

Revised 2005

**PC-II FORM**

**ENGAGING INFRASTRUCTURE DEVELOPMENT AUTHORITY FOR  
PROFESSIONAL SERVICES FOR CONSERVATION/ RESTORATION AND  
INFRASTRUCTURE DEVELOPMENT OF HERITAGE SITES IN PUNJAB**

**ESTIMATED COST IN Rs. 606,633,093/-**

**JULY 2022**

## TABLE OF CONTENTS

<b>1) Name by which survey/ feasibility will be identified .....</b>	<b>4</b>
<b>2) Administrative authorities responsible for: .....</b>	<b>4</b>
<b>3) Details of survey/feasibility study: .....</b>	<b>4</b>
i. General/ description and justification .....	4
ii. Implementation period.....	7
iii. Year wise estimated cost .....	7
iv. Manpower requirements.....	7
v. Financial plan .....	7
<b>4) Expected outcome of the survey feasibility study and details of projects likely to be submitted after the survey. ....</b>	<b>7</b>

## ANNEXURES

<b>Annex-A REQUEST LETTER OF TOURISM DEPARTMENT FOR ENGAGING IDAP .....</b>	<b>10</b>
<b>Annex-B JOB DESCRIPTION.....</b>	<b>22</b>
<b>Annex-C YEAR WISE COST .....</b>	<b>51</b>
<b>Annex-D H.R COST .....</b>	<b>53</b>
<b>Annex-E HOTEL / ACCOMMODATION .....</b>	<b>56</b>
<b>Annex-F TA/DA &amp; POL .....</b>	<b>58</b>

GOVERNMENT OF PAKISTAN  
PLANNING COMMISSION

**PC-1I FORM**

**PROFORMA FOR DEVELOPMENT PROJECTS  
(SURVEY AND FEASIBILITY STUDIES)**

**1) Name by which survey/ feasibility will be identified:**

Engaging Infrastructure Development Authority for professional Services for Conservation / Restoration and Infrastructure Development of Heritage Sites in Punjab.

**2) Administrative authorities responsible for:**

**i) Sponsoring:** Planning & Development (P&D) Board, Government of Punjab

**ii) Execution:** Punjab Tourism for Economic Growth Project (PTEGP), P&D Board

**3) Details of survey/feasibility study:**

**i. Genera/ description and justification:**

This is the sub project of the approved umbrella PC-I of PTEGP to meet HR cost of IDAP for master planning and developing of tourist facilities at various sites in Punjab Tourism Department, Punjab approached Infrastructure Development Authority for collaboration between IDAP and PTEGP on the above infrastructure development via letter No. So/Misc-IDAP/2021 dated 16th December 2021. Request letter of Tourism Department for engaging IDAP is attached as **Annex-A**.

IDAP will provide strategic / technical oversight for infrastructure development as a package / turnkey solution, including site pre-design activities, site design, execution and implementation of design including procurement of specialized equipment.

IDAP has been established by the Government of Punjab, as an autonomous body under the Infrastructure Development Authority of Punjab Act, 2016 for planning, designing, construction & execution of Infrastructure in Punjab. IDAP is a premier institution providing outstanding services in the areas of architectural design, urban planning, interior planning

and design, landscape design and value engineering, through international and local experts both in-house and engaged externally as necessitated by the project.

Keeping in view of IDAP's expertise the project seeks to engage IDAP for the infrastructure development of these sites in collaboration with PTEGP.

### **Technical Parameters:**

IDAP will provide turnkey solutions with its following in-house departments:

1. Architecture and Planning Team
2. Mechanical and Plumbing Team
3. Electrical Team
4. Engineering Team
5. Quantity and Surveying Team
6. Procurement Team
7. Information Technology Team

IDAP will allocate a total of 69 team members to the project. Further details and roles are elaborated under Part B of this PC-1. Moreover, job description of each position is attached as **Annex-B**.

### **Scope of Work:**

The indicated scope of work includes but not limited to the following:

- a. Technical lead in pre-design activities, engineering, design of sites, and execution of works. Nomination of Focal Persons for Procurement Committee.
- b. Managing the Procurement Process (including the preparation of TORs, RFPs, RFBs/ BOQs, Evaluation of Proposals/ Bids)
- c. Co-signing of Contracts with Consultants/ Contractors
- d. Responsible for Contract Management (Contract Execution, Implementation, Review of Invoices/ Bills/ IPCs: Recommending PMU to Process Accordingly)
- e. Manage design and development of the following interventions:
  - i. **Location: Hiran Minar**
    - Parking lot
    - Bird Aviary
    - Entrance Gate
    - Tourist Facilitation Centre
    - Deer enclosure

- Glamping Pods
- Solar Power system
- Botanical Garden
- Landscaping and Horticulture

**ii. Location: Taxila Museum**

1. Permanent Gallery Improvements
2. New Gallery extension
3. Development of children’s gallery
4. Upgradation of Tourist facility centre
5. Installation of HVAC system
6. Upgradation of a souvenir shop
7. Revamping Library
8. Design library
9. Design landscape for garden for education and recreational purpose

**iii. Location: Rohtas Fort**

1. Refurbishment of Museum
2. Walkways
3. Parking Lot
4. Toilet Blocks
5. Cafeteria
6. Landscaping
7. Ticket Booth
8. Lighting

The scope may include any other identified interventions during development of design proposals. The conservation and restoration works will be ongoing and not time-barred due to the nature of the work. It will require specialized labor to ensure the implementation of techniques to restore the heritage sites closest to their original condition. This would require research and development along with simultaneously training of artisans and laborers.

IDAP being Govt. owned entity shall be engaged through direct contraction as per Rule 59 (e) of PPRA, : *“direct contracting with an organization, owned and controlled by the Government: (i) for procurement of works, services and consultancy services, a procuring agency shall engage an organization, semi-autonomous or autonomous institution under the administrative control of the Government, Federal Government or*

*other Provincial Government, registered with the Authority, in direct contracting, if project is:*

*(a) time bound; or*

*(b) of sensitive nature and its information cannot be shared with private sector.”*

- ii. **Implementation period:** July 2022 to December 2024 (30 Months)
- iii. **Year wise estimated cost:** Rs. 606,633,093 (**Annex-C**)
- iv. **Manpower requirements:** (**Annex-D**)
- v. **Financial plan:**

Sr No	Description	Yearly Cost (Rs.)		
		2022-23	2023-24	2024-25 (Till Dec 2024)
1	HR Cost	198,321,600	214,187,328	115,661,157
2	Hotel / Accommodation	12,388,800	12,388,800	6,194,400
3	POL	12,108,403	12,108,403	6,054,202
4	TA/DA	6,888,000	6,888,000	3,444,000
<b>Total</b>		<b>229,706,803</b>	<b>245,572,531</b>	<b>131,353,759</b>

**4) Expected outcome of the survey feasibility study and details of projects likely to be submitted after the survey.**

The indicated scope of work includes but not limited to the following:

- a. Technical lead in pre-design activities, engineering, design of sites, and execution of works. Nomination of Focal Persons for Procurement Committee.
- b. Managing the Procurement Process (including the preparation of TORs, RFPs, RFBs/ BOQs, Evaluation of Proposals/ Bids)
- c. Co-signing of Contracts with Consultants/ Contractors
- d. Responsible for Contract Management (Contract Execution, Implementation, Review of Invoices/ Bills/ IPCs: Recommending PMU to Process Accordingly)
- e. Manage design and development of the heritage sites.

**Prepared by:** Financial Management Specialist, PTEGP  
**(Name, Designation & Phone #)**

**Checked by:** Project Director, PTEGP  
**(Name, Designation & Phone #)**

**Approved by:** Secretary  
Planning & Development Board, Government of the Punjab  
**(Name, Designation & Phone #)**

**Chairman**  
Planning & Development Board, Government of the Punjab  
**(Name, Designation & Phone #)**



**GOVERNMENT OF PAKISTAN  
PLANNING COMMISSION**

**Instructions to fi// in PC-II Proforma**

**1. Name of the Project**

Please indicate the name by which survey / feasibility study will be undertaken.

**2. Administrative authority**

Indicate name of the agency responsible for sponsoring and execution of the project.

**3. Details of survey/feasibility study**

- Provide a general/ description of the aims, objectives and coverage of the survey/feasibility Study.
- Provide justification for undertaking the survey/feasibility Study. Indicate whether previous studies in the field have been undertaken. If so, provide details.
- Indicate duration of study and proposed months of commencement and completion of the study.
- Provide item-wise/year-wise capita/ cost estimate of the study broken down between local and foreign exchange.
- Indicate date on which cost estimates were prepared and the basis of these estimates.
- Sources of financing the capita/ cost be provided
- Indicate requirements separately for local and foreign personnel i.e. professional, technical, administrative, clerical, skilled, unskilled, others along with their terms of reference.
- Indicate the period of contract of both the local and foreign consultants along with qualifications, experience and the terms of their appointment.

**4. Expected outcome**

- Indicate the expected outcome of the survey / feasibility study in quantifiable terms. It may also be indicated whether any project will be prepared after the survey.

---

**Annex-A REQUEST LETTER OF TOURISM DEPARTMENT FOR ENGAGING  
IDAP**

---



No. 1(93)PO(Tourism)/P&D/2020  
GOVERNMENT OF THE PUNJAB  
PLANNING & DEVELOPMENT BOARD  
Dated Lahore, 3<sup>rd</sup> January, 2022

To,

Chief Executive Officer,  
Infrastructure Development Authority of  
Punjab (IDAP),  
Lahore

SUBJECT: PROPOSAL OF COLLABORATION BETWEEN IDAP AND PTEGP ON  
INFRASTRUCTURE DEVELOPMENT

I am directed to enclose herewith a copy of Tourism department's letter No. S0(Dev)-Misc-IDAP/2021 dated 16-12-2021 along with its enclosure on the subject noted above.

It is requested to please go through the contents of the enclosed letter and provide your valuable comments to this office for further necessary action.

  
(AMNA GULZAR)  
PLANNING OFFICER (YASAT)

Cc:

Sr. Chief (YASAT/I&C), P&D Board, Lahore



No. 50 (Development IDAP) 2021  
GOVERNMENT OF THE PUNJAB  
TOURISM DEPARTMENT

Dated the Lahore, 16<sup>th</sup> December, 2021

042-99205915-7  
tourism.punjab2020@gmail.com

The Secretary,  
Govt. of the Punjab,  
Planning & Development Board  
Lahore.

Subject: **PROPOSAL OF COLLABORATION BETWEEN IDAP AND PTEGP ON INFRASTRUCTURE DEVELOPMENT**

Please refer to subject cited above.

Government of the Punjab, Planning & Development Board in collaboration with World Bank Group (WBG) and multiple implementing agencies is implementing Punjab Tourism for Economic Growth (PTEG) Project. The project aims to promote the tourism sector by strengthening the institutional capacity through better skills development, increase private sector participation and improve infrastructure services in support of the tourism sector in the province of Punjab.

*Handwritten notes:*  
The Government of Punjab  
IDAP for review  
signature only  
24/12/21

2. For the facilitation of tourists and in order to preserve heritage assets in the province of Punjab, Tourism Department, Government of Punjab requires infrastructure development of following four (4) tourist sites having prodigious historical and heritage value under PTEGP a World Bank funded project:

- o Hiran Minar
- o Rohtas Fort
- o Lahore Museum
- o Taxila Museum

*Handwritten notes:*  
24/12/21

Infrastructure Development Authority of Punjab (IDAP) is a premier institution providing outstanding services in the areas of architectural design, urban planning, interior planning and design, landscape design and value engineering, through international and local experts.

*Handwritten notes:*  
24/12/21


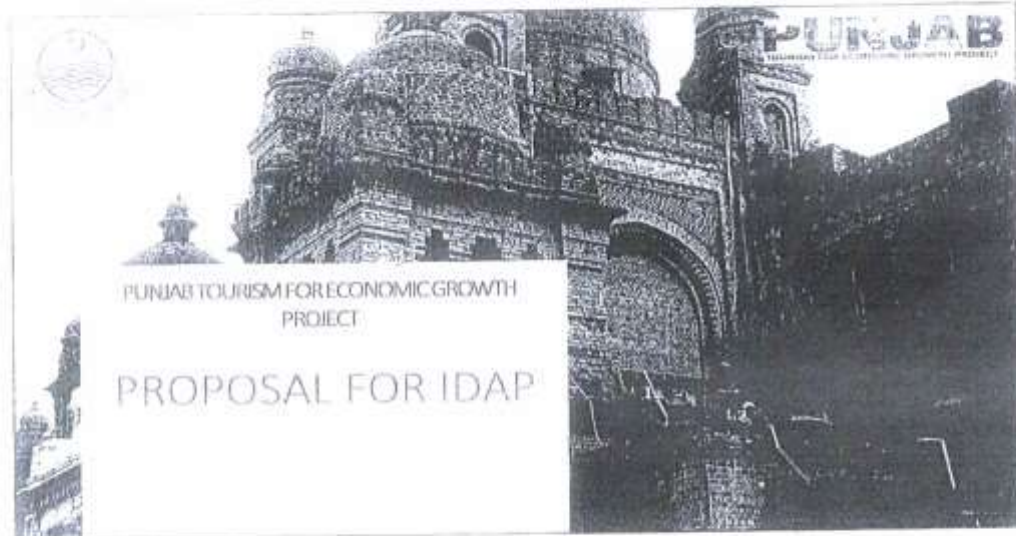
4. Keeping in view of aforementioned, it is proposed that IDAP may be engaged for infrastructure development of these sites in collaboration with PTEGP for providing of strategic / technical oversight for infrastructure development as a package / turnkey solution, including site pre-design activities, site design, execution and implementation of design including procurement of equipments. Total funding envelope about USD 20-30 million. Detailed proposal of collaboration between IDAP and PTEGP including governance mechanism is attached as **Annex-A** for consideration please.

*Handwritten notes:*  
24/12/21




*Handwritten signature:*  
(Asadullah Waiz)  
SECRETARY  
Tourism Department

CC: 1. Project Manager, PTEGP



## INTRODUCTION

- Tourism is the fastest growing sector of the world economy.
- According to UNWTO, international tourist arrivals grew by 4% in 2019.
- Total exports from international tourism reached USD 1.7 trillion in 2018.
- Travel and Tourism created 109 million jobs worldwide.
- Tourism contributed USD 2.6 trillion to the world economy.



**PUNJAB**  
TOURISM AND CULTURE DEPARTMENT



## Proposed IDAP & PTEGP Collaboration

Nature of Activities: Infrastructure Development of 4 sites mentioned below as a package/turnkey solution, including site pre-design activities, site design, and execution and implementation of design (including procurement of equipment).

Funding Envelope: USD 20-30 Million

Sites:

- Hiran Minar
- Rohtas Fort
- Lahore Museum
- Taxila Museum



**PLANNING & DEVELOPMENT BOARD  
TOURISM DEPARTMENT**

**PUNJAB**  
TOURISM AND CULTURE DEPARTMENT

Some Public Convenience Facilities that can be provided at the sites are:



WASHROOMS



PARKING



SIGNAGE



SECURITY



INFORMATION



GUIDE



SHELTER





SOUVENIR



MUSEUM




RESTROOM





DRINKING WATER



 **PUNJAB**  
TOURISM FOR ECONOMIC GROWTH PROJECT

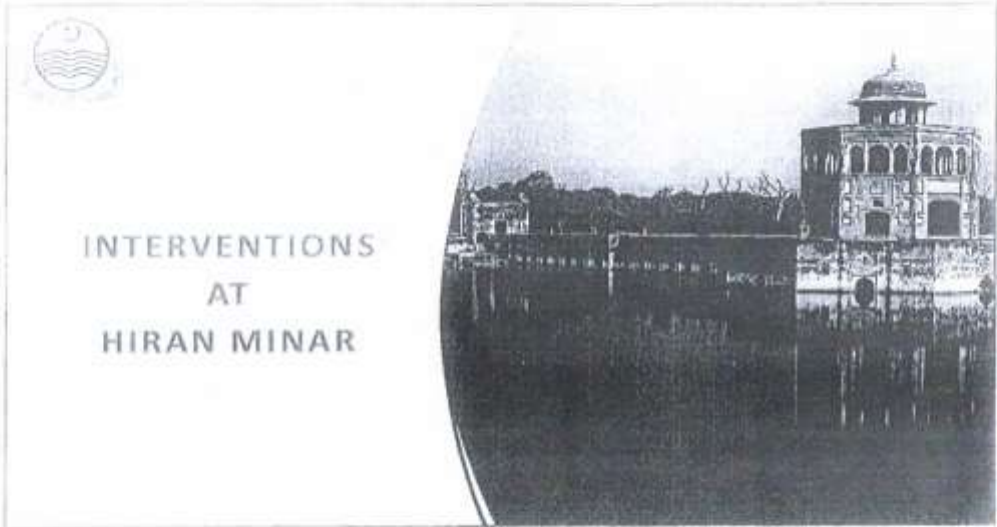
**PROPOSED INTERVENTIONS**  
**AT ROHTAS FORT**



 **PUNJAB**  
TOURISM FOR ECONOMIC GROWTH PROJECT

**INTERVENTIONS AT ROHTAS FORT**

Refurbishment of Museum	Walkways	Parking Lot
Toilet Blocks	Cafeteria	Landscaping
Ticket Booth	Shrine	Any other identified intervention



**PUNJAB**  
UNIVERSITY

INTERVENTIONS  
AT  
HIRAN MINAR

Parking Lot	Bird Aviary	Entrance Gate
Tourist Facilitation Center	Deer enclosure	Glamping Pods
Solar Power System		Landscapping & Horticulture

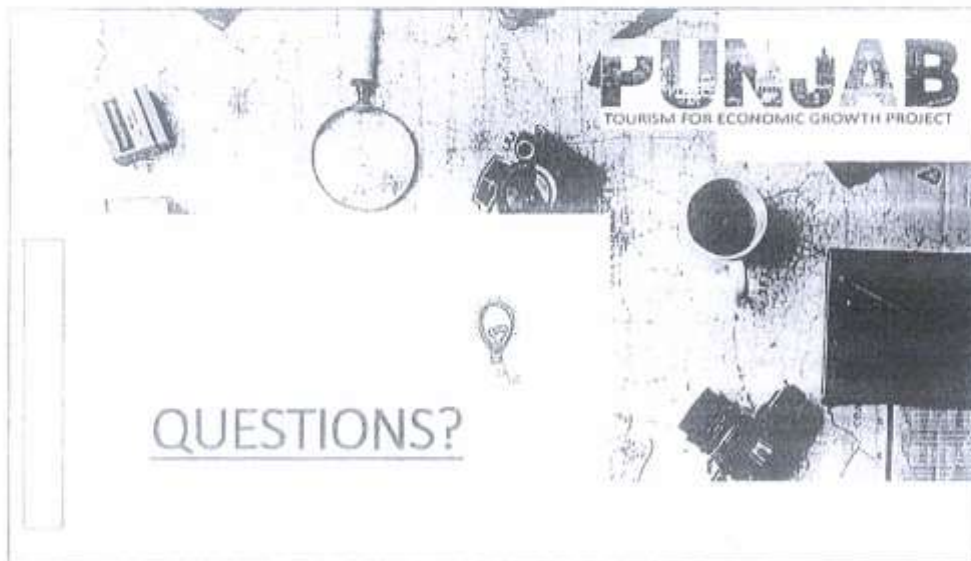




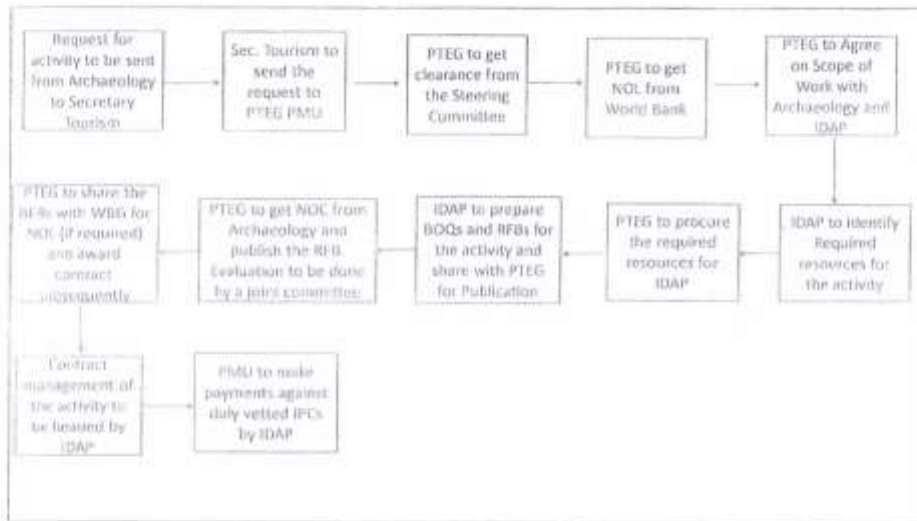


## Governance Mechanism

Activities	Proposed Role of PTEG	Proposed Role of IGAP
<p>Information of Administrative and Technical Roles</p> <p>Management of Procurement Process and Payment of Invoices</p>	<p>Availability of Resources and Administrative Support to IGAP</p> <p>Constitution of Procurement Committee (which will be headed by IGAP)</p> <p>Co-signing of Contracts/Agreements (as Administrative Person)</p> <p>Process the invoices/bills/IFCs as recommended by ICMF</p>	<p>Technical lead in Pre-design activities, Engineering, Design of sites, and execution of works</p> <p>Nomination of Focal Persons for Procurement Committee</p> <p>Managing the Procurement Process (including preparation of IOb, RFPs, RFIs/BOQs, evaluation of proposals/bids)</p> <p>Co-signing of contract agreement with consultants/contractors (as Communication Person)</p> <p>Responsible for Contract Management (contract execution, implementation, review of invoices/bills/IFCs) and recommending PMU to process accordingly</p>







---

**Annex-B JOB DESCRIPTION**

---

## Principal Design & Planning

A seasoned professional who is responsible for planning, designing, estimation of quantities and costs, scheduling of the infrastructure project plans. Individual is expected to combine best engineering and design principals to develop, design mega infrastructure and building projects.

## Responsibilities and Skills

- Over all supervision of planning, designing, estimation, scheduling, cost monitoring, and preparing forecast related to progress, revenue and cost.
- Responsible for ensuring quality consciousness in all aspect of related work activities.
- Ensure forward planning on all implementation aspect of project during planning and execution phase and maintains management focus on projects coming under his preview.
- Complete liaison with the GM Contracts & Procurement, GM Project management and GM Quality control management and keep higher management updated about the progress of the projects.
- Responsible to send Weekly Progress Report to CEO, after review.
- Review and advice on the target plan for Projects in project planning software (Primavera Planner, MS Projects etc.)
- Monitoring the progress of a project using Target Plan as reference.
- Updating the plan and preparing look ahead programs to forecast any bottlenecks.
- Review and submit reports like daily / weekly and monthly progress reports.
- Preparing structural reports, designs and drawings as per requirement.
- making calculations about loads and stresses
- Selecting and approving appropriate construction materials
- Providing technical advice on various issues related to design of structures.
- Should be familiar with codes of practice such as ACI, AASHTO and Local Design Codes.
- Liaising with relevant professional staff within the organisation.
- Monitoring and inspecting work undertaken by contractors and advise corrective measures, if any.
- Review and inspect soil investigation, structural and environmental reports.
- Reviewing work progress to ensure work is going on in the line with project design and specifications.
- Visiting the site regularly to ensure no breach for design /specifications criteria.
- Attending the technical meetings with the stake holders.
- Estimation PC-I Preparation – BOQ Preparation, Feasibility studies, etc.

## **General Manager Planning & Design**

A seasoned professional who is responsible for planning, designing, estimation of quantities and costs, scheduling of the infrastructure project plans. Individual is expected to combine best engineering and design principals to develop, design mega infrastructure and building projects.

### **Responsibilities and Skills**

- Overall supervision of planning, designing, estimation, scheduling, cost monitoring, and preparing forecast related to progress, revenue and cost.
- Responsible for ensuring quality consciousness in all aspect of related work activities.
- Ensure forward planning on all implementation aspect of project during planning and execution phase and maintains management focus on projects coming under his/her preview.
- Responsible for various urban planning exercises including preparation of PC-I, EOI and RFP.
- Complete liaison with the GM Contracts & Procurement, GM Project Management and GM Quality control management and keep higher management updated about the progress of the projects.
- Responsible to send Weekly Progress Report to senior management, after review.
- Review and advice on the target plan for Projects in project planning software (Primavera Planner, MS Projects etc.
- Updating the plan and preparing look ahead programs to forecast any bottlenecks.
- Review and submit reports like daily / weekly and monthly progress reports.
- Preparing reports, designs and drawings as per requirement.
- Selecting and approving appropriate construction materials.
- Providing technical advice on various issues related to design of structures.
- Liaising with relevant professional staff within the organisation.
- Monitoring and inspecting work undertaken by contractors and advise corrective measures, if any.
- Reviewing work progress to ensure work is going on in the line with project design and specifications.
- Visiting the site regularly to ensure no breach for design /specifications criteria.
- Attending the technical meetings with the stake holders.
- Estimation PC-I Preparation – BOQ Preparation, Feasibility studies, etc.



## **Senior Manager Planning & Design**

A seasoned professional who is responsible for planning, scheduling and monitoring of the project plans through team of individuals. He is also responsible for the design and review of Electrical, MEP and Architectural works and timely submission to GM planning & Design. Individual is expected to combine engineering and design principals to develop cost effectiveness in the projects.

### **Job Responsibilities:**

1. Oversees the assigned projects from inception to completion.
2. Reviews and provide guidelines to the team for preparing Project briefs, Design Booklet, Presentations, Preliminary Design Proposals, and detailed MEP (Electrical)/Architectural Drawings as per Client's requirements, MEP (Electrical)/Architectural Standards/ Design practices and criteria.
3. Responsible for ensuring quality consciousness in all aspect of related work activities. Reviews drawings, Rectifies/Guides/Assists the team to modify drawings, incorporate amendments or make necessary corrections due to any review of drawings or design.
4. Reviews of Material selections, technical submittals, preparation of TORs, RFPs, and Technical Proposals.
5. Reviews/ Manages the Preparation of Tender Drawings/Documents, Construction drawings according to guidelines in coordination to Manager.
6. Complete liaison with GM Planning and Design and keep him/her updated about the progress of the Electrical/MEP/Architectural Works.
7. Ensures timely submissions of design proposals, tender documents and monitors the progress of work by subordinate staff by assigning deadlines and monitoring work progress.
8. Updating the plan and preparing look ahead programs to forecast any bottlenecks.
9. Preparing Electrical/MEP/Architectural reports, designs and drawings as per requirement.
10. Providing technical advice on various issues related to design of structures.
11. Familiarity and hands on Experience of using design software's including but not limited to i.e., AutoCAD, Dialux, ETAP, etc. and International & National Codes e.g. (NEC, IEC, IEEE, BS, NFPA, IBC etc.).
12. Liaising with relevant professional staff within the organisation.
13. Monitoring and inspecting work undertaken by contractors and advise corrective measures, if any.
14. Reviewing work progress to ensure work is going on in the line with project design and specifications.
15. Visits project sites to ensure conformity of design /specifications/ criteria and prepare site visit report.
16. Manages and carries out studies, documentation of existing building MEP (Electrical)/Architectural design and services etc.
17. Attending the technical meetings with the stake holders.

### **Additional Skills:**

- Communication: excellent written and verbal communication in English, organized thought processes, polite and respectful to others.

- Analysis/problem solving thoroughly thinks out and evaluates alternatives and recommends the one that best meets the business and professional need of the situation regardless of personal biases.
- Workload management: works with little direction and supervision.
- Should be familiar with codes of practice and local area regulations/ bylaw

## **Manager Architecture**

A seasoned professional who is responsible for planning, scheduling and monitoring of the building and housing project plans through team of individuals. He is also responsible for the developing and review of building designs and timely submission to SM planning & Design.

### **Responsibilities and Skills**

- Overall supervision of planning, scheduling, progress, cost monitoring, and preparing forecast related to progress, revenue and cost related to building and housing projects.
- Responsible for ensuring quality consciousness in all aspect of related work activities.
- Ensure forward planning on all implementation aspect of project during execution phase and maintains management focus on projects coming under his preview.
- Complete liaison with GM Planning and Design and keep him updated about the progress of the projects.
- Responsible to prepare Weekly Progress Report of his area.
- Review and advice on the target plan for Projects in project planning software (Primavera Planner, MS Projects etc.)
- Monitoring the progress of a building and housing project using Target Plan as reference.
- Updating the plan and preparing look ahead programs to forecast any bottlenecks.
- Prepare reports like daily / weekly and monthly progress reports.
- Preparing site visit reports and Design brief reports, designs and drawings as per requirement.
- Reviewing RFIs and Submittals.
- Selecting and Approving appropriate construction materials.
- Preparing and Formulating List of Approved Vendors/Manufacturers in consultation with GM Planning and Design.
- Providing technical advice on various issues related to designs.
- Should be familiar with International codes of practice and Local Design Codes/regulations/bylaws.
- Review and inspect soil investigation, structural and environmental reports in consultation with reporting heads.
- Liaison with other design disciplines and departments within Organization and other Government Departments. Monitoring and inspecting building work undertaken by contractors and advise corrective measures, if any.
- Reviewing work progress to ensure work is going on in the line with project design and specifications.
- Visiting the site regularly to ensure no breach for design /specifications criteria.
- Attending the technical meetings with the stake holders.

## **Manager GIS**

The position requires the individual to use Geographical information systems software to combine social, economic and topographical data that is used for a variety of purposes within the organisation. Individual should have hands-on experience of ArcGIS Software.

### **Responsibilities and Skills**

- Develop GIS Maps / remote sensing applications
- consulting stakeholders to ascertain project purpose, needs, information required etc
- Records and maintains inventory of all the Maps and data produced.
- Maintains backup on weekly basis
- Arrange workshops and hands on training for the staff on GIS software.
- Perform digitization of data and maintain its safety.
- Updating of systems as and when required

## **Manager Planning & Design (Visualization)**

The main duties of the Manager Planning & Design (Visualization) include, but are not limited to the following:

### **Job Responsibilities:**

- Work closely with the architectural and 3D design teams in the preparation of 3D visualization.
- Understand the concepts and initial design intent and apply this into a graphic representation.
- Prepare advanced presentations in various graphic mediums.
- Be able to administer creative control and provide quality assurance on creative deliverables.
- Lead the 3D Team and delegate work accordingly.
- Read and accurately interpret architectural illustrations, 2D CAD files, or other 3D modelling data, as specified within projects and realizing those designs as compelling imagery.
- Development of a software library suitable for architectural rendering needs and applications.
- Efficient modelling and converting of data sets from CAD or other 3D modelling packages.
- 2D and 3D image compositing, finishing and retouching operations on 3D renderings.

## **Assistant Manager Architecture**

A right-brained architect to perform all phases of architectural work including planning, designing and overseeing the construction. He/ She will be involved in building designs, extensions, alterations, design review process, restorations and conservations from the earliest stages right through to completion. The goal is to match the needs and to produce sustainable, functional and aesthetically pleasing properly designed buildings.

### **Job Responsibilities:**

- Control project from start to finish to ensure high quality, innovative and functional design.
- Take the “brief” to identify the needs and put together feasibility reports and design proposals.
- Develop ideas keeping in mind the requirements, building’s usage and environmental impact.
- Produce detailed blueprints and make any necessary corrections.
- Compile and check project specifications.
- Keep within budgets and timelines.
- Ensure that all works are carried out to specific standards, building codes, guidelines and regulations.
- Make on site visits to check on project status and report on project.
- Cooperate and liaise with design and construction professionals.
- Follow architectural trends and advancements.
- Requirements
- Proven working experience as an architect.
- Strong portfolio to prove artistic skills.
- Expert knowledge of building products, construction details and relevant rules, regulations and quality standards.
- Excellent drawing skills and familiarity with design software (Adobe Photoshop, Sketch Up, 3d Studio VIZ or similar)
- Strong imagination and the ability to think and create in three dimensions.
- Visual awareness and an eye for detail.
- Communication and project management skills.

## **Architectural Assistant**

A right-brained architect to perform all phases of architectural work including planning, designing and supporting the construction activities. He/ She will be involved in building designs, extensions, alterations, restorations and conservations from the earliest stages right through to completion. The goal is to match the needs and to produce sustainable, functional and aesthetically pleasing properly designed buildings.

### **Job Responsibilities:**

- Take the “Project brief” to identify the needs and put together feasibility reports and design proposals.
- Develop ideas keeping in mind the requirements, building’s usage and its environmental impact.
- Follow architectural trends and advancements.
- Produce detailed blueprints and make any necessary corrections.
- Assist in Design proposal, detailed designs and Tender documents.
- Assist in, compiling and checking project specifications.
- Assist in keeping project designs and specifications within budgets and timelines.
- Ensure that all works are carried out to specific standards, building codes, guidelines and regulations.
- Cooperate and liaise with design and construction professionals.
- Proven working experience as an architect.
- Strong portfolio to prove artistic skills.
- Expert knowledge of building products, construction details and relevant rules, regulations and quality standards.
- Excellent drawing skills and familiarity with design software (Auto-Cad, Adobe Photoshop, Sketch Up, 3d Studio VIZ or similar)
- Strong imagination and the ability to think and create in three dimensions.
- Communication and project management skills.
- Performs any other relevant work assigned by the Management.

## **Draftsman**

A professional diploma holder (Architecture/Civil/Electrical/Mechanical) with hand-on skills in AutoCAD & other relevant software's / programs

### **Job Responsibilities:**

- Auto CAD skills both at preparing 2D/3D presentation and working drawings.
- 3D Drawings, Max renders and Adobe Photoshop renders.
- Site Surveys & Documentation of as Built Structures
- Area Calculations & familiarity with standard Engineering Techniques.
- Internships or hands-on experience / knowledge in relevant projects.
- Willingness to work in challenging environments
- Advanced proficiency in Microsoft Office and other computer skills
- Experience of working in project teams, will be an added advantage except

## **Manager Electrical/Mechanical**

The Manager Electrical/Mechanical oversees and assists with the design process. The incumbent is also expected to lead a team engineer to oversee all MEP related work on projects and ensure that the proper guidelines are being followed.

### **Job Responsibilities:**

- Supervising the work ensuring compliance with contract provisions Electrical & Mechanical works.
- Verifying the compatibility of the site with the designed permanent works.
- Ensuring awareness of all aspects of construction activity in order to provide quality assurance and safety standards in line with contractual requirements.
- Interpretation and application of Contract specification in respect of technical matters.
- Analyzing Contractors material submissions (Electromechanical) and approval.
- Analyzing of Contractors technical proposals and their approval.
- Reviewing and approving of shop drawings submitted by the Contractor.
- Inspecting temporary and permanent works to ensure compliance with the Contracts Documents and approved shop drawings and submissions.
- Assisting with the inspection of completed work.
- Monitoring the start-up, testing, commissioning and handover of MEP works.
- Maintaining records of tests performed and work executed.
- Leading the team in commissioning MEP works



## **Assistant Manager MEP**

### **(For Electrical)**

#### **Job Description:**

Assist the senior engineer / manager in the design and delivery of MEP (Electrical works) on projects.

#### **Job Responsibilities:**

- Assist in the Preparation of Project briefs, Presentations, Preliminary Design Proposals, and detailed MEP (Electrical) Drawings, Reports, and Technical Specifications under the supervision of Manager.
- Visits project sites to ensure conformity of design /specifications/ criteria, and prepare site visit report, as and when instructed by the Manager.
- Interpretation and application of Contract specification in respect of technical matters.
- Liaise with relevant professional staff within the organization.
- Familiarity and hands on experience of using design software including but not limited I; e, AutoCAD, Dialux, ETAP, etc. and International & National Codes e.g. (NEC, IEC, IEEE, BS, NFPA, IBC etc.).
- Preparation of Tender Drawings/Documents, Construction drawings according to guidelines in coordination to Manager.
- Providing the technical clarification and assist the senior manager to respond the queries raised by the supervision consultant

### **(For Mechanical)**

#### **Job Description:**

Assist the manager / assistant manager with all mechanical & HVAC related work on projects. This includes completing project designs and all work is done in line with the quality and international codes / standards.

#### **Job Responsibilities:**

- Assist the manager / assistant manager to deliver the design of mechanical & HVAC works.
- Assist the manager / assistant manager in preparation of technical specifications.
- Familiarity and hands on Experience of using design software including but not limited I; e, AutoCAD, HAP, ELITE, and International & National Codes e.g. (ASHRAE, ASME, IPC, UPC, BS, NFPA, etc.).
- Ensure quality consciousness in all respect related to design drawings.
- Preparation of Tender Drawings/Documents, Construction drawings according to guidelines in coordination to Manager.
- Ensures proper compliance & placements of records/documents of projects/works assigned

## **Assistant Engineer**

### **Job Responsibilities:**

- Have Technical Knowledge of construction/building projects (Architecture / Civil / MEP) works.
- Have basic understanding of tender and construction drawings.
- Elementary understanding of construction methodology, sequence and execution.
- Having Knowledge of Cost, Time and Quality Control application in project and construction management.
- Have familiarity of interim payments process for Consultants and Contractors.
- Basic understanding of the Client organization and identify contractual roles of participants at the project level.
- Perform any other work assigned by the Management.

## Chief of Engineering & Design

A seasoned professional who is responsible for planning, designing, estimation of quantities and costs, scheduling of the infrastructure project plans. Individual is expected to combine best engineering and design principals to develop, design mega infrastructure and building projects.

### Job Responsibilities:

- Overall supervision of planning, designing, estimation, scheduling, cost monitoring, and preparing forecast related to progress, revenue and cost.
- Responsible for ensuring quality consciousness in all aspect of related work activities.
- Ensure forward planning on all implementation aspect of project during planning and execution phase and maintains management focus on projects coming under his preview.
- Responsible to send Weekly Progress Report to CEO, after review.
- Review and advice on the target plan for Projects in project planning software (Primavera Planner, MS Projects etc.)
- Monitoring the progress of a project using Target Plan as reference.
- Updating the plan and preparing look ahead programs to forecast any bottlenecks.
- Review and submit reports like daily / weekly and monthly progress reports.
- Preparing structural reports, designs, and drawings as per requirement.
- Making calculations about loads and stresses
- Selecting and approving appropriate construction materials
- Providing technical advice on various issues related to design of structures.
- Should be familiar with codes of practice such as ACI, AASHTO and Local Design Codes.
- Monitoring and inspecting work undertaken by contractors and advise corrective measures, if any.
- Responsible for design co-ordination of all Infrastructure related design activities including Structures, Geotech, Roads, Drainage, Water Supply, Sewerage and drafting as well as to ensure co-ordination with all other disciplines within the design team.
- Responsible for Subsurface investigations including test borings, cone penetration testing, and test pits, reviewing exploration logs, lab results, and plans.
- Responsible for analysis of bearing capacity, settlement, earth pressures, pavement section design, and slope stability.
- Review and inspect soil investigation, structural and environmental reports.
- Reviewing work progress to ensure work is going on in the line with project design and specifications.
- Visiting the site regularly to ensure no breach for design /specifications criteria.
- Attending the technical meetings with the stake holders.
- Estimation PC-I Preparation – BOQ Preparation, Feasibility studies, etc.

## **Senior Manager Infrastructure**

### **Job Descriptions**

- Responsible for assisting the General Manager in design matters.
- Responsibilities will include development of design checklists, data management systems, drafting standards and quality assurance for all design components.
- Candidate will be responsible for managing workflow between departments and disciplines to ensure timely delivery of design deliverables.
- The candidate will be responsible for design co-ordination of all Infrastructure related design activities including Structures, Geotech, Roads, Drainage, Water Supply, Sewerage and drafting as well as to ensure co-ordination with all other disciplines within the design team.
- Responsible for coordinating drawings between various disciplines and removal of clashes.
- Responsibilities will include managing stage wise payments to external consultants based on the contractual deliverables at various stages of the project design cycle.

## **Senior Engineer/ Manager – Geotechnical**

### **Job Descriptions:**

The Senior Engineer/Manager Geotechnical Engineer will perform Geotechnical Engineering work in the planning and design phases of projects. They will use creativity and objectivity to perform studies and technical activities to arrive at the most cost effective, reliable technical solution. They may also support procurement and construction phases of projects with engineering knowledge and experience.

### **Job Responsibilities:**

- Earthwork, foundation, and construction materials observation and testing.
- Subsurface investigations including test borings, cone penetration testing, and test pits, reviewing exploration logs, lab results, and plans.
- Analysis of bearing capacity, settlement, earth pressures, pavement section design, and slope stability.
- Analysis, recommendations and design of deep foundations and ground improvement for structural support.
- Analysis and design of temporary and permanent earth retention system.
- Forensic investigation and failure analysis.
- Preparation of geotechnical reports.
- Should possess a demonstrated understanding of the interactions with associated disciplines including geotechnical engineering, transportation planning, urban planning, environmental engineering, cost engineering and landscape architecture.

## **Manager Environment & Public Health**

### **Job Responsibilities:**

- Implementing environmental policies and practices
- Devising strategies to meet targets and to encourage best practice
- Devising the best tools and systems to monitor performance and to implement strategies
- Ensuring compliance with environmental legislation, international and national codes for public health standard.
- Assessing, analysing and collating environmental & public health performance data and reporting information to internal staff, clients and regulatory bodies
- Confirming that materials, ingredients and so on are ethically or environmentally sourced
- Managing environmental strategy budgets
- Liaising with internal staff including senior managers and directors
- Acting as a champion or cheerleader for environmental & public health issues within organization.
- Providing environmental & public health training to staff at all levels.
- Writing plans and reports
- Keeping up to date with relevant changes in environmental legislation and initiatives including international legislation where applicable
- Producing educational or information resources for internal staff, clients or the general public
- Liaising with regulatory bodies such as the Environment Agency & Public Health Department

## **Manager Structures**

### **Job Descriptions:**

The successful applicant will be responsible for managing a structural design team and overseeing multidisciplinary designs on a number of projects. The incumbent will take responsibility for ensuring that all design work is produced on time, to budget and in accordance with the project quality requirements.

### **Job Responsibilities:**

- Analyze configurations of the basic structural components of a building, bridges or other structure.
- Plan and design of structural projects including infrastructure structure.
- Calculate the pressures, stresses and strains that each component, such as a beam or lintel, will experience from other parts of the structure due to human use or environmental pressures such as weather or earthquakes.
- Consider the strength of various materials, e.g. timber, concrete, steel and brick, to see how their inclusion may necessitate a change of structural design.
- Liaise with other designers, including architects, to agree on safe designs and their fit with the aesthetic concept of the construction.
- Examine structures at risk of collapse and advising how to improve their structural integrity, such as recommending removal or repair of defective parts or rebuilding the entire structure.
- Make drawings, specifications and computer models of structures for building contractors.
- Work with geotechnical engineers to investigate ground conditions and analyse results of soil sample and in-situ tests.
- Liaise with construction contractors to ensure that newly erected buildings are structurally sound.
- Apply expert knowledge of the forces that act on various structures.
- Use software's for simulation purposes.
- Should be familiar with design codes such as ACI-318, AASHTO LRFD Bridge Design.

### **Additional Skills**

- Good verbal communication
- Good written communication skills;
- Performance management skills
- Effective presentation and public speaking skills
- Knowledge of technical standards, procedures and contract specifications;
- Understanding of consultative processes;
- Computer literacy skills

## **Assistant Manager Geo Technical**

### **Job Descriptions:**

The Assistant Manager Geotechnical will perform Geotechnical Engineering work in the planning and design phases of projects. They will use creativity and objectivity to perform studies and technical activities to arrive at the most cost effective, reliable technical solution. They may also support procurement and construction phases or projects with engineering knowledge and experience.

### **Job Responsibilities:**

- Earthwork, foundation, and construction materials observation and testing.
- Subsurface investigations including test borings, cone penetration testing, and test pits, reviewing exploration logs, lab results, and plans.
- Analysis of bearing capacity, settlement, earth pressures, pavement section design, and slope stability.
- Analysis, recommendations and design of deep foundations and ground improvement for structural support.
- Analysis and design of temporary and permanent earth retention system.
- Forensic investigation and failure analysis.
- Preparation of geotechnical reports.
- Should possess a demonstrated understanding of the interactions with associated disciplines including geotechnical engineering, transportation planning, urban planning, environmental engineering, cost engineering and landscape architecture.



## **Assistant Manager Structures**

The successful applicant will be responsible for overseeing multidisciplinary designs on a number of projects. The incumbent will take responsibility for ensuring that all design work is produced on time, to budget and in accordance with the project quality requirements.

### **Job Responsibilities:**

- Analyse configurations of the basic structural components of a building, bridges or other structure.
- Plan and design of structural projects including infrastructure structure.
- Calculate the pressures, stresses and strains that each component, such as a beam or lintel, will experience from other parts of the structure due to human use or environmental pressures such as weather or earthquakes.
- Consider the strength of various materials, e.g. timber, concrete, steel and brick, to see how their inclusion may necessitate a change of structural design.
- Liaise with other designers, including architects, to agree on safe designs and their fit with the aesthetic concept of the construction.
- Examine structures at risk of collapse and advising how to improve their structural integrity, such as recommending removal or repair of defective parts or rebuilding the entire structure.
- Make drawings, specifications and computer models of structures for building contractors.
- Work with geotechnical engineers to investigate ground conditions and analyse results of soil sample and in-situ tests.
- Liaise with construction contractors to ensure that newly erected buildings are structurally sound.
- Apply expert knowledge of the forces that act on various structures.
- Use software's for simulation purposes.
- Should be familiar with design codes such as ACI-318, AASHTO LRFD Bridge Design.
- Specifications and other relevant code.

## **Manager Costing**

A qualified person who shall report to the Senior Manager Costing and assist with all aspects of project life cycle for successful completion of the project.

### **Job Responsibilities:**

- Responsible for the overall management and preparation of the pre-tender Project documentation while acting as the IDAP's Representative at the Project and exercising assigned authorities thereof
- Managing the technical team to monitor their performance obligations and report any discrepancies to the management and initiate appropriate action.
- Closely monitor the Project deliverables for timely submission within specified time and budget.
- Responsible in preparation of all pre-tender deliverables and liaison with various departments regarding necessary approvals.
- Monitoring the preparation of costing templates to ensure that they are in line with the Finance Department rules.
- Ensuring proper interface with various departments within and/or outside IDAP and deals with the stakeholders in a manner that enhances their trust in the Authority.
- Leading the process of preparation of Engineer Estimate, Rough cost Estimates, BOQ, & evaluation of Bids.
- Interpreting the Project Contracts in a satisfactory manner protecting the interest of the Authority.
- Ensuring requisite technical back up to the project management team by coordinating with parallel departments
- Be informed on the status of the Project to timely initiate appropriate corrective measures in case there are any critical issues.
- Ensures preparation of estimates in the most efficient and safe manner and well verse with the government procedures.
- Ensure that all contracted parties are aware of, and have a common understanding of their authority, responsibilities, and their relationship with each other and the Project.
- Review and sign-off variation orders as per Project Specifications and that the payments fulfil the requisite contractual requirements.
- Ability to manage read and interpret documents/drawings; communicate well both verbal and writing.
- Good measuring skills on all relevant disciplines and understanding of the cross-check methods and good knowledge on market pricing and vendors.
- Evaluate all variations on the Project and advise the management, as necessary.
- Closely monitor the Project scope & participate in revisions of PC-I as & when needed.
- Understand and adopt the organization procedures, documentation and relevant standard codes related to measurements and pricing, valuation, and variation check lists
- Manage the Project Closeout process for effective closure of the Projects.
- Identifying the training needs of staff working under him and developing a comprehensive training plan for them.

## **Quantity Surveyor**

The candidate would report to the Senior Manager P&D. He/she should understand the basic principles of Quantity Surveying and have DAE (Civil/Electrical/Mechanical) from an HEC recognized institute; with hand-on skills in AutoCAD for taking off quantities.

### **Job Responsibilities:**

#### **Responsibilities and Skills**

- Experience and understanding of latest Quantity Surveying methods and techniques.
- Understanding of / Assistance in / Carrying out;
  - I. pre-tender data & reports,
  - II. Take off Quantities from the drawings as and when required.
  - III. CSR and MRS
  - IV. establishing sources & cost of materials/ services for price build-up;
  - V. sourcing materials, equipment, sub-contractors/ vendors;
  - VI. control budget & costing / billing;
- Prepare Bill of Quantities, Engineer's Estimates and Rate Analysis
- Assist the Managers in reviewing the Quantities and cost/rate analysis of BOQ items in Engineer's Estimate
- Assist in the review of BOQ in the tender documentation for coordination checks, errors and omissions.
- Assist in the verification of Quantities and Rates for payment certificate submitted by Consultants and Contractors.
- Willingness to work in challenging geographical environments
- Advanced proficiency in Microsoft Office and other computer skills
- Experience of working in project teams, will be an added advantage
- Performs any other relevant work assigned by the Management

## **General Manager Procurement & Contracts**

### **Job Description:**

A qualified person with experience of procurement for construction projects in public sector. The candidate is expected to play a role in the commercial negotiations and structuring of substantial procurement contracts.

### **Job Responsibilities:**

- Manages, expedites, and supports contractors and consultant's document submittals, budgets, and schedules.
- Familiarization with Public Sector Procurement Rules, Procedures etc.
- Planning of annual procurement plans for the Authority.
- Structuring large-scale procurement contracts, particularly the fulfillments of public sector regulatory approvals and procedures.
- Commercial negotiations, preferably an experience with international vendors.
- Provides direction, development and leadership to reporting employees.
- Performs any other work assigned by the Management.
- Excellent knowledge of Government Works Sector procurement procedures and PPRA Rules.

## **Manager Procurement**

A qualified person with experience of procurement in public or private sector. The candidate is expected to play a role in the commercial negotiations and structuring of substantial procurement contracts.

### **Responsibilities and Skills**

- Familiarization with Public Sector Procurement Rules, Procedures etc.
- Planning of annual procurement plans for the Authority.
- Structuring large-scale procurement contracts, particularly the fulfilment of public sector regulatory approvals and procedures
- Commercial negotiations, preferably an experience with international vendors
- Excellent verbal and written communication skills
- Advanced proficiency in Microsoft Office and other computer skills
- Provides direction, development and leadership to reporting employees
- Performs any other work assigned by the Management.
- Excellent knowledge of Govt. Works Sector procurement procedures and PPRA Rules
- Risk identification and analysis
- Up to date with Primavera and / or other project management applications

## **Assistant Manager Procurement**

A qualified person with experience of procurement in public or private sector. The candidate is expected to play a role in the commercial negotiations and structuring of substantial procurement contracts.

### **Job Responsibilities:**

- Familiarization with Public Sector Procurement Rules, Procedures etc.
- Planning of annual procurement plans for the Authority.
- Structuring large-scale procurement contracts, particularly the fulfilment of public sector regulatory approvals and procedures
- Commercial negotiations, preferably an experience with international vendors
- Excellent verbal and written communication skills
- Advanced proficiency in Microsoft Office and other computer skills
- Provides direction, development and leadership to reporting employees
- Excellent knowledge of Govt. Works Sector procurement procedures and PPRA Rules
- Risk identification and analysis
- Up to date with Primavera and / or other project management applications
- Performs any other work assigned by the Management.

## **Chief Information Technology Officer**

The position requires the individual to handle, save and propagate information through secure servers and networks. He will assist and develop networks at project sites to ensure information flow to and from the Authority Office.

### **Responsibilities**

- Development of IT infrastructure as per the site needs.
- Records and maintains inventory of all the software and hardware available.
- Maintains backup on weekly basis
- Handling hardware, software, network applications, etc. trouble shooting
- Arrange workshops and hands on training for the staff on softwares.
- Procurement of software and accompanying hardware.
- Ensures effective & optimized usage of servers and work stations by monitoring data being stored and manages data storage and security.
- Generates and maintains monthly reports on troubleshooting and complaints.
- .Ensure network connections (LAN/WLAN) is up running and a thorough scanning of workstation and server
- Perform cabling, network, internet, email set-up and installation, PC's assembling & disassembling.
- Perform digitization of data and maintain its safety.
- Updating of systems as and when required

## Senior Manager, Network & Operations

IDAP is looking for a leader in Technology Networks & Operation domain. This role will not only help with establishing the best of the breed intranet but also will consult with our external customers on how to design, implement & support their complex, high-availability, scalable and robust networks for thousands of users nations wide.

### Responsibilities and Skills

- Be accountable for design, architecture, maintenance and production support of our network
- Generate innovative approaches and solutions to business requirements
- Manage cross-functional infrastructure projects from inception to deployment
- Lead the day to day deployment, monitoring, maintenance, security, development, upgrades, and support of servers, desktop computers, printers, drivers, routers, switches, firewalls, phones, software, patches, email, and operating system.
- Maintain and provide secure Windows network using VMware Virtualization and Cloud Infrastructure.
- Evaluate and troubleshoot network performance issues including availability, utilization, throughput and latency.
- Maintain systems for VoIP phone system and equipment (Cisco) and troubleshoot any issues as presented.
- Ensure consistency of network hardware and software performance.
- Ensure a secure and virus free network.
- Manage computer operation scheduling, backup, storage, and retrieval functions.
- Document systems to ensure understanding and as requested by regulators and auditors.
- On-Call Duties or After Hours Project Work may be required.

### Skills Required:

- Mastery of few of the following; Wireless, Data Center, or Application layer networking. LAN and WAN dynamic protocols.
- VMWare ESX Cluster / HOST Management;
- Microsoft Windows Server Platform;
- Remote Access Technology (Citrix / RDS);
- Data Center Management;
- RMM (Remote Monitoring & Management Solutions);
- Microsoft Active Directory Fluency;
- NetApp or SAN Infrastructure;
- Network and WAN Administration;
- WatchGuard Firewalls;
- Cisco Routers and Switches;
- HP & Cisco Server Hardware; Desktop Hardware;
- MPLS Networks;



- VOIP Telephony;
- FTP Protocol Transfer Applications;
- SSL / PGP Encryption;
- VBS / BAT; Windows Update / Patch Management.
- Demonstrated ability to respond to and rectify the most challenging network issues.
- Understanding of network management fundamentals and corresponding tools.
- EIGRP/BGP/OSPF, VXLAN, Leaf/Spine or SDN Technologies preferred
- Experience with leading load balancing solutions preferred
- Experience with Linux or other Unix operating systems.
- Familiarity with cloud solutions preferred (Azure/AWS)
- Implement of agile methodologies and DevOps concept preferred

## Information Technology Project Director

IDAP is looking for an Implementation Consultant with strong technical experience in implementing the of Project Management Software solution within the construction industry. The consultant will have to go through the process of discovery, configuration and deployment of PMWeb that is currently being used for managing the company's construction programs and projects.

### Responsibilities and Skills

- Analyze business requirements and objectives.
- Document business, configuration, reporting and customization requirements.
- Perform configuration of PMWeb according to gathered requirement.
- Provide first level consulting, remote and onsite operational support to project management staff at all levels.
- Provide product support, problem determination and resolution.
- Participate in, and lead initiatives to improve the implementation team's efforts.
- Travel as required across various project sites in the province of Punjab.
- Conduct product training sessions for end-users.

### Educational qualification:

Minimum 16 years' education in Computer Science/ Computer Engineering/ IT/ Electrical Engineering/ Telecommunications Engineering or other relevant degree.

### Experience required:

2-5 years' relevant work experience

### Skills Required:

- Must have **PMI /PMP** or equivalent certification or work experience.
- Good to have completed at least 2 implementations for **PMWeb** on various clients.
- Should be well versed with the configuration/customization of PMWeb modules especially custom form builder, report writer, workflows etc.
- Must have good skills with **Relational Databases** and SQL Server Reporting Services.
- Knowledge of integrating PMWeb with other 3<sup>rd</sup> party softwares like Primavera P6, MS Project is highly desirable.
- Familiarity with basic Project Control principles, scheduling and financial accounting software is a huge advantage.
- Proficiency with Microsoft Office products.
- Excellent organization and communication skills.
- Strong presentation, written and oral communication skills.
- Demonstrated ability to quickly learn new software and technologies.
- Ability to work in a fast paced, team oriented environment.
- Strong attention to detail and quality.
- Knowledge of Agile project management principles is desirable although not essential.
- Strong initiative to solve problems and escalate issues.

---

**Annex-C YEAR WISE COST**

---

<b>HIRING OF IDAP SERVICES</b>
<b>FINANCIAL PLAN (YEAR-WISE)</b>

Sr No	Description	Yearly Cost (Rs.)		
		2022-23	2023-24	2024-25 (Till Dec 2024)
1	HR Cost	198,321,600	214,187,328	115,661,157
2	Hotel / Accommodation	12,388,800	12,388,800	6,194,400
3	POL	12,108,403	12,108,403	6,054,202
4	TA/DA	6,888,000	6,888,000	3,444,000
Total		229,706,803	245,572,531	131,353,759

---

**Annex-D H.R COST**

---

Positions	No. of Posts	Designation	Current Salary (July 2022 - June 2023) Per Month	Salary After Increment (July 2023 - June 2024) Per Month	Salary After Increment (July 2024 - Dec 2024) Per Month	Total Salary July 2022- June 2023	Total Salary July 2023- June 2024	Total Salary July 2024- Dec 2024	Total Salary Disbursed July 2022 - Dec 2024
<b>Architecture &amp; Planning Team</b>									
Principal Design & Planning	1	Principal Design & Planning	752,442	812,637	877,648	9,029,304	9,751,648	5,265,890	24,046,842
General Manager	1	General Manager Planning & Design	432,000	466,560	503,885	5,184,000	5,598,720	3,023,309	13,806,029
Senior Manager	3	Senior Manager Architecture & Planning	519,631	561,201	606,098	6,235,572	6,734,418	3,636,586	16,606,575
		Senior Manager Planning & Design (Architecture)	351,000	379,080	409,406	4,212,000	4,548,960	2,456,438	11,217,398
		Senior Manager Planning & Design	432,000	466,560	503,885	5,184,000	5,598,720	3,023,309	13,806,029
Manager (Architecture & GIS)	7	Senior Architect / Manager Building & Housing	312,913	337,946	364,982	3,754,956	4,055,352	2,188,890	10,000,199
		Senior Architect / Manager Building & Housing	340,122	367,332	396,718	4,081,464	4,407,981	2,380,310	10,869,755
		Senior Architect / Manager	291,600	314,928	340,122	3,499,200	3,779,136	2,040,733	9,319,069
		Senior Architect / Manager	248,773	268,675	290,169	2,985,276	3,224,098	1,741,013	7,950,387
		Manager Planning & Design (Architecture)	270,000	291,600	314,928	3,240,000	3,499,200	1,889,568	8,628,768
		Manager Architecture	248,400	268,272	289,734	2,980,800	3,219,264	1,738,403	7,938,467
		Manager GIS-I	357,047	385,611	416,460	4,284,564	4,627,329	2,498,758	11,410,651
Assistant Manager	5	Architect Building & Housing	174,556	188,520	203,602	2,094,672	2,262,246	1,221,613	5,578,530
		Assistant Manager/Architect	171,907	185,660	200,512	2,062,884	2,227,915	1,203,074	5,493,873
		Assistant Manager Architecture	140,400	151,632	163,763	1,684,800	1,819,384	982,575	4,486,959
		Assistant Manager Architecture	151,200	163,296	176,360	1,814,400	1,959,552	1,058,158	4,832,110
		Assistant Manager Architecture	140,400	151,632	163,763	1,684,800	1,819,384	982,575	4,486,959
Assistant Architect	6	Architectural Assistant	107,076	115,642	124,893	1,284,912	1,387,705	749,361	3,421,978
		Architectural Assistant	93,213	100,670	108,724	1,118,556	1,208,040	652,342	2,978,938
		Architectural Assistant	97,293	105,076	113,483	1,167,516	1,260,917	680,895	3,109,329
		Architectural Assistant	91,800	99,144	107,076	1,101,600	1,189,728	642,453	2,933,781
		Architectural Assistant	91,800	99,144	107,076	1,101,600	1,189,728	642,453	2,933,781
		Architectural Assistant	91,800	99,144	107,076	1,101,600	1,189,728	642,453	2,933,781
Draftsman	6	AutoCAD Designer	95,507	103,148	111,399	1,146,084	1,237,771	668,396	3,052,251
		AutoCAD Designer	103,146	111,398	120,309	1,237,752	1,336,772	721,857	3,296,381
		AutoCAD Designer	87,480	94,478	102,037	1,049,760	1,133,741	612,220	2,795,721
		Draftsman	91,800	99,144	107,076	1,101,600	1,189,728	642,453	2,933,781
		Draftsman	91,800	99,144	107,076	1,101,600	1,189,728	642,453	2,933,781
Visualizers	1	Draftsman	86,400	93,312	100,777	1,036,800	1,119,744	604,662	2,763,206
Total	30	Manager Planning & Design (Visualization)	216,000	233,280	251,942	2,592,000	2,799,360	1,511,654	6,903,014
<b>Mechanical &amp; Plumbing Team</b>									
Senior Manager	1	Senior Manager Planning & Design	373,248	403,108	435,356	4,478,976	4,837,294	2,612,139	11,928,409
Manager	1	Manager Mechanical	270,000	291,600	314,928	3,240,000	3,499,200	1,889,568	8,628,768
Assistant Manager	1	Engineer/Assistant Manager MEP	149,355	161,303	174,208	1,792,260	1,935,641	1,045,246	4,773,147
Assistant Engineer	1	Assistant Engineer - MEP	118,281	127,743	137,963	1,419,372	1,532,922	827,778	3,780,072
Draftsman	2	Draftsman	75,816	81,881	88,432	909,792	982,575	530,591	2,422,958
		Draftsman	87,480	94,478	102,037	1,049,760	1,133,741	612,220	2,795,721
Total	6								
<b>Electrical Team</b>									
Senior Manager	1	Senior Manager Planning & Design	351,000	379,080	409,406	4,212,000	4,548,960	2,456,438	11,217,398
Manager	1	Manager Electrical	270,000	291,600	314,928	3,240,000	3,499,200	1,889,568	8,628,768
Assistant Manager	1	Assistant Manager Projects	183,646	198,359	214,228	2,203,992	2,380,311	1,285,368	5,869,671
Assistant Engineer	1	Assistant Engineer - MEP	124,893	134,884	145,675	1,498,716	1,618,613	874,051	3,991,380

Positions	No. of Posts	Designation	Current Salary (July 2022 - June 2023) Per Month	Salary After Increment (July 2023 - June 2024) Per Month	Salary After Increment (July 2024 - Dec 2024) Per Month	Total Salary July 2022- June 2023	Total Salary July 2023- June 2024	Total Salary July 2024- Dec 2024	Total Salary Disbursed July 2022 - Dec 2024
Draftsman	2	Draftsman	97,293	105,076	113,483	1,167,516	1,260,917	680,895	3,109,329
		Draftsman	70,000	75,600	81,648	840,000	907,200	489,888	2,237,088
<b>Total</b>	<b>6</b>								
<b>Engineering Team</b>									
Chief of Engineering Design	1	Chief of Engineering Design	714,094	771,222	832,919	8,569,128	9,254,658	4,997,515	22,821,302
Senior Manager	1	Senior Manager Infrastructure	379,080	409,406	442,159	4,548,960	4,912,877	2,652,953	12,114,790
Manager	3	Senior Engineer/ Manager Geo-Technical	335,714	362,571	391,577	4,028,568	4,350,853	2,349,461	10,728,882
		Manager Environment & Public Health	377,914	408,147	440,799	4,534,968	4,897,765	2,644,793	12,077,527
		Manager Structure	477,532	515,735	556,993	5,730,384	6,188,815	3,341,960	15,261,159
Assistant Manager	3	Assistant Manager Geology	183,591	198,278	214,141	2,203,092	2,379,339	1,284,843	5,867,275
		Assistant Manager Structures	140,400	151,632	163,763	1,684,800	1,819,584	982,575	4,486,959
		Assistant Manager Structures	140,400	151,632	163,763	1,684,800	1,819,584	982,575	4,486,959
Draftsman	3	AutoCAD Designer	126,167	136,260	147,161	1,514,004	1,635,124	882,967	4,032,095
		AutoCAD Designer	108,839	117,546	126,950	1,306,068	1,410,553	761,699	3,478,320
		AutoCAD Designer	110,395	119,227	128,765	1,324,740	1,430,719	772,588	3,528,048
<b>Total</b>	<b>11</b>								
<b>Quantity and Surveying Team</b>									
Manager	3	Manager Costing	291,600	314,928	340,122	3,499,200	3,779,136	2,040,733	9,319,069
		Manager Costing	270,000	291,600	314,928	3,240,000	3,499,200	1,889,568	8,628,768
		Manager Costing	270,000	291,600	314,928	3,240,000	3,499,200	1,889,568	8,628,768
Quantity Surveyors	6	Quantity Surveyor	108,839	117,546	126,950	1,306,068	1,410,553	761,699	3,478,320
		Quantity Surveyor	107,076	115,642	124,893	1,284,912	1,387,705	749,361	3,421,978
		Quantity Surveyor	88,431	95,505	103,146	1,061,172	1,146,066	618,876	2,826,113
		Quantity Surveyor	115,642	124,893	134,885	1,387,704	1,498,720	809,309	3,695,731
		Quantity Surveyor	107,076	115,642	124,893	1,284,912	1,387,705	749,361	3,421,978
		Quantity Surveyor	88,159	95,212	102,829	1,057,908	1,142,541	616,972	2,817,421
<b>Total</b>	<b>9</b>								
<b>Procurement Team</b>									
General Manager	1	General Manager Procurement & Contract	661,198	714,094	771,221	7,934,376	8,569,126	4,627,328	21,130,830
Manager	1	Manager Procurement (P&C)	370,270	399,892	431,883	4,443,240	4,798,699	2,591,298	11,833,237
Assistant Manager	1	Assistant Manager Procurement	183,666	198,359	214,228	2,203,992	2,380,311	1,285,368	5,869,671
<b>Total</b>	<b>3</b>								
<b>ICT Team</b>									
Chief Information Technology Officer	1	Chief Information Technology Officer	844,863	912,452	985,448	10,138,356	10,949,424	5,912,689	27,000,470
Senior Manager	1	Senior Manager, Networks & Operations	544,196	587,732	634,750	6,530,352	7,052,780	3,808,501	17,391,633
Manager	1	Information Technology Project Director	413,574	446,660	482,393	4,962,888	5,359,919	2,894,356	13,217,163
Draftsman	1	AutoCAD Designer	117,546	126,950	137,106	1,410,552	1,523,396	822,634	3,756,582
<b>Total</b>	<b>4</b>		<b>16,526,800</b>	<b>17,848,944</b>	<b>19,276,860</b>	<b>198,321,600</b>	<b>214,187,328</b>	<b>115,661,157</b>	<b>528,170,085</b>
<b>Sum All Total</b>	<b>69</b>								

---

**Annex-E HOTEL / ACCOMMODATION**

---



Cost of Hotel Stay															
	Count	Grade	Visits Per Month	No. of Months (Year-Wise)			No of Visits (Year-Wise)			Cost per Visit	Cost Year-Wise			Total Cost	
				2022-23	2023-24	2024-25	2022-23	2023-24	2024-25		2022-23	2023-24	2024-25		
<b>Cost of Visit to Taxila</b>															
<i>On the basis of stay at Islamabad</i>															
1	Senior Managers	4	5	2	12	12	6	96	96	48	17,400	1,670,400	1,670,400	835,200	4,176,000
2	Middle / Junior Staff	10	6-7	1	12	12	6	120	120	60	17,400	2,088,000	2,088,000	1,044,000	5,220,000
			8-9	1	12	12	6	120	120	60	8,700	1,044,000	1,044,000	522,000	2,610,000
			10-11	2	12	12	6	240	240	120	5,800	1,392,000	1,392,000	696,000	3,480,000
<b>Total</b>														<b>15,486,000</b>	
<b>Cost of Visit to Jehlum</b>															
<i>On the basis of stay at Islamabad</i>															
1	Senior Managers	4	5	2	12	12	6	96	96	48	17,400	1,670,400	1,670,400	835,200	4,176,000
2	Middle / Junior Staff	10	6-7	1	12	12	6	120	120	60	17,400	2,088,000	2,088,000	1,044,000	5,220,000
			8-9	1	12	12	6	120	120	60	8,700	1,044,000	1,044,000	522,000	2,610,000
			10-11	2	12	12	6	240	240	120	5,800	1,392,000	1,392,000	696,000	3,480,000
<b>Total</b>											<b>12,188,800</b>	<b>12,188,800</b>	<b>6,194,400</b>	<b>15,486,000</b>	

---

**Annex-F TA/DA & POL**

---

<b>No. of Trips Calculation</b>								
	Nos.	Visits/ Month	Months (Year-Wise)			Total Visits (Year-Wise)		
			2022-23	2023-24	2024-25 (Till Dec)	2022-23	2023-24	2024-25 (Till Dec)
Senior Managers	4	2	12	12	6	96	96	48
Middle / Junior Staff	10	4	12	12	6	480	480	240

<b>Senior Manager Cost Visit to Taxila</b>								
2 day & 1 Night								
Expense	Rate		Total Cost (Year-Wise)			Total Cost (Year-Wise)		
			2022-23	2023-24	2024-25 (Till Dec)	2022-23	2023-24	2024-25 (Till Dec)
Cost Visit to Taxila / Trip	POL / Trip	TA/DA /Trip	POL / Trip			TA/DA		
Official Vehicle- Hilux	17,132	8,700	1,644,694	1,644,694	822,347	835,200	835,200	417,600
Official Vehicle- Corolla	8,566	8,700	822,368	822,368	411,184	835,200	835,200	417,600
Suzuki - Mini Van	9,994	8,700	959,430	959,430	479,715	835,200	835,200	417,600
<b>Total</b>			<b>1,142,164</b>	<b>1,142,164</b>	<b>571,082</b>	<b>835,200</b>	<b>835,200</b>	<b>417,600</b>
					<b>2,855,410</b>			<b>2,088,000</b>

<b>Senior Manager Cost Visit to Rohtas Fort, Jehlum</b>								
2 day & 1 Night								
Expense	Rate		Total Cost (Year-Wise)			Total Cost (Year-Wise)		
			2022-23	2023-24	2024-25 (Till Dec)	2022-23	2023-24	2024-25 (Till Dec)
Cost Visit to Jehlum / Trip (1 Day)	POL / Trip	TA/DA /Trip	POL / Trip			TA/DA		
Official Vehicle- Hilux	10,747	8,700	1,031,744	1,031,744	515,872	835,200	835,200	417,600
Official Vehicle- Corolla	5,374	8,700	515,872	515,872	257,936	835,200	835,200	417,600
Suzuki - Mini Van	6,268	8,700	601,703	601,703	300,851	835,200	835,200	417,600
<b>Total</b>			<b>716,440</b>	<b>716,440</b>	<b>358,220</b>	<b>835,200</b>	<b>835,200</b>	<b>417,600</b>
					<b>1,791,100</b>			<b>2,088,000</b>

	Nos.	Visits/ Month	Months (Year-Wise)			Total Visits (Year-Wise)		
			2022-23	2023-24	2024-25 (Till Dec)	2022-23	2023-24	2024-25 (Till Dec)
Senior Managers	4	2	12	12	6	96	96	48
Middle / Junior Staff	10	4	12	12	6	480	480	240

### Senior Manager Cost Visit to Shekhupura, Punjab

1 day

Expense	Rate		Total Cost (Year-Wise)			Total Cost (Year-Wise)		
			2022-23	2023-24	2024-25 (Till Dec)	2022-23	2023-24	2024-25 (Till Dec)
Cost Visit to SKP / Trip (1 Day)	POL / Trip	TA/DA /Trip	POL / Trip			TA/DA		
Official Vehicle- Hilux	2,392	4,350	229,671	229,671	114,836	417,600	417,600	208,800
Official Vehicle- Corolla	1,196	4,350	114,793	114,793	57,397	417,600	417,600	208,800
Suzuki - Mini Van	1,395	4,350	133,926	133,926	66,963	417,600	417,600	208,800
<b>Total</b>			<b>159,463</b>	<b>159,463</b>	<b>79,732</b>	<b>417,600</b>	<b>417,600</b>	<b>208,800</b>
					<b>398,658</b>			<b>1,044,000</b>

### Middle / Junior Staff Cost Visit to Texila

2 day & 1 Night

Expense	Rate		Total Cost (Year-Wise)			Total Cost (Year-Wise)		
			2022-23	2023-24	2024-25 (Till Dec)	2022-23	2023-24	2024-25 (Till Dec)
Cost Visit to Texila / Trip (1 Day)	POL / Trip	TA/DA /Trip	POL / Trip			TA/DA		
Official Vehicle- Hilux	17,132	3,500	8,223,471	8,223,471	4,111,735	1,680,000	1,680,000	840,000
Official Vehicle- Corolla	8,566	3,500	4,111,841	4,111,841	2,055,921	1,680,000	1,680,000	840,000
Suzuki - Mini Van	9,994	3,500	4,797,148	4,797,148	2,398,574	1,680,000	1,680,000	840,000
<b>Total</b>			<b>5,710,820</b>	<b>5,710,820</b>	<b>2,855,410</b>	<b>1,680,000</b>	<b>1,680,000</b>	<b>840,000</b>
					<b>14,277,050</b>			<b>4,200,000</b>

### Middle / Junior Staff Cost Visit to Rohtas Fort, Jehlum

2 day & 1 Night

--

	Nos.	Visits/ Month	Months (Year-Wise)			Total Visits (Year-Wise)		
			2022-23	2023-24	2024-25 (Till Dec)	2022-23	2023-24	2024-25 (Till Dec)
Senior Managers	4	2	12	12	6	96	96	48
Middle / Junior Staff	10	4	12	12	6	480	480	240
Expense	Rate		Total Cost (Year-Wise)			Total Cost (Year-Wise)		
			2022-23	2023-24	2024-25 (Till Dec)	2022-23	2023-24	2024-25 (Till Dec)
Cost Visit to Jehlum / Trip (1 Day)	POL / Trip	TA/DA /Trip			POL / Trip			TA/DA
Official Vehicle- Hilux	10,747	3,500	5,158,722	5,158,722	2,579,361	1,680,000	1,680,000	840,000
Official Vehicle- Corolla	5,374	3,500	2,579,361	2,579,361	1,289,681	1,680,000	1,680,000	840,000
Suzuki - Mini Van	6,268	3,500	3,008,515	3,008,515	1,504,257	1,680,000	1,680,000	840,000
<b>Total</b>			<b>3,582,199</b>	<b>3,582,199</b>	<b>1,791,100</b>	<b>1,680,000</b>	<b>1,680,000</b>	<b>840,000</b>
					<b>8,955,498</b>			<b>4,200,000</b>

### Middle / Junior Staff Cost Visit to Sheikhpura, Punjab

2 day & 1 Night								
Expense	Rate		Total Cost (Year-Wise)			Total Cost (Year-Wise)		
			2022-23	2023-24	2024-25 (Till Dec)	2022-23	2023-24	2024-25 (Till Dec)
Cost Visit to SKP / Trip (1 Day)	POL / Trip	TA/DA /Trip			POL / Trip			TA/DA
Official Vehicle- Hilux	2,392	3,000	1,148,356	1,148,356	574,178	1,440,000	1,440,000	720,000
Official Vehicle- Corolla	1,196	3,000	573,967	573,967	286,983	1,440,000	1,440,000	720,000
Suzuki - Mini Van	1,395	3,000	669,628	669,628	334,814	1,440,000	1,440,000	720,000
<b>Total</b>			<b>797,317</b>	<b>797,317</b>	<b>398,658</b>	<b>1,440,000</b>	<b>1,440,000</b>	<b>720,000</b>
					<b>1,993,292</b>			<b>3,600,000</b>

### Cost

	2022-23	2023-24	2024-25 (Till Dec)	Total
<b>POL</b>	<b>12,108,403</b>	<b>12,108,403</b>	<b>6,054,202</b>	<b>30,271,008</b>
<b>TA/DA</b>	<b>6,888,000</b>	<b>6,888,000</b>	<b>3,444,000</b>	<b>17,220,000</b>