not Selected)

Discipline: _____

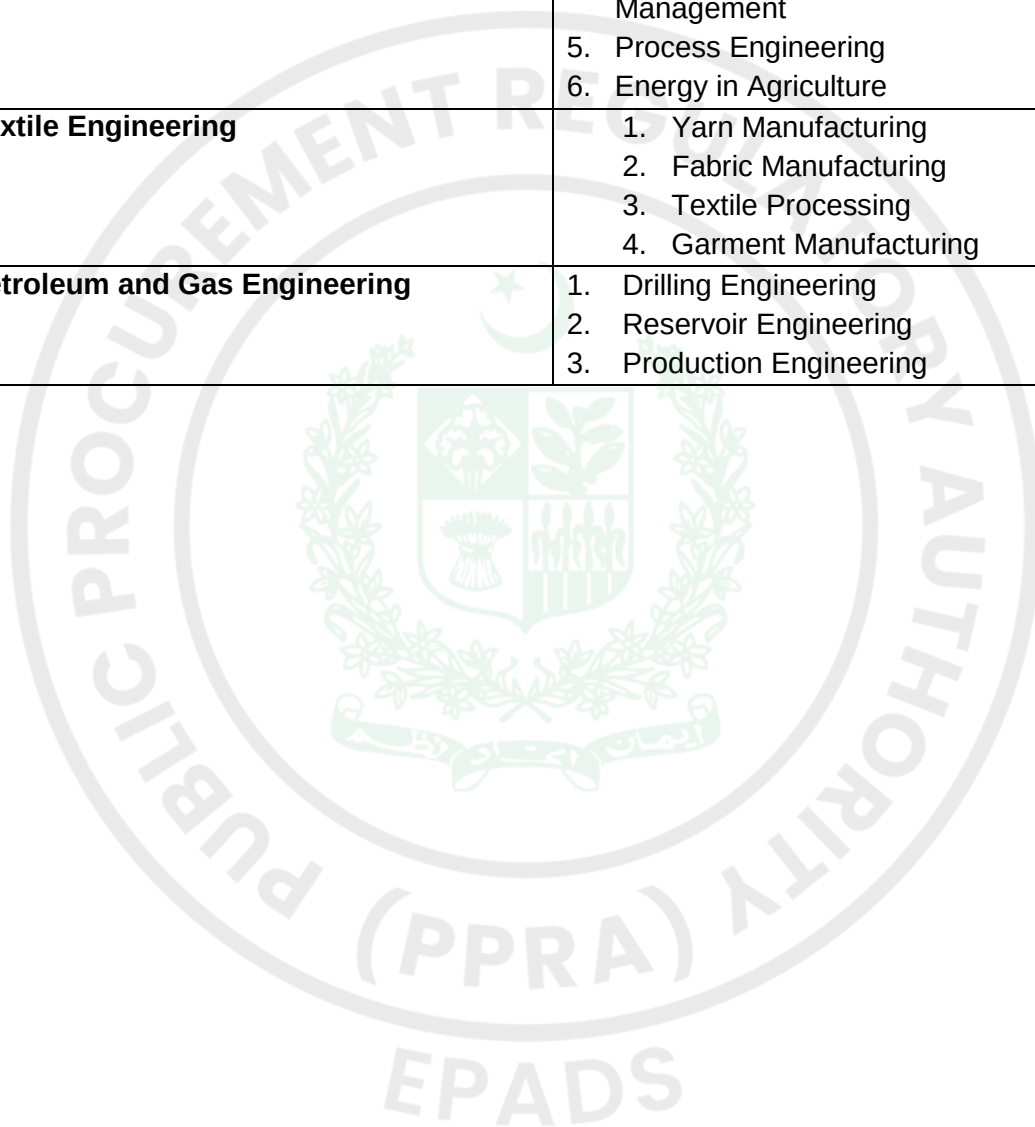
Registration Number: _____

Professional Areas of Practice/ Specialization for the title of Professional Engineer (PE)

(Based on academic qualifications, professional experience, and CPD acquired by the candidate)

S.#	PEC Registered Engineering Disciplines	Professional Areas of Practice/ Specialization for title of PE (select only one from within the discipline)
1	Electrical Engineering and Allied Disciplines (Electrical/ Electronics/ Industrial Electronics/ Telecommunication/ Avionics/ Mechatronics/ Biomedical/ Computer/ Engineering Sciences)	1. Electric Power 2. Electronic Engineering 3. Industrial Electronics 4. Telecommunication Engineering 5. Avionics Engineering 6. Mechatronics Engineering 7. Biomedical Engineering 8. Computer Engineering
2	Civil Engineering and Allied Disciplines (Civil/ Transportation/ Urban/ Environment/ Building & Architecture)	1. Structures 2. Transportation 3. Geotechnical 4. Construction Management 5. Water Resources 6. Environmental Engineering 7. Urban Engineering 8. Building and Architectural Engineering
3	Mechanical Engineering and Allied Disciplines (Mechanical/ Industrial and Manufacturing/ Aeronautical Engineering-Aerospace only)	1. Thermo-fluids Engineering 2. Manufacturing Engineering 3. Design Engineering 4. Control Engineering 5. Aerospace Engineering
4	Metallurgy and Materials Engineering (Metallurgical Engineering/ Metallurgy and Materials Engineering)	1. Metallurgical Engineering 2. Foundry Engineering 3. Advanced Materials 4. Surface Engineering 5. Nanotechnology
5	Chemical & Polymer Engineering (Chemical Engineering/ Polymer Engineering)	1. Process Synthesis, design and Optimization 2. Operation and Production Engineering 3. Utilities and Services Engineering 4. Environment and Process Safety Engineering 5. Instrumentation and Control Engineering 6. Thermal Hydraulics 7. Polymer Engineering 8. Biochemical Engineering 9. Energy Engineering 10. Separation Process Engineering 11. Corrosion Engineering

6	Mining Engineering	1. Query/ Open Pit Development and Operation 2. Underground Mining Operation and Development 3. Mine Rescue and Safety Engineering 4. Mine Management and Regulatory Regime
7	Agricultural Engineering	1. Environmental Engineering 2. Machine Systems Engineering 3. Irrigation and Drainage Engineering 4. Water Resources Development and Management 5. Process Engineering 6. Energy in Agriculture
8	Textile Engineering	1. Yarn Manufacturing 2. Fabric Manufacturing 3. Textile Processing 4. Garment Manufacturing
9	Petroleum and Gas Engineering	1. Drilling Engineering 2. Reservoir Engineering 3. Production Engineering





PAKISTAN ENGINEERING COUNCIL

The Code of Ethics for Members PEC EPE Curriculum Committees/ Experts (Approved by the EPDC)

The prominent Engineers who are nominated/ selected as member of EPE (Engineering Practice Examination) Curriculum Committees, as Sub-Committees of Engineering Professional Development Committee (EPDC) of PEC must conduct in accordance with the following Code of Ethics.

1. Confidentiality of Information

Individuals / members of the EPE Curriculum Committees must not transmit nor reveal the contents of documents and information during the Curriculum Development and examination process and the respective decisions of EPDC to any third party other than the EPDC or its Convener/Chair and/or to the PEC Governing Body, including authorized Secretariat involved in the process of EPE/policy making, if deemed necessary. When it is uncertain whether a material is regarded as confidential or not, it must be confirmed with PEC CPD Secretariat or the Convener EPDC.

2. Assignment of EPE Curriculum Committee Members and Avoidance of Conflict of Interest

Individuals /members shall intimate any possibility of conflict of interest and disclose any real or potential possibility that may cause any conflict of interest during the entire proceedings of EPE meetings and process.

3. Fair Examination/Evaluation and Judgment in all EPE Proceedings

Proceed with fair and transparent examination/evaluation of all such matters of EPE to make honest/ fair professional judgments, taking the position to improve the quality of engineering education being imparted and the engineering profession in the country and to provide necessary policies/ guidelines, particularly in conjunction with the EPE and in general to national scale.

4. Submission/Record of Confidential Documents

All confidential documents must be kept in safe custody for a settled time/period and be disposed off after confirmation of receipt of hard and soft material to the CPD Secretariat through given mode of communication from time to time.

DECLARATION STATEMENT

I have received and read "the Code of Ethics for Members of PEC EPE Curriculum Committees/Experts" before discharging my duties as Member/ Expert. I understand the contents and follow these codes to the best of understanding and knowledge.

Name

Affiliation

Signature

Date

(Dully signed by each individual member of the PEC EPE Curriculum Committees/Experts, including Secretary EPDC on behalf of the PEC Secretariat)

CONSTRUCTION EXPERIENCE

Form EXP - 4.1 General Construction Experience

Bidder's Name: _____

Date: _____

JV Member's Name _____

Bid Reference No. (if any) and title: _____

Page _____ of _____ pages

Starting Year	Ending Year	Contract Identification	Role of Bidder
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of EMPLOYER: _____ Address: _____	

Form EXP - 4.2(a)
Specific Construction and Contract Management Experience

Bidder's Name: _____

Date: _____

JV Member's Name _____

Bid Reference No. (if any) and title: _____

Page _____ of _____ pages

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Sub-contractor ☐
Total Contract Amount	PKR equivalent			
If member in a JV or sub-contractor, specify participation in total Contract amount				
EMPLOYER's Name:				
Address:				
Telephone/fax number				
E-mail:				

Form EXP - 4.2(a) (cont.)
Specific Construction and Contract Management Experience (cont.)

Similar Contract No.	Information
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	
2. Physical size of required works items	
3. Complexity	
4. Methods/Technology	
5. Construction rate for key activities	
6. Other Characteristics	

Form EXP - 4.2(b)
Construction Experience in Key Activities

Bidder's Name: _____

Date: _____

Bidder's JV Member Name: _____

Sub-contractor's Name (if any): _____

Bid Reference No. (if any) and title: _____

Page _____ of _____ pages

All Sub-contractors for key activities must complete the information and Qualification Criteria and Requirements, Sub-Factor 4.2.

1. Key Activity No One: _____

Information				
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Sub-contractor ☐
Total Contract Amount	PKR equivalent			
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	Total quantity in the contract (i)	Percentage participation (ii)	Actual Quantity Performed (i) x (ii)	
Year 1				
Year 2				
Year 3				
Year 4				
EMPLOYER's Name:				
Address:				
Telephone/fax number				

	Information
E-mail:	

2. Activity No. Two

3.

	Information
Description of the key activities in accordance with Section III:	

Form EXP - 4.2 (c)
Specific Experience in Managing ES aspects

[The following table shall be filled in for contracts performed by the Bidder, and each member of a Joint Venture]

Bidder's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

Bid Reference No. (if any) and title: *[insert ICB/NCB number and title]*

Page *[insert page number]* of *[insert total number]* pages

1. Key Requirement no 1 in accordance with 4.2 (c): _____

Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ☐	Member in JV ☐	Management Contractor ☐	Subcontractor ☐
Total Contract Amount			PKR	
Details of relevant experience				

2. Key Requirement no 2 in accordance with 4.2 (c): _____
3. Key Requirement no 3 in accordance with 4.2 (c): _____
4. [PA define key requirements]

Past Experience / Contracts

Contracts over <i>[insert amount]</i> during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



Average Annual Turnover (Annual Sales Value)

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

Annual Turnover Data			
Year	Amount Currency	Exchange rate* (If applicable)	PKR equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

* Refer ITA for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA.