

Request for Proposal (RFP)

Selection of Development Partners for LDA City

Lahore Development Authority (LDA)

April 2013

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This RFP / TOR document does not purport to contain all the information each Development Partner may require and for this purpose the Development Partners are encouraged to make their own studies and raise queries in case find the document deficient in any respect. These queries shall be answered during the pre-proposal conference and the minutes of the conference shall form an essential part of this RFP / TOR document. This RFP document may not be appropriate for all persons, and it is not possible for LDA, its employees or advisors to consider the investment objectives, financial situation and particular needs of each applicant who reads or uses this RFP / TOR document.

Certain Development Partners may have better knowledge of the proposed project than others. Each applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. LDA, its representatives, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

LDA may, in its absolute discretion, but without being under any obligation to do so, update, amend, add to any or all of the provisions or supplement the information in this RFP / TOR document or cancel the present invitation and call for fresh invitations. Such changes would be intimated to all applicants using this RFP / TOR document.

LDA reserves the right to reject any or all proposals received in response to this RFP invitation at any stage without assigning any reason whatsoever. LDA also reserves the right to hold or withdraw from or cancel the process at any stage up to the stage of award of contract.

Neither LDA nor its employees or representative will have any liability in case of non receipt of any correspondence from them to the applicants due to the postal delays.

1. Introduction to the Organization

LDA strives to be an accountable and people-friendly principal planning and development vehicle of the Lahore Metropolis, aiming at providing and continuously improving metropolis-wide development works, facilities and services of acceptable standards to all without let or favour. LDA attempts to turn Lahore into an "attainable city" with combined support of people, private sector and different level of the Government, where overwhelming majority enjoys convenient, healthful and satisfied living.

It further seeks to enable Lahore to position itself to meet the challenges of the future and to seize opportunities in an effective, efficient, equitable and sustainable manner, the special efforts on challenges triggered by rapidly growing population, ever increasing demands, needs for institutional adjustments and forces of changes within and without.

It is committed to help make Lahore the most livable mega city of the South Asian Region and one of the thirty leading educational, cultural, commercial, industrial and information technology centres of the world.

2. Introduction of the Scheme

The population of Lahore is growing at a fast pace; every year, more than 300,000 residents are added to its population and its population is expected to reach 13 million by the year 2021. The provision of civic facilities to such a huge population is a gigantic task, but LDA is committed to serve this population with the same vigor as it has been doing in the past. LDA, to move a step towards this goal, has planned a housing scheme named "LDA City". The scheme will be launched on the basis of land sharing methodology between land owners and LDA. The scheme will be largest of the province, designed on the state-of-the-art urban development model, making provision for housing units of all categories expecting to attract residents from all strata of life, high rise buildings and modern commercial centres aiming to give a boost to the city's economic life. The scheme will bring out a fresh and developed face of city providing healthy lifestyle to its residents at affordable costs. The scheme is located at main Ferozpur road with its entrance along the Butcher Khana Canal just 1.5 Kms from the terminal station of Metro Bus Service. The soil investigations and topographic survey of the scheme are complete. The notification under section 4 of land acquisition act 1894 has been issued.

The Scheme comprises about 45,000 Kanals and is likely to provide housing facilities to approximately 40,000 families. The scheme is located along the proposed

southern arc of the Lahore Ring Road. The scheme is spread over seven mouzas of Kahna, Kacha, Sidhar, Rakh Jhedu, Thay Panju, Toor Warriach & Haloki and is bounded by

- Defence Road / Hudyara Drain, in North
- 500 meters along with butcher khana Canal, in South
- Ferozpur road, in East
- Lahore – Karachi Railway line, in West

The location plan of the Scheme is enclosed.

3. Scope of Assignment and Methodology:

LDA has decided to launch this scheme on the basis of land sharing arrangement between the land owners and the LDA, and enlist investors / development partners / agents / licensee (hereinafter called Development Partners) to purchase land from the owners on behalf of LDA. Under this arrangement, the development partners shall purchase the land from the land owners and get it mutated in favour of LDA, in lieu of which, developed plots to the extent of 31% of the transferred land shall be exempted, out of which 30% shall be the share of the land owner and 1%, the share of Development Partners for the services rendered by him.

The scheme has been divided into 07 zones for the purpose of purchase / transfer of land, each comprising approximately 5,000-8,000 kanals. The size of the zones is however tentative and it shall be finalized prior to the award of contract to any Development Partner. LDA, hereby invites application from individuals / firms / registered companies / joint ventures for enlistment of Development Partners for these aforementioned zones.

3.1 Selection Process of Development Partners

The applications which are complete in all respects and which reach the address given below within the due-date, shall be scrutinized on the basis of eligibility criteria given below. Those, found to have qualified the eligibility criteria, shall be evaluated by a Committee of LDA on the basis of evaluation criteria given below. The seven top scoring applicants shall be declared as the **principal qualified applicants** and the remaining who attains the minimum passing marks shall be declared as **alternate qualified applicants** in order of merit. The zones shall be allocated to thus qualified applicants through balloting, which may be attended by the qualified applicants or their representatives. The enlistment as Development Partner for a particular zone allotted to applicant through balloting shall be offered to principal qualified applicant upon the approval of the

competent authority. In case, any principle qualified applicant declines to enter into contract or fails to deposit performance security as required or fails to fulfill other requirements of LDA, the offer of enlistment shall be withdrawn and made to the alternate qualified applicant in order of merit.

3.2 Mode of Compensation

The selected Development Partner shall purchase the land from the land owners and get it mutated in favour of LDA. In lieu of which, developed plots to the extent of 31% of the transferred land shall be exempted, out of which 30% shall be the share of the land owner and 1%, the share of Development Partner for the services rendered by him. The Development Partner shall have the option to claim this exemption either at the end of the assignment or in piecemeal during its currency. LDA shall issue detailed instructions for grant of exemption, prior to award of contract, which shall be binding on both parties.

3.3 Transfer / Mutation Fee

The transfer / mutation fee involved in the process shall be paid by the Development Partner and it will be reimbursed to him on provision of receipts / payment slips.

3.4 Privileges of the Development Partners

Only the Development Partners shall be authorized to purchase land from the land owners in his assigned zone, on behalf of LDA and LDA itself shall not directly purchase land from the land owners

3.5 Commencement and duration of Assignment:

The contract shall be initially for a period of one year which may be extended from time to time on satisfactory performance of the Development Partner. The assignment shall commence from the date of award of contract. However, a period of 15 days shall be afforded for mobilization.

3.6. Performance Security

The successful applicant shall be required to submit a **performance security of Rs. 5,000,000 (05 millions)** in favour of LDA, from a scheduled bank prior to entering into the contract on a specimen form, which will be issued separately. The Performance Security will be released after mutation of 75% of land, in favor of LDA, in the zone assigned to a particular development partner. However the applicant may also apply for partial release of performance security

in equal installments of 20% after mutation of each additional 15% of land to LDA.

3.7 Conditions

LDA reserves the right to set out conditions of contract prior to the award.

4. Eligibility Criteria of the Applicants

The applicants should meet the following pre-requisites. Only the applications of eligible candidates shall be considered

- i. The applicant is a **National Tax Payer** registered with Federal Board of Revenue having a **National Tax Number**. (Please attach copy of NTN Certificate)
- ii. The applicant must have a **liquidity of Rs. 5,00,00,000 (50 Million)** or the **facility of credit line** of equivalent amount from a scheduled bank
- iii. The applicant should have **at least 5 years of similar experience** in the field of real estate development / business. (Please attach documentary evidence in support of your application)
- iv. In case of a **registered company**, the real estate business must also be included in the **memorandum of association** as one of its **chartered businesses**.

5. Disqualifications:

- An applicant, who has been declared **defaulter by any Bank / Financial Institution** shall be disqualified from participating in the process.
- An applicant, who has been **blacklisted by any Government Department / Attached Department / Agency / Autonomous body** shall be disqualified from participating in the process.

6. Evaluation Criteria:

The eligible applicants shall be awarded marks out of 100 on the following criteria. The applicants have to secure at least 60 marks in aggregate to qualify for award of contract;

Total	100 Marks
6.1 Relevant Experience	15 Marks
<ul style="list-style-type: none"> • 5 years < experience < 6 years • 6 years =< experience < 8 years 	<p>0 Marks</p> <p>3 Marks</p>

- 8 years =< experience < 11 years 6 Marks
- 11 years =< experience < 15 Years 9 Marks
- 15 years & above 15 Marks

(Please attach documentary evidence in support of your claim)

6.2 Similar Projects 35 Marks

For the evaluation purpose;

- Project area more than **5,000 Kanals** shall be considered **A-Class** project.
- Project area more than **2,000 kanals** and less than **5,000 Kanals** shall be considered **B-Class project**.
- Project area more than **100 kanals** and less than **2,000 Kanals** shall be considered **C-Class project**.

6.2.1 Experience of purchase / acquisition of land 25 Marks

- For Purchase of land of each A-Class project **5 additional marks** shall be awarded upto a maximum of 25 Marks
- For Purchase of land of each B-Class project **4 additional marks** shall be awarded upto a maximum of 25 Marks
- For Purchase of land of each C-Class project **3 additional marks** shall be granted upto a maximum of 25 Marks

6.2.2 Experience of Real Estate Development 10 Marks

- For real estate development of each **A-Class Scheme 2 additional marks** shall be awarded upto a maximum of 10 Marks
- For real estate development of each **B-Class Scheme 1.5 additional marks** shall be awarded upto a maximum of 10 Marks
- For real estate development of each **C-Class Scheme 1 additional mark** shall be granted upto a maximum of 10 Marks

6.3 Financial strength 30 Marks

- Bank Balance / Credit Line facility of **50 million PKR to 100 million PKR** 00 Marks
- Bank Balance / Credit Line facility of **100 million PKR to 200 million PKR** 06 Marks
- Bank Balance / Credit Line facility of **200 million PKR to 300 million PKR** 12 Marks
- Bank Balance / Credit Line facility of **300 million PKR to 400 million PKR** 18 Marks
- Bank Balance / Credit Line facility of **400 million PKR to 500 million PKR** 24 Marks
- Bank Balance / Credit Line facility of **500 million PKR and above** 30 Marks

6.4 Methodology 10 Marks

- Strategy 05 Marks
- Work Plan 05 Marks

6.5 Organizational Strength / HR 10 Marks

- Managerial Staff 05 Marks
- Field Staff including retired revenue staff 05 Marks

7. Pre-Proposal Conference:

A Pre-Proposal Conference will be held on **Monday, 22nd April, 2013 at 1500 hrs** at the address given below. The Interested applicants are requested to send the queries through post or email till **Friday, 19th April, 2013**.

**One Window Cell,
Lahore Development Authority,
LDA Complex, 467, D-II, Khyaban-e-Firdausi, Johar Town, Lahore.
Phone No. 042-99262332, Fax No. 042-99262341
Mobile No. 0322-8888497
query@lda.gop.pk
www.lda.gop.pk**

8. Application Submission Time, Date & Address:

The applications complete in all respect must reach the address given below by: **Tuesday, 30th April, 2013 before 1500 hrs** (Pakistan Standard Time).

**Director Metropolitan Planning,
Lahore Development Authority,
LDA Complex, 467, D-II, Khyaban-e-Firdausi, Johar Town, Lahore.
Phone No. 042-99262332, Fax No. 042-99262341
Mobile No. 0322-8888497
query@lda.gop.pk
www.lda.gop.pk**

9. Application Submission Procedure:

Application for enlistment of Development partners for LDA City along with complete documentation must be submitted in sealed envelope on the address given above. The following list of documents may be checked by the applicant before submission of application

Checklist of Documents to be attached along with the Application

- NTN Certificate
- CNIC of application in case of individual and signatory in case of firm or JV

- Documentary evidence for total years of experience
- Bank statement showing financial strength
- Methodology & Staffing Information
- CV of the Managerial & Field Staff
- Strategy & Work Plan

9. Instruction to Applicants:

Following instructions for the applicant must be adhered to while filling in and submitting the application

- Submission of Application Form i.e. Form-I for individual, Form-II for Organization & Form-III for JV is mandatory.
- Please use Form-I as application form, if you are applying as an individual, Form-II in case you are a registered company / organization & Form-III if you are a Joint Venture
- Please reproduce Form-I on a stamp paper of Rs. 100 in case the applicant is an individual.
- Please reproduce Form-II & III on the letter head of the company / Joint Venture in case the applicant is a registered company or Joint venture.
- Please reproduce Form-IV (Financial Strength) on stamp paper of Rs. 100.
- Please make sure that documents mentioned in the checklist are attached along with the application.
- Please support your statements regarding experience, past projects, financial strength etc with the documentary evidence.
- Please attach certificates on stamp paper of Rs. 100, where necessary.
- Please provide details of strategy, staffing, work plan and CVs of staff on forms (Form-VI-A, Form-VI-B, Form-VII-A, Form-VII-B, Form-VIII & Form-IX) respectively.
- Please provide details of the proposed staff on the Form- VIII
- Try to provide the application as per format and avoid using any additional information that is not asked in this RFP.
- Application should be precise and accurate and must contain all the required.

Form-I
(Proposal Submission form for Individuals)

To,

Director Metropolitan Planning,
Lahore Development Authority,
LDA Complex, Johar Town, Lahore.

Subject: Application for the enlistment of Development Partners for LDA City

Kindly refer to your invitation for proposal on the subject noted above,

I, Mr. _____, S/o _____,
CNIC No: _____, R/o _____
_____, qualify all the
requirements enlisted in the terms of reference. I, hereby submit my proposal for
enlistment as Development Partner for LDA City. My particulars are provided in the
attached forms, as required.

I have read all the conditions in the terms of reference and I hereby accept all the
conditions given in the TOR's. I shall abide by all the rules / regulations / instructions
issued by LDA from time to time. I solemnly declare that the information given in the
documents attached is correct to the best of my knowledge and belief.

I have attached all the Documents / Certificates as required in the TOR / Checklist.

Yours Sincerely

Signatures

Mr/Mrs./Ms. _____

S/o _____

Mailing address _____

CNIC No. _____

Tel No. _____

Mobile No. _____

Fax No. _____

Email: _____

Form-II

(Proposal Submission form for Registered Companies / Firms)

(Please submit the form below on the letter head of the company along with the authority letter by the board of directors in favour of the signatory)

To,

Director Metropolitan Planning,
Lahore Development Authority,
LDA Complex, Johar Town, Lahore.

Subject: Application for the enlistment of Development Partners for LDA City.

Kindly refer to your invitation for proposal on the subject noted above,

We, Messrs _____.
Registration No. _____, are a registered company
with _____ under _____ Act/Ordinance. The
business of real estate development is included in our chartered businesses. We qualify
all the requirements, given in the terms of reference. We, hereby submit our proposal
for enlistment as Development Partner for LDA City. Our particulars / memorandum of
association / articles of association are provided in the attached forms, as required.

We have read all the conditions in the terms of reference and we hereby accept
all the conditions given in the TOR's. We shall abide by all the rules / regulations /
instructions issued by LDA from time to time. We solemnly declare that the information
given in the documents attached is correct to the best of our knowledge and belief.

We have attached all the Documents / Certificates as required in the TOR / Checklist.

Yours Sincerely

Mr/Mrs./Ms. _____

on behalf of

Messrs _____

Mailing address _____

Registration No. _____

NTN. _____

Registration Certification No. with Excise & Taxation Department: _____

Tel No. _____

Mobile No. _____

Fax No. _____

Email: _____

Form-III

(Proposal Submission form for Registered Joint Ventures / Proposed Joint Ventures)

(Please submit the form below on the letter head of the Joint Venture / leading company along with the authority letter by the joint venture in favour of signatory)

To,

Director Metropolitan Planning,
Lahore Development Authority,
LDA Complex, Johar Town, Lahore.

Subject: Application for the enlistment of Development Partners for LDA City

Kindly refer to your invitation for proposal on the subject noted above,

We, Messrs _____ & Messrs _____ have formed a Joint Venture named _____, for the purpose of participating into the enlistment process of Development partners for LDA City Registration No. _____, are a registered company with _____ under _____ Act/Ordinance. The business of real estate development is included in our chartered businesses. We qualify all the requirements, given in the terms of reference. We, hereby submit our proposal for enlistment as Development Partner for LDA City. Our particulars / memorandum of association / articles of association are provided in the attached forms, as required.

We have read all the conditions in the terms of reference and we hereby accept all the conditions given in the TOR's. We shall abide by all the rules / regulations / instructions issued by LDA from time to time. We solemnly declare that the information given in the documents attached is correct to the best of our knowledge and belief.

We have attached all the Documents / Certificates as required in the TOR / Checklist.

Yours Sincerely

Mr/Mrs./Ms. _____

on behalf of

Joint Venture Named: _____

Comprising

Messrs _____

Messrs _____

Mailing address _____

Mailing address _____

Registration No. _____

Registration No. _____

Registering Authority: _____

Registering Authority: _____

Under _____ Act / Ordinance

Under _____ Act / Ordinance

NTN. _____

NTN. _____

Registration Certification No. with Excise &

Registration Certification No. with Excise &

Taxation Department: _____

Taxation Department: _____

Tel No. _____

Tel No. _____

Mobile No. _____

Mobile No. _____

Fax No. _____

Fax No. _____

Email: _____

Email: _____

Form-IV

(Financial Strength)

(In case of joint ventures, please attach the required documents of all the member companies)

I / we understand the requirements of financial strength, given in the terms of reference and i/we declare that I / we have a liquidity of Rs. _____ Million, and a credit line facility of Rs _____ Million from _____ Bank, which makes us eligible for submitting application for enlistment as Development Partner for LDA City. The documents / bank statements / proof of credit line facility are attached.

I / we further declare that I / we are neither defaulter of any bank / financial institutions nor have not been blacklisted from any Government department / Attached Department/ Agency / Autonomous Body.

Mr./Mrs/Ms. _____

on behalf of (if applicable)

joint venture _____

Messrs _____

Mailing address _____

Registration No. _____

NTN. _____

Registration Certification No. with Excise & Taxation Department: _____

Tel No. _____

Mobile No. _____

Fax No. _____

Email: _____

Form-V

(Details of Relevant Experience)

(Please attach separate copies for each separate project)

(In case of joint ventures, please attach the required documents of all the member companies)

Name of Project:

Description of the Project:

Scope of the Project:

Location of the Project:

Date of Initiation & Completion:

Size of Team:

Area of Scheme:

Client Address, Phone No.

The information given above is correct to the best of my / our knowledge and belief.

Signatures

Mr./Mrs/Ms. _____

on behalf of (if applicable)

joint venture _____

Messrs _____

Mailing address _____

Registration No. _____

NTN. _____

Registration Certification No. with Excise & Taxation Department: _____

Tel No. _____

Mobile No. _____

Fax No. _____

Email: _____

Form-VI-A

(Staffing Information)

Managerial Staff			
Sr. No	Name of Staff	Area of Expertise	Position in the Organization

Mr./Mrs/Ms. _____

on behalf of (if applicable)

joint venture _____

Messrs _____

Mailing address _____

Registration No. _____

NTN. _____

Registration Certification No. with Excise & Taxation Department: _____

Tel No. _____

Mobile No. _____

Fax No. _____

Email: _____

Form-VI-B

(Staffing Information)

Field Staff			
Sr. No	Name of Staff	Area of Expertise	Position in the Organization

Mr./Mrs/Ms. _____

on behalf of (if applicable)

joint venture _____

Messrs _____

Mailing address _____

Registration No. _____

NTN. _____

Registration Certification No. with Excise & Taxation Department: _____

Tel No. _____

Mobile No. _____

Fax No. _____

Email: _____

Form-VII-B

(Proposed Work Plan)

Sr. No.	Activity description	Duration	Start	End

Mr./Mrs/Ms. _____

on behalf of (if applicable)

joint venture _____

Messrs _____

Mailing address _____

Registration No. _____

NTN. _____

Registration Certification No. with Excise & Taxation Department: _____

Tel No. _____

Mobile No. _____

Fax No. _____

Email: _____

Form-VIII

(Details of the Proposed Staff)

Managerial & FieldStaff			
Sr. No	Name of Staff	Area of Expertise	Position in the Organization

Mr/Mrs./Ms. _____

on behalf of

Joint Venture Named: _____

Comprising

Messrs _____

Messrs _____

Mailing address _____

Mailing address _____

Registration No. _____

Registration No. _____

Registering Authority: _____

Registering Authority: _____

Under _____ Act / Ordinance

Under _____ Act / Ordinance

NTN. _____

NTN. _____

Registration Certification No. with Excise & Taxation Department: _____

Registration Certification No. with Excise & Taxation Department: _____

Tel No. _____

Tel No. _____

Mobile No. _____

Mobile No. _____

Fax No. _____

Fax No. _____

Email: _____

Email: _____

CURRICULUM VITAE (CV) FOR PROPOSED STAFF

1. **Proposed Position** [only one candidate shall be nominated for each position]: _

2. **Name of Staff** [Insert full name]: _____

3. **Date of Birth:** _____ **Nationality:** _____

4. **Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]: _

5. **Training** [Indicate significant training and certification like PMP, MCDBA, etc since degrees under 5 - Education were obtained]: _____

6. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]: _____

7. Employment Record

From [Year]: ___ To [Year]: _____

Employer: _____

Positions held: _____

Signatures: _____