

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

**Procurement Department**

**Phone # 068-5882460**

Issued To:

No. KFUEIT/

Date:

**Misc-199**

**Hiring of Individual Consultancy Services For  
Quality Enhancement Cell**



**KHWAJA FAREED  
UEIT  
RAHIM YAR KHAN**

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

**[www.kfueit.edu.pk](http://www.kfueit.edu.pk)**



KHWAJA FAREED  
**UEIT**  
RAHIM YAR KHAN

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

## Performa

### Hiring of Individual Consultant for Quality Enhancement Cell

#### 1. Instructions:

- All columns should not be left blank and all questions should be answered, where applicable.
- All information provided in this form must be supported with attested copies of certificate(s) for confirmation of authenticity of information.
- Column(s) where dates are required be filled-in with proper dates instead of month/year only.
- Incomplete certificates/degrees need not to be mentioned.
- Use extra sheets wherever required.

#### 2. Personal Information:

1. Name of Applicant:													
2. Father's Name:													
3. Date of Birth:			Day		Month		Year			Age			
4. Domicile:		Province			District			Tehsil					
5. C.N.I.C No.							-						-
6. Religion							7. Marital Status:						
8. Postal Address:													
9. Permanent Address:													
10. Telephone No. (Off)				(Res.)				(Mob)					

#### 3. Academic Qualifications

Name of Certificate/ Degree	Name of Institution/Board/ University	Year of Passing	Marks/CGPA			Major Subject (s)
			Total Marks	Marks Obtained	%Age	
Matriculation/ O'Level						

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

**4. Computer Literacy:** (Tick the relevant column)

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

(Please specify only name of Certificate / Diploma)

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

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

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

**Signature of The Applicant**

**Date**

**TERMS OF REFERENCES (TORs) FOR HIRING OF INDIVIDUAL  
CONSULTANT FOR THE OFFICE OF THE QUALITY ENHANCEMENT CELL**

**DUTIES/ JOB DESCRIPTION**

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

1. Conduct regular training programs to enhance awareness of quality among faculty members.
2. Take steps to implement Outcome Based Education (OBE) in all degree programs at KFUEIT.
3. Conduct Mid-semester and End-semester Student Feedback Survey for each course being conducted at KFUEIT and provide summary reports for the same to faculty member concerned through his/her Dean and HoD. A copy of the report shall be provided to the Vice Chancellor.
4. Conduct Campus Facilities & Environment Feedback survey randomly during the semester and submit the report to Vice Chancellor.
5. Conduct Faculty Member Course Feedback Survey for each course conducted at KFUEIT and submit the report to the HoD concerned through the relevant Dean.
6. Conduct a Faculty Satisfaction Feedback Survey randomly during the semester and submit the report to the Vice Chancellor and relevant Dean and HoD.
7. Conduct Self-Assessment Review (SAR) for each degree program at KFUEIT using the methodology prescribed by HEC and prepare relevant reports for the consideration of Vice Chancellor, Dean of the faculty concerned and the relevant HoD.
8. Conduct an Alumni Feedback Survey from graduates of all programs at KFUEIT at the time of degree completion and submit the report to Vice Chancellor.
9. Conduct an Alumni Feedback Survey from graduates of all programs at KFUEIT after their graduation and submit the report to Vice Chancellor.
10. Provide KFUEIT quality related data to HEC as requested from time to time, in coordination with Registrar Office and Vice Chancellor.
11. Prepare a Monthly Report in written format on QEC activities and submit the same to the Vice Chancellor for his consideration.
12. Preparation of various policy documents as required by the Competent Authority regarding quality teaching and research at KFUEIT.
13. The Consultant will perform all such functions assigned to him/her by the competent authority from time to time.
14. He will be directly responsible to the Vice Chancellor.

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

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

**TENURE OF CONSULTANCY:**

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

**Age:**

50 to 65 Years.

**SELECTION/EVALUATION CRITERIA:**

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

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

**REMUNERATION:**

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

**FACILITIES ENTITLEMENT FOR CONSULTANTS:**

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

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

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

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

**PERFORMANCE OF DUTY:**

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

### **TERMINATION OF THE CONTRACT:**

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

- i. On one month's notice or payment of one month's pay in lieu thereof on either side;
- ii. If the consultant fails to complete the assignment on time;
- iii. If he/ she fails to perform duties assigned by the appointing authority.

### **OTHER TERMS & CONDITIONS:**

1. The tender, complete in all respect along with 2% Bid Security in the shape of pay order/ bank draft in favor of Treasurer, Khwaja Fareed University of Engineering & Information Technology Rahim Yar Khan should reach in the office of the Director Procurement, Khwaja Fareed University of Engineering & Information Technology Rahim Yar Khan on before 07-05-2021 at 10:30 AM.
2. Single Stage – Two Envelopes bidding procedure will be adopted as per PPRA Rules 38-2(a). The Envelopes should be marked in legible letters as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL".
3. The best and final rates inclusive all taxes, should be quoted on DDP.
4. Selection of individual consultant will be made under Section 45 Clause 3 of PPRA rules 2014.
5. Any conditional, ambiguous, incomplete, supplementary or revised offer after opening of tender shall not be entertained.
6. Agreement on stamp paper should be submitted by the Individual Consultant.
7. The **Khwaja Fareed University of Engineering & Information Technology Rahim Yar Khan**, however, reserves the rights to reject all bids at any time prior to acceptance of a bid as per clause 35 of the Punjab Procurement Rules, 2014 and grounds of rejection will be conveyed to the bidders upon their request, but shall not be required to justify those grounds.
8. Taxes will be applicable as per Govt. Rules & Regulations.
9. Successful bidder shall be required to furnish a performance guarantee @ 1 percent of the contract amount.
10. In case of closed/forced holidays, tender opening time/date will be considered as the next working day.
11. The Consultancy services shall be hired for the period of Six Month.
12. If consultant or the University wishes him to leave will serve one month's notice or month's payment of remuneration in lieu thereof from either side.

13. Consultancy services can be terminated without assigning any reason.
14. The Consultant will abide by all the rules, regulations of the University and time to time its amendments.
15. The bidder / Individual Consultant must sign and stamp all Pages of Tender Documents.
16. Bids received till 07-05-2021 at 10:30 AM will be entertained and will be opened same day at 11:00 AM in the presence of the bidders or their representatives.