

**Khwaja Fareed University of Engineering & Information Technology
Rahim Yar Khan**

Procurement Department

Phone # 068-5882460

Issued To:

No. KFUEIT/

Date:

Misc-200

**Hiring of Individual Consultancy Services For
Academic/Administrative Offices**



**KHWAJA FAREED
UEIT
RAHIM YAR KHAN**

**Khwaja Fareed University of Engineering & Information Technology
Rahim Yar Khan**

www.kfueit.edu.pk

Intermediate/ A 'Level						
Bachelors (Two Years)						
Bachelors (Four Years)						
Masters						
MPhil/MS						
PhD						
Any Other						

4. Computer Literacy: (Tick the relevant column)

Skill	Excellent	Good	Poor	Certificate/ Diploma
MS Word				
MS Excel				
MS Power Point				
Internet Surfing				
Other Software				

(Please specify only name of Certificate / Diploma)

5. Experience: (Starting with most recent appointment/job).

Name of Department / Organization / Firm	Post Held (with grade)	Period Served		
		From	To	Total Duration

6. Undertaking by the Applicant: It is solemnly affirmed that facts & figures given above are true to the best of my knowledge. Any false information, given by me, shall automatically disqualify me from the candidature of the post applied for.

Signature of The Applicant

Date

**TERMS OF REFERENCES (TORs) FOR HIRING OF INDIVIDUAL
CONSULTANT FOR THE ACADEMIC/ADMINISTRATIVE OFFICES**

DUTIES/ JOB DESCRIPTION

The consultant will provide his expertise and assistance on the following matters.

1. To assist Competent Authority in academic matters, R&D activities and render advice for academic excellence of all Faculties in accordance with the University's policies and directives of the Regulatory Bodies;
2. to devise a policy to create a vibrant and conducive academic/research environment for the faculty members to perform optimally and continue serving at the University;
3. Formulation of policy to co-ordinate academic activities including teaching, curriculum development, examinations, research for all faculties;
4. Formulation of proposals for improvement and maintenance of facilities such as laboratories, libraries, teaching aids etc. received from HODs;
5. Formulation of budget proposals in respect of all faculties in pursuance to instructions of Finance and Planning Committee;
6. proposals in respect of all subjects and schemes of study received from the HODs before the Board of Faculty and prepare recommendations for onward submission to the Academic Council;
7. Resource mobilization policy for teaching and research such as library, classrooms, teaching-aids and teaching staff.
8. Draft policies on academic issues for presentation before the Board of Faculty;
9. to prepare the write up for the annual Prospectus pertaining to University.
10. Draft a policy regarding research activities at KFUEIT.
11. To establish an effective coordination and cooperation between various departments of Faculty
12. to devise policies for industrial/institutional linkages and collaboration with high-ranking foreign universities;
13. The Consultant will perform all such functions assigned to him/her by the competent authority from time to time.
14. He will be directly responsible to the Vice Chancellor.

MINIMUM QUALIFICATIONS AND EXPERIENCE

PhD degree from a recognized University with Teaching and Administrative experience of at least 25 years in a Public Sector University.

TENURE OF CONSULTANCY:

The consultant will be hired for a period of Six Months. However, consultancy period may be extended for another period of Six Month on the basis of performance of the consultant and need of the University.

Age:

50 to 65 Years.

SELECTION/EVALUATION CRITERIA:

The Vice Chancellor will be appointing authority for the Consultant by following evaluation/ selection criteria / TORs etc.

1. Qualification: 30 Marks
2. Experience: 40 Marks
3. Interview/ Presentation: 30 Marks

REMUNERATION:

The consultant will be paid remuneration of maximum up to Rs. 2,000,000/- for the whole period of consultancy(06x months) including all taxes.

FACILITIES ENTITLEMENT FOR CONSULTANTS:

Such Transportation / Vehicle facility and TA/DA would be admissible for performance of the duties to the Consultant as equivalent to an officer of Bs-20.

The consultant shall not be entitled to any residential accommodation on the University Campus; provided that the Vice Chancellor may, in the best interest of the University, grant special permission for campus residential facility (if available) upon deduction of house rent equivalent to the officers if BS-20 after assessing the essential needs of the University and recording the reasons thereof. However, leave entitlement will be applicable as per Government leave rules, but no payment would be made for absence period if any.

OBSERVANCE OF RULES, REGULATIONS, STATUTES, POLICIES OF THE UNIVERSITY:

The consultant shall be bound to follow the University rules, statutes, policies and instructions issued from time to time.

PERFORMANCE OF DUTY:

The consultant shall be liable to perform all kinds of duties in the public as well as in the best interest of the University as may be entrusted by the appointing authority from time to time.

TERMINATION OF THE CONTRACT:

The contract of the consultancy may be terminated without assigning any reason during the currency of the contract;

- i. On one month's notice or payment of one month's pay in lieu thereof on either side;
- ii. If the consultant fails to complete the assignment on time;

- iii. If he/ she fails to perform duties assigned by the appointing authority.

OTHER TERMS & CONDITIONS:

1. The tender, complete in all respect along with 2% Bid Security in the shape of pay order/ bank draft in favor of Treasurer, Khwaja Fareed University of Engineering & Information Technology Rahim Yar Khan should reach in the office of the Director Procurement, Khwaja Fareed University of Engineering & Information Technology Rahim Yar Khan on before 07-05-2021 at 10:30 AM.
2. Single Stage – Two Envelopes bidding procedure will be adopted as per PPRA Rules 38-2(a). The Envelopes should be marked in legible letters as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL”.
3. The best and final rates inclusive all taxes, should be quoted on DDP.
4. Selection of individual consultant will be made under Section 45 Clause 3 of PPRA rules 2014.
5. Any conditional, ambiguous, incomplete, supplementary or revised offer after opening of tender shall not be entertained.
6. Agreement on stamp paper should be submitted by the Individual Consultant.
7. The **Khwaja Fareed University of Engineering & Information Technology Rahim Yar Khan**, however, reserves the rights to reject all bids at any time prior to acceptance of a bid as per clause 35 of the Punjab Procurement Rules, 2014 and grounds of rejection will be conveyed to the bidders upon their request, but shall not be required to justify those grounds.
8. Taxes will be applicable as per Govt. Rules & Regulations.
9. Successful bidder shall be required to furnish a performance guarantee @ 1 percent of the contract amount.
10. In case of closed/forced holidays, tender opening time/date will be considered as the next working day.
11. The Consultancy services shall be hired for the period of Six Month.
12. If consultant or the University wishes him to leave will serve one month's notice or month's payment of remuneration in lieu thereof from either side.
13. Consultancy services can be terminated without assigning any reason.
14. The Consultant will abide by all the rules, regulations of the University and time to time its amendments.
15. The bidder / Individual Consultant must sign and stamp all Pages of Tender Documents.
16. Bids received till 07-05-2021 at 10:30 AM will be entertained and will be opened same day at 11:00 AM in the presence of the bidders or their representatives.