



Establishment of Four (04) Prefabricated Satellite Forensic Evidence Collection Units in Balochistan

ANNEX-A

General Requirements & Scope of Works

Office: COPAK

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1 INTRODUCTION TO THE PROJECT

1.1 PROJECT TITLE

The Project for which this tender is being released is titled as **“Establishment of Four (04) Prefabricated Satellite Forensic Evidence Collection Units in Balochistan”**.

1.2 BACKGROUND TO THE PROJECT

The United Nations Office on Drugs and Crime (UNODC) Country Office for Pakistan (COPAK) is tasked with assisting Pakistan through its Country Programme (CP) 2017-21 with a focus on needs related to illicit trafficking and border management, criminal justice and drug demand reduction and HIV/AIDS.

The government-endorsed Country Programme 2017-2021 identifies a number of key outputs with specific activities which contribute to the overall improvement and capacity of law enforcement and units that deal with investigations.

UNODC intend to construct prefabricated structures to establish Four (04) Satellite Forensic Evidence Collection Points at four different locations of Balochistan i.e., Loralai, Khuzdar, Sibi and Gwadar to undertake the activities related to collection, preservation, analysis and transportation of different evidence to complement and supplement investigation of criminal cases. These four regional Satellite Forensic Evidence Collection Points will be made up of prefabricated structures as per professional maps and designs.

1.3 PROJECT LOCATIONS

This project covers construction of Satellite Forensic Evidence Collection Point at following locations in Balochistan province.

S.No.	Locations		GPS Coordinates	
	Range	Facility	Latitude	Longitude
01	Loralai	RPO Office Compound	30° 23' 57.43" N	68° 32' 59.75" E
02	Khuzdar	Police Lines Compound	27° 48' 37.9" N	66° 35' 28.5" E
03	Sibi	RPO Office Compound	29° 32' 37.0"N	67°53'15.9"E
04	Gwadar	Gwadar Police Station Compound	25° 11' 16.4"N	62°20'12.3"E

Table 1. 1 - Project Locations

1.4 REQUIREMENT FOR SERVICES

UNODC requires the services of a qualified, competent, and experienced construction firm to deliver this project in accordance with the requirements of the design, specification, relevant technical standards and all other requirements of the Contract. The contractor shall be responsible for the execution of the Works and, the remedying of defects in the Works.

1.5 PROJECT CONDITIONS OF CONTRACT

The Contract terms will be in accordance with the UNDP GCC.

2 WORKS REQUIREMENTS

2.1 GENERAL REQUIREMENTS

This section of the document describes the particular project requirements for the execution of the Works and the remedying of any potential defects in the Works.

2.1.1 EXECUTION OF WORKS

The Contractor shall execute the Works during Construction Phase and remedy defects in the Works during the Defect Liability Period in accordance with the requirement of the Contract.

2.2 POSSESSION OF THE SITE

UNODC shall hand over the sites as per revised and agreed work plan upon award of the contract. The Contractor shall be solely responsible for all activities carried out on site for the duration of the project, until such a time as possession of the site is handed back to the UNODC/Balochistan Police in accordance with the requirements of the Contract.

2.3 PROJECT CONSTRAINTS

- “Time” is of extreme essence in this project and works are required to complete in allocated time.
- Availability of materials and costs may vary abruptly due to pandemic crisis, travel restrictions, closure of borders and shortage of materials.
- The Contractor shall liaise with the UNODC about right of access to all or part of the site within the time and as per the conditions stated in the Contract.
- The Contractor shall take account of the required timelines for the project. This should include the constraints that arise because of lead times/production times and shipping/delivery times for procuring the necessary, plant, materials, services, etc.
- The site could be occasionally flooded.
- The Contractor shall not interfere unnecessarily or improperly with the convenience of the access to and use and occupation of roads, footpaths and public areas/facilities close to the site, irrespective of whether they are public or in the possession of the UNODC or of others (unless without express permission of UNODC Engineer).
- In the event that the Contractor requires the services of subcontractors and specialist suppliers to perform any obligations under the Contract, the Contractor shall obtain the prior written approval of the UNODC in accordance with the requirements stated in the Contract.
- The Contractor shall take into account local customs, traditions and working practices when programming the Works to ensure that these variables are respected and incorporated into the Contractors programme where required.
- The Contractor shall be required to ensure that all plants, materials, excavated earth, site offices, parking, store areas, and any other elements directly or indirectly related to the works shall be contained within the site extents or within any other area defined for use as part of this Contract by the UNODC.
- The Contractor must observe all laws and ordinances governing the disposal of debris. The Contractor may be required to furnish a plan for disposition of the debris, including signed permission for entry upon private property for the dumping of debris. The Contractor is hereby notified that burning on site is strictly prohibited. The Contractor shall ensure that the removed and in excess earth, the wastes, rubbish, the residuals of any works and any other refuse shall be moved, transported and left in authorized national locations and/or garbage dumps under his responsibility and at his own costs.
- The Contractor shall support the UNODC in the preparation of any document, shop drawing or detailed design for any element of the works, authorization, license facilities, submission, or request that may be required from local authorities or by the UNODC’s Representative during the course of the works in relation to the project.

- All services shall be performed in accordance with the best applicable building codes from Islamic Republic of Pakistan, fire regulations, and seismic resistant standards, and in compliance with the requirements of the Operating, Management and Maintenance criteria set out.
- No trees may be cut, trimmed or damaged without the explicit authorization of UNODC.
- If multiple contractors (engaged by the UNODC to provide different services) will be present on-site during Construction works, the Contractor shall be responsible for co-ordination with these contractors to provide unhindered access to the site and facilities as required and should program accordingly.
- Manage and co-ordinate all shipping, and logistics arrangements required for the timely delivery and storing of goods and materials for use in the project.
- Establish all necessary and relevant building consents and approvals for construction activities, when and where required.

2.4 STRUCTURAL SURVEYS

Prior to commencing work on site, the Contractor, accompanied by the Engineer shall carry out a structural survey of properties adjacent to or within the site as identified by the UNODC. This survey shall be required to ensure that any defects in the relevant buildings and infrastructure at the project site are identified and catalogued.

The buildings surveyed at commencement shall also be subject to a post-construction structural survey undertaken by the Contractor with the Engineer in attendance. The final survey shall be completed within 28 days after the issue of the Taking-Over Certificate.

All structural damage attributable to the construction of the project shall be repaired to a standard that was present prior to commencement of the Works. The Contractor shall be solely responsible all costs necessary to the repair the damaged properties.

2.5 CO-OPERATION

Under the contract the UNODC, his personnel, and the Contractor are obliged to support reciprocal cooperation for the contract purposes in respect of all aspects of the contract but particularly to any of the following:

- Negotiation, agreements & value engineering.
- Use of effective communications, efficient order and timing of information.
- Minimizing the effects of suspension, delay & compensation events.
- Contractor's flexible management

3 SCOPE OF WORKS

The contractor should be prepared to undertake all elements of work that are required to meet the terms of the TENDER, including, but not limited to, the following range of work and specification included here and schedule of quantities as part of this project

- Mobilize tools materials and labour to site and set up work environment.
- Mobilization time is set as seven days only. Contractor shall ensure to mobilize his resources and labour in stipulated timeframe.
- Site clearance including dismantling of any existing structure, clearing of debris and removal of bushes etc. as may be directed by the Engineer
- Levelling of the site and compaction of the natural ground after the levelling
- Excavation in foundations for main Prefab Structure, Parking Shed, Water Tower, septic tank and soak pit and any other structure as advised by the Engineer.
- Brick/Block masonry in foundations as indicated in drawings, BOQ or as directed by Engineer.
- PCC Lean concrete (1:4:8) in foundation for above mentioned structures.
- Reinforced concrete (1:2:4) in foundations, floor/roof slabs and columns as shown in drawings.
- Provision of Prefabricated sandwiched panel structure including doors and windows as per specifications and as indicated in drawings.
- Provision of Electrical and sanitary fittings as indicated in BOQ and as directed by Engineer.
- Provision of bore hole up to 300 feet as indicated in BOQ including all pipes, connections, valves, 2 HP submersible pump.
- Provision of sewerage line including sewer pipes, manholes and gully traps.
- Construction of septic tank and soak pit as indicated in drawings
- Provision of 1000 liters Plastic body water tank mounted on Hollow steel tower as indicated in drawings, BOQ and as directed by Engineer. (As per site conditions)
- Construction of Parking shed as indicated in drawings, BOQ and as directed by Engineer.
- Provision of 5KVA solar power backup system complete in all respect
- Provision of ICT wiring as directed by Engineer

3.1 SITE SECURITY

The Contractor shall comply with all requests of the UNODC in relation to the implementation of security measures on site. This shall involve liaising with the UNODC prior to the commencement of Works on site and establishing agreed security procedures and facilities to be implemented throughout the construction phase of the scheme.

The level of security shall be such to ensure, as far as is reasonably practicable the safety of the UNODCs and Contractors staff on site and shall be cognisant of the security situation in Balochistan. Contractor will specifically come up with the site safety plan and this shall be reviewed together with UNODC upon signing of the contract and before the mobilization for works.

3.2 HEALTH AND SAFETY ON SITE

The Contractor shall at all times take all reasonable precautions to maintain the health and safety of the Contractor's Personnel and UNODC's staff. The Contractor shall adapt a positive approach to health, safety, security and protection of the environment during all activities of the project including but not limited to following.

- Ensuring that workers maintain social distancing, measures have been taken and arrangements have been made to prevent the spread of corona virus.
- Contractor's staff have masks, gloves, and sanitizers available at site with clear sense of dangers of disease.
- Ensuring that all personnel employed on the Project are competent to carry out their designated tasks safely.

- Creating positive health, safety, environment and security attitudes and perceptions at all levels of the project organization and to raise health safety, environmental and security awareness in general.
- To avoid any LTI (Lost Time Injury) throughout the construction period.
- Zero Fatality.
- No security breaches.
- Completing the Project without incurring any significant property damage to permanent equipment, or temporary facilities.
- Completing the project with minimum impact upon the surrounding environment.
- Suitable welfare facilities such as toilet, cleaning and water supply facilities are provided for the Contractor's Personnel.
- Adequate First Aid facilities are provided at site.
- Adequate Firefighting facilities are provided at site.

3.3 WELFARE FACILITIES

The Contractor shall provide suitable welfare facilities (toilets, a potable water supply, cleaning facilities, etc.) for the benefit of both the Contractors and UNODCs staff working on site. Prior to the Commencement Date, the Contractor shall confirm details to the UNODC of the welfare facilities to be provided on the site for approval. The Contractor at his own expenses shall maintain these facilities for the duration of the Contract.

3.4 FIRST AID FACILITIES

The Contractor shall provide and maintain First Aid Facilities on the Site at his own cost First Aid kits of the type, model, and number, equipped properly according to the requirements of the local health authorities, and as approved by the UNODC Engineer must be furnished by the Contractor at Site.

3.5 FIRE FIGHTING FACILITIES

The Contractor shall provide and maintain adequate firefighting facilities on the Site at his own cost to the approval of the local Fire Authority and the Engineer. Firefighting equipment like fire buckets, fire extinguishers or other effective means ready for instant use shall be installed at suitable places at the project.

3.6 PRESENCE OF OTHER CONTRACTORS ON SITE

The Contractor is informed that during the course of the Works, other Contractors may be present on site for other purposes outside the scope of this Contract. In the event of such other work occurring on site, the Contractor acknowledges and agrees to follow the instructions and/or notifications of the Engineer concerning minimising disruption on the site, noting that said instructions/notifications should be issued to ensure that the best interests of the project are maintained.

3.7 NOISE, DUST AND VIBRATION

The Contractor shall comply with the contents and recommendations of relevant design standards, national legislation, and the requirements of the UNODC for the control of levels of noise, vibration and dust on construction or open sites.

3.7.1 CONTROL OF NOISE

All of the Contractor's equipment used on the execution of the Works and the remedying of defects in the Works shall be the quietest of its type and shall be maintained in good condition with regard

to minimising noise output. All Contractor's equipment shall be operated and maintained in accordance with the manufacturer's written recommendations and instructions including the use and maintenance of any specific noise reduction measures. Any Contractor's equipment, such as generators and pumps, which are required to work outside the normal working hours, shall be surrounded by an acoustic enclosure.

3.7.2 CONTROL OF VIBRATION

Vibration generated by the Contractors activities as part of the execution of the Works and remedying of defects in the Works shall not adversely affect the structural and serviceability performance of any building and structure outside or inside the site boundaries. The Contractor shall employ the best practical means to minimise vibration produced by his operations of executing of the Works, including but not limited to Contractor's Equipment maintenance.

3.7.3 CONTROL OF DUST

The Contractor shall ensure that dust minimisation procedures are implemented on the site in accordance with the requirements of the Contract and any national legislation. They shall include but shall not be limited to the following:

- a. Public roads outside of the Site shall be regularly inspected, and where detritus due to the construction activity is found, cleaned as necessary.
- b. Material handling systems and site stockpiling of materials shall be designed and laid out to minimise exposure to wind.
- c. Water misting or sprays shall be used as required if particularly dusty works activities shall be necessary during dry or windy periods.
- d. All of the measures detailed above shall be carried out to the satisfaction of the UNODC.

3.8 QUALITY ASSURANCE AND TESTING

The Contractor shall comply with the testing requirements detailed in the design and contained within the specification system upon which the design is based. Should there be elements within the design for which there is no testing requirements specified, the Contractor should propose such testing requirements it shall deem relevant to the UNODC for approval. The UNODC Engineer during the course of the works, could order to the Contractor to execute such tests he considers necessary to check the quality of the materials and the works

4 PROGRESS AND PROGRAMME

4.1 PROGRESS PHOTOS

The contractor shall prepare and maintain a daily photographic record of activities, issues of interest and progress. All photographs shall be appropriately tagged identifying the date, location and objective. The photographic record will be provided as copies to UNODC at weekly and/or monthly site meetings.

4.2 SITE PROGRESS MEETINGS

The Contractor will be expected to participate at weekly site progress meetings during the course of the Works. The UNODC Representative who will manage agendas and prepare records of discussions and decisions for circulation will coordinate the site meetings. The Contractor shall ensure that the site staffs with responsibility for the planning and delivery of the Works is present at these site meetings. Site meetings shall include, but not be restricted to, the following elements:

- Project progress based on the project programme (timeline).
- Phasing of works.
- Health and Safety including a record of accidents/incidents.
- Construction issues relating to quality, work methods etc.
- Any issues relating to procurement of labour and materials.
- Any proposed variations to the works.
- Applications for payment.
- Any other business.

4.3 PROGRAMME

Within **7 Days** of signing the Contract, the Contractor shall submit to the UNODC, a detailed construction programme for the Works incorporating the deadlines contained within the Contract. This programme shall be in the form of a Microsoft Project Gantt chart or an equivalent approved by the UNODC. Time required for the completing the project is **90 days including 7 Days of Mobilization** time. The programme shall be derived from a critical path analysis and shall comply from the constraints stated in the Contract. It shall show the level of detail appropriate to each stage of the Works and all activities each of which shall be given a short title. The Contractor shall insert any additional activities requested by the UNODC and a revised copy of the said programme shall be submitted, without undue delay, to the UNODC at the Contractors Cost.

This programme shall be updated on a regular basis throughout the Works and not less than once per month unless agreed otherwise with the UNODC. The programme shall be presented to the UNODC in advance of site progress meetings. The programme shall be supplied in both hard copy and electronic format. Any variation to the requirements outlined above shall only be with the express written approval of the UNODC.

5 SUPERVISION REQUIREMENTS

In accordance with submissions in the Technical Proposal Form, the Contractor should provide competent site and supervisory staff. UNODC will provide a full time representative to coordinate with the contractor in relation to all aspects of the work. The duties, responsibilities, and authority of the UNODC's representative will be laid out in these documents.

The total number of, and the experience of the supervisory staff from the Contractor's organisation shall be proportionate with the level and type of Work being carried out on Site as adjudged by the UNODC. Notwithstanding this, the Contractors site supervisory staff shall include as a minimum the following staff with the qualifications and experience detailed below

- **One (01) Number Project Manager** with bachelor's degree in Civil Engineering and with a minimum of seven (7) years of experience in the project management, execution and supervision of civil engineering projects similar to this scheme.
- **Four (04) Number Site Supervisor (01 for each site)** with a Diploma in Civil Engineering and with a minimum of five (5) years of experience in the execution and supervision of civil engineering projects similar to this scheme. (For Site Supervision)

Both the Project Manager and Site Supervisor shall be those nominated in the TENDER. In case the proposed staff are not deployed, the Contractor should propose the new staff by submitting CVs for approval to UNODC Engineer.

6 ADMINISTRATIVE REQUIREMENTS

6.1 CONTRACT PRICE

The Contract Price shall be deemed to cover the completion of the Works outlined in this document and shall include all of the Contractor's obligations and costs under the Contract, including works required, whether described, or not, which is necessary for the satisfactory execution of the Contract. It will correspond to the total amount indicated in the priced Bill of Quantities submitted by the Contractor. The Works shall be awarded on turnkey basis based on the actual executed work quantities and rates provided in the Bill of Quantities.

6.2 PAYMENTS TO THE CONTRACTOR

Payments will be made on the form submitted by the Contractor, which shall comply with the requirements of this section, and will be subject to reduction for overpayments or increase for underpayments made on previous payments to the Contractor. Any delays encountered due to the submission of incomplete invoice shall be the sole responsibility of the Contractor.

The obligation of the Client to make payments required under the provisions of the Contract will, at the discretion of the Client, be subject to reductions and/or suspensions including but not limited to the following:

- Defects in material or workmanship shall not be acceptable by UNODC
- Claims which the Client may have against the Contractor under or in connection with the Contract.
- Unless otherwise adjusted, repayment to the Client upon demand for overpayments made to the Supplier; and
- Failure to provide up to date as-built record drawings.
- No payment will be made for materials delivered to site and not yet installed / utilised in the construction of the project unless certified by UNODC engineer.
- Payment shall be processed in 2 parts, 1st Payment on 50% work completion and remaining final payment after 100% work completion after handing over to UNODC/Balochistan Police.

6.3 TRANSMISSION OF INVOICES

- (a) All invoices shall be forwarded to unodc-pakistanfieldoffice@un.org by marking subject line "APPLICATION AND CERTIFICATION FOR FSL PAYMENT"
- (b) Invoices not completed in accordance with Contract requirements will be returned to the Contractor for correction of the deficiencies.

7 AS-BUILT DOCUMENTATION

Before the issuance by the Client's Engineer of the Certificate of the Taking-Over Notice, the Contractor shall provide a complete package of documentation for the supplied materials showing all elements, fixtures, accessories and spare parts. This documentation shall be provided firstly for review by the UNODC and upon approval, the Supplier shall issue a final certified copy of all required information.

For all elements of the project including architectural, structural, mechanical and electrical the following shall be provided:

- As-built copies of each of the drawings contained in the Contract in ISO A3 format size updated with all alterations. Where drawings contained within the original Contract

were of a size different to ISO A3, the as-built drawing shall be of a size similar to that contained in the original design package subject to the approval of the UNODC.

- Either other As-built drawings not included in the original Contract package but deemed relevant by the Client or the Contractor shall also prepare the Contractor to the compilation of a complete set of as-built documentation for the project. The content of such additional as-built drawings shall be agreed in consultation with the Client.
- A complete set of documentation, testing certificates, manuals, data sheets and drawings relating to installation, operation and maintenance of mechanical and electrical layouts, testing and equipment used.
- All photographs taken during the project; and
- All method statements submitted and approved during the project.
- Any other document/drawing required as necessary by the Client.

All drawings, documents, manuals and reports shall be submitted in “Hard Copy” paper format (two number copies) and “soft copy” electronic format (on CD-ROM with a lifetime warranty). The acceptable soft copy format shall be Adobe PDF (electronic paper copy) formats and any other format approved by the UNODC.

Copies of all drawings, documents, reports and schedules and manuals shall also be submitted to the UNODC in the standard operable format of the element in question (AutoCAD dwg, Microsoft Word, Microsoft Excel etc.) written to a USB drive with a lifetime warranty.

8 CONFLICT OF INTEREST

Any conflict of interest or potential conflict of interest must be fully disclosed in making the firm’s submission or if discovered later, immediately upon such information becoming known. In particular, any undertaking, development or work being carried out, by the Contractor, a consortium member or individual involved with a consortium, which may affect or be affected by this Project, shall be disclosed to the UNODC.”

9 ERRORS OR OMISSIONS

If a Bidder becomes aware of any ambiguity, discrepancy, error, or omission in or between these documents, it must immediately notify the Client. Bidders may raise queries in writing by email or by post using the Client’s contact details stated in these documents. Queries must be raised as soon as possible and should be raised in any event no later than the latest date for queries stated.

Where the Bidder has identified omissions from or alterations that are necessary to the design scope, these shall be brought to the attention of the Client whether during the Tender Period or within the Bid itself. The technical implication shall be contained separately within the technical proposal and the cost implication similarly contained separately within the financial bid.