

# **Pre-Qualification Document (PQD)**

**For**

**Pre-qualification of Consulting Firms/Companies having expertise in  
the area of “Ground Water, Hydrology & Integrated Water  
Management”**

**GOVERNMENT OF PUNJAB**



**DIRECTORATE GENERAL MONITORING & EVALUATION  
PLANNING & DEVELOPMENT BOARD**

**March, 2024**

**Note:** DGM&E on behalf of the P&D Board has introduced online pre-qualification system to receive online EOI responses from the consulting firms / companies for the FY 2024-25. The firms / companies are advised to submit their responses on the online portal and hard copies of the same duly generated from the online portal must be submitted to the office of DGM&E for further evaluation. Firms / companies are advised that an EOI duly generated from the online portal should be signed, stamped and complete in all aspects as per PQDs and guidelines.

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## **1. Introduction**

In emerging areas to achieve development targets in an efficient and effective manner at a faster pace, Government Departments need capacity building by engaging various Consulting Firms/Companies. Necessary amendments have been made in Punjab PPRA Rules 2014 which enable Planning & Development Board (P&DB) to short-list/pre-qualify Consulting Firms/Companies on yearly basis. In accordance to the instant amendments in PPRA Rules, 2014, all departments of Government of the Punjab may issue Request for Proposal (RFP) directly (without advertisement) to the Consulting Firms/Companies shortlisted by P&D Board to hire services under certain terms and conditions mentioned in Sub-Rules 6-10 of Rule No. 16 of PPRA 2014.

This Prequalification Document (PQD) enlists the criteria for consultancy firm to be shortlisted in below given area/sector as per Sub-Rules 6-10 of Rule No.16 of PPRA 2014.

### **i. Ground water, Hydrology and Integrated Water Management**

## **2. Objective**

To support the hydrology related projects through providing services of design, feasibility studies, surveys, geotechnical investigations, third party analysis, appraisal, examination and vetting of project concept /third party validation.

## **3. Scope of Work (Tentative)**

This scope of work is tentative for prequalification only. The actual scope of work will be provided by the line department at the time of issuing RFP as per actual scope of work. However this prequalification does not guarantee award of work by the line department. The tentative scope of work entails:

- Preparation of topographical and hydrological maps of the required areas;
- Resistivity survey and other geophysical surveys ground water quality and depth;

- Establishment of ground water data base in GIS and its validation;
- Study about ground water level, its yields and drawdown, aquifer parameters;
- Study of water wells and its selection (size, depths, shape and yield), preparation of data for exact location of well and determination of ground water potential;
- Identification of aquifers and aquitards;
- Design and installation of piezometers and its real time monitoring;
- Assessment of ground water potential for an area of agriculture land, municipal and for industrial;
- Collection of water samples to assess the quality, quantity and its drawdown;
- Solute transport modelling in aquifers;
- Study of Recharge, evaporation losses and leakage (Ground water balance);
- Ground water assessment using GIS and remote sensing techniques;
- Study ground water hydrology;
- Management of ground water related projects and its Monitoring;
- Review and check the hydrological, topographic and hydrogeological survey maps and update the same if required;
- Development of a ground water model of the project area and use numerical models for simulation of aquifer behavior like MODFLOW or similar codes.
- Identify the uncertainty levels and gaps in existing data base and to identify the need for aquifer tests and well tests if needed;
- Develop the standard quality assurance procedures to be observed and followed to conduct different tests, during construction and on the completed works of the schemes following the international standards practices;
- The presentation as, as and when required during the whole period of assignments by the consultants on multimedia to the satisfaction of the client;

- To ensure the environmental issues with respect to project implementation are properly addressed and proper mitigation are being taken;
- Latest techniques for ground water recharge in urban areas as well as in irrigated areas;
- Ground water assessment for irrigation, domestic and industrial purpose;
- Climate change effect on ground water and Identification of water prone areas/critical zones;
- Evaluate the performance of supervisory staff and project construction supervision team at execution stage and after the completion of the project;
- Suggest the recommendations for proper management of ground water resources keeping in view the existing regulatory framework.
- Development of Hydrological maps, study of subsurface and surface flow for design of Irrigation channels Barrages and Dams structure;
- Rainfall runoff pattern study, Assessment of flash Flooding, storage adequacy;
- Irrigation canal design with effect of climate change;
- Study regarding effect of climate change on surface and sub-surface flows;
- Impact of Global warming on water flow;
- Ground water assessment using GIS and remote sensing techniques;
- Study ground water hydrology;
- River Morphology;
- Calculation and reporting of water losses (surface and sub-surface);
- Capability to use latest tool HEC RAS, HEC HMS, Flow 3D, Flow Design Software hydrological modelling to allow the development of flood forecasting and drought management strategy;
- Develop or modify methods of conducting hydrologic studies;
- Review the contract documents and suggest the suitable amendments / recommendations if required;

- To prepare the project implementation schedule in line with the approved financial allocations plan and issue the necessary guidance / instructions to the department and the contractor;
- Review the project implementation schedule every month and take revision / update the plan if required;
- Review and check the topographic survey maps and update the same if required;
- Develop the standard quality assurance procedures to be observed and followed to conduct different tests;
- Design of computer modelling packages to assess the most effective methods of managing available water in a particular area;
- Analyzing the effect of environmental changes on water flow;
- Studying the effects on flows brought about by changes in land use such as afforestation or crop irrigation;
- Planning responses to specific weather conditions, such as droughts and floods, and assessing the impacts of such events on water catchments and supplies;
- Study of water resource development by forecasting and monitoring water usage and rainfall;
- Overseeing data collection on-site by hydrometrics;
- Supervising the collection, processing and evaluation of data for water resource planning and flood management;
- Applying hydrological and statistical techniques to water resource modelling and analysis;
- Study of rainfall runoff data and design of watershed;
- Flood Estimation and Control, Peak Flood Estimation;
- Frequency analysis of flood and Design of Flood Forecasting and Flood Warning System;

- The presentation as, as and when required during the whole period of assignments by the consultants on multimedia to the satisfaction of the client;
- To ensure the environmental issues with respect to project implementation are properly addressed and proper mitigation are being taken;
- To settle and finalize of issues with external agencies i.e., WAPDA, Telephone C&W etc. pertaining to the execution of the project with the help client department;
- Able to draft final reports describing research results, including illustrations, appendices, maps, and other attachments;
- Evaluate the performance of supervisory staff and project construction supervision team at execution stage and after the completion of the project.
- Water conservation techniques such as mini dams and ponds, lakes, tobas;
- Feasibility and design of Integrated water shed management techniques for small and large water shed;
- Decision support system for sustainable water management;
- Advanced Pressurized irrigation system (Sprinkler, drip and micro etc.)
- Laser land levelling for water conservation;
- Rain water harvesting in urban, hilly and agriculture areas;
- Improvement of water conveyance system like Lining of canal network etc.;
- Review the project implementation schedule every month and take revision / update the plan if required;
- Review and check the topographic survey maps and update the same if required;
- Develop the standard quality assurance procedures to be observed and followed to conduct different tests;
- Roof top water harvesting techniques for domestic and landscaping;
- Assessment of water requirements for proposed cropping pattern;
- Integrated flood management techniques, Flood protection works;
- Integrated droughts management;
- Water quality analysis, assessment monitoring and management (Drinking purpose, irrigation purpose);
- Solar pumps for ground water pumping;

- Integrated participatory approach for sustainable water management;
- Irrigation improving practices and technologies;
- Assessment of water resources of an area;
- The presentation as, as and when required during the whole period of assignments by the consultants on multimedia to the satisfaction of the client;
- To ensure the environmental issues with respect to project implementation are properly addressed and proper mitigation are being taken;
- Environmental Impact Assessment of Irrigation and drainage projects;
- Drainage of agricultural lands;
- Study on ground water recharge (Natural / Artificial);
- Impact of sediments on life of reservoir and storages;
- Soil and water conservation practices;
- Impact of global climatic changes on water resources;
- Sustainable use of surface / groundwater resources;
- Review of existing cropping pattern, cropping intensities and water allowance.

#### **4. Eligibility Criteria**

Following are the details on the basis of which Firm will be shortlisted:

##### **i. Pre-Requisite**

- a. Valid Registration with the relevant professional body (e.g. PEC etc.)
- b. Registration with SECP, Registrar of Firms, Chamber of Commerce, or any other body depicting legal status of Firm, Company or organization.
- c. National Tax Registration Number with active taxpayer status.
- d. Undertaking by the firm / company on a legal paper/stamp paper/ Letter Head that it is currently not blacklisted by any Federal, Provincial, State or Local Government department and/or by any Government owned Company/ Foundation / Authority.

**ii. Firm Experience:**

Firms should provide information regarding;

- a. Relevant experience in the subject field by submitting the detail of (08 Nos.) most relevant projects completed in the past (20 years) as per **Annex - A**.
- b. Detailed description of the Firm Profile by providing its organizational structure (organogram), list of permanent staff, quality management system and list of testing equipment/machinery.

**iii. Human Resource Capacity:**

- a. List of key personnel having expertise in the area of **Ground Water, Hydrology Integrated Water Management** as per **Annex - B**.
- b. CVs of key personnel as per **Annex - C**.

However, the required qualification and experience is as follows;

<b>Proposed Position</b>	<b>Required Qualification</b>	<b>Experience</b>
GW Management Specialist	M.Sc./MS/M.Phil. in Civil Engineering (Water Sector)/ Hydro-Geology/Water Resources Engineering/ Environmental Engineering / Sciences / Hydrology/ Hydraulics & Irrigation Engineering	Minimum 10 years of relevant experience in the conjunctive use management of ground and surface waters in irrigated areas and groundwater resource assessment and management in arid areas
Hydrologist	M.Sc./MS/M.Phil. in Civil Engineering (Water Sector)/ Hydro-Geology/Water Resources Engineering/ Engineering Hydrology/ Hydraulics & Irrigation Engineering	Minimum 10 years of relevant experience in the field of hydrological modeling, data analysis and water resources projects.
IWRM Specialist	M.Sc./MS/M.Phil. in Civil Engineering (Water Sector)/ Water Resources Engineering/ Engineering Hydrology/ Hydraulics & Irrigation Engineering	Minimum 10 years of experience in Integrated Water Resources, Planning and Management
Water Resources Expert	M.Sc./MS/M.Phil. in Civil Engineering (Water Sector)/ Hydro-Geology/Water	Minimum 10 years of relevant experience in water resources related

	Resources Engineering/Engineering Hydrology/Hydraulics & Irrigation Engineering/Water Resource Management	projects/management
GW Modeling Expert	M.Sc./MS/M.Phil. in Civil Engineering (Water Sector)/ Geology/Water Resources Engineering/Environmental Sciences or Engineering/Hydrology/ Hydraulics & Irrigation Engineering	Minimum 5 years of relevant experience in the development of groundwater flow and contaminant transport models of the finite difference type, including the extensive use of the MODFLOW code
High Efficiency Irrigation Expert	M.Sc./MS/M.Phil. in Water Recourses Engineering/Agriculture Engineering	5 Years of experience in design and operation of farm irrigation systems, drip/sprinkler irrigation, laser land leveling and other agricultural water management practices
GIS Specialist / Data manager	M.Sc./MS/M.Phil. in Environmental Sciences / GIS and remote sensing	Minimum 5 years of relevant experience in establishing broad-based data networks and at least five years in development of GIS-based water resources databases
Socio Economic Specialist	Master in Social Science or Agricultural Economics	Minimum 5 years of relevant experience in water sector for agriculture production/improvement
Environment Specialist	M.Sc./MS/M.Phil. in Environmental Engineering	Minimum 5 years of relevant experience in the Environmental Impact Assessment of Water/Agriculture sector Projects/Studies
Design Engineer	M.Sc./MS/M.Phil. in Civil Engineering (Water/PHE)/ / Hydraulics & Irrigation Engineering	Minimum 10 years of relevant experience in relevant field of design

**Note:**

1. Experience after professional qualification shall be considered.
2. 16 years of master shall be considered equivalent to B.Sc./BS/BE (Hons.)

**iv. Financial Capabilities:**

Detail of financial capabilities to be provided as per **Annex- D1 & D2.**

**\*All documents should be in English.**

**\*\*Any misinformation, false and forged statement will lead to disqualification from being shortlisted/pre-qualified and any other action as per applicable laws.**

**\*\*\*Firms/Companies applying under a joint venture/consortium should submit their documents as a single EOI by clearly indicating the lead firm.**

Criteria, sub-criteria, and point system for the evaluation of Expression of Interest (EOIs) are as follows:		
<b>A1</b>	<b>Firm Experience</b>	<b>Points</b>
a)	Number of Assignments (Relevant)*	<b>80</b>
	i. Scope of relevant Assignments	40
	ii. Duration of services provided by the firm in relevant Assignments 1 to less than 6 Months 65% 6 to less than 12 Months 85% 12 Months & above 100%	40
b)	Firm Profile	<b>20</b>
	i. Organizational Structure	5
	ii. List of Permanent Staff	5
	iii. Quality Management System** - In-house Quality Control System 50% - Quality control system certified by relevant body i.e. ISO 100%	5
	iv. List of Testing Equipment/Machinery	5
<b>Total A1</b>		<b>100</b>
<b>A2</b>	<b>Human Resource Capacity***</b>	<b>Points</b>
a)	GW Management Specialist	15
b)	Hydrologist	15
c)	IWRM Specialist	15
d)	Water Resources Expert	15
e)	GW Modeling Expert	5
f)	High Efficiency Irrigation Expert	5
g)	GIS Specialist / Data manager	5
h)	Socio Economic Specialist	5
i)	Environment Specialist	5
j)	Design Engineer	15
<b>Total A2</b>		<b>100</b>
<b>A3</b>	<b>Financial Capacity</b>	<b>Points</b>

a)	Cost of the relevant Assignments (in PKR)**** 01 to less than 200 Million      50% 200 to less than 500 Million      65% 500 to less than 1000 Million      85% 1000 Million & above 100%	75
b)	Annual Turn Over (in PKR)***** 1 – 25 Million      50% 25 – 50 Million      65% Above 50 upto 100 Million      85% More than 100 Million      100%	<b>25</b>
<b>Total A3</b>		<b>100</b>

**Score = A1[40%] + A2[40%] + A3[20%]**

The minimum score required to be shortlisted is: **65 Points**

\* 05 most relevant assignments completed in the past 20 years to be provided. Assignments provided beyond the limit of 05 will be given no weightage. Project/Assignment provided must be supported with the completion certificate / letter of award / work order / contract agreement / final completion report / PC-IV or any other evidence issued by the procuring agency/executing agency of that particular project.

\*\* Quality Management System has to be supported by Quality Management Certificates.

\*\*\* 30% weightage shall be given to qualification whereas 70% weightage shall be assigned to experience for each proposed resource given in above table. One resource can only apply in one sub-sector with single firm.

\*\*\*\* Cost of relevant assignments shall be calculated from the cost of projects submitted against 05 most relevant assignments **Annex – D-1.**

\*\*\*\*\* Annual Turnover under financial capacity should be supported by Authenticated Audit Financial Statements. Annual turnover shall be calculated from the Average annual turnover of last 03 years as per **Annex – D-2.**

**Note:**

For JV, pre-requisites must be fulfilled by the lead as well as partner firms separately. However, in case of a firm outside Pakistan, registration with relevant professional body and exchange commission will be required of their country of origin. For evaluation, lead firm shall be assigned 60% weightage in each component such as firm experience, human resource capacity and financial capacity and remaining 40% weightage shall be equally assigned to partner firms. One of the joint venture partners shall be nominated as being in charge; and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the joint venture partners. A copy of the agreement entered into by the joint venture partners shall be submitted stating the conditions under which it will function, its period of duration, the persons authorized to represent and obligate it and which persons will be directly responsible for due performance of the Contract and can give valid receipts on behalf of the joint venture. No amendments / modifications whatsoever in the joint venture agreement shall be agreed to between the joint venture partners without prior written consent of the Employer.

**5. Firm Detail**

Firm should provide its detail as per **Annex-E.** In this PQD the word Firm has been used for both Firm and Company.

**6. Client Detail**

**Directorate General Monitoring & Evaluation,  
Planning and Development Board,  
Government of Punjab.**

**65-Trade Center Block, Ayub Chowk,  
Bureau of Statistics Building, 4<sup>th</sup> & 5<sup>th</sup> Floor, Johar Town Lahore.  
Contact No. 042-99233176-91, Ext. No. 431, 439 & 512**

**7. EOI Deadline**

The Expression of Interest (EOI) will be submitted on the Web Based Prequalification System (WBPS) developed on the website of Directorate General M&E i.e. <https://dgme.punjab.gov.pk/>. Deadline for online submission of EOIs is **10<sup>th</sup> May 2024** till 04:00 pm. Deadline for submission of hard copies of EOIs (generated from the online portal after submission and each page duly signed and stamped by competent authority of firm/company) is **15<sup>th</sup> May 2024** till 04:00 pm. However, for Clarification/Coordination,

**Directorate General (M&E), P&D Board  
Government of Punjab.**

**65-Trade Center Block, Ayub Chowk Bureau of Statistics Building, 5<sup>th</sup>  
Floor, Johar Town Lahore.**

**Contact No. 042-99233176-91, Ext. No. 431, 439 & 512**

**Email: [info.prequalification@dgme.punjab.gov.pk](mailto:info.prequalification@dgme.punjab.gov.pk)**

**Annex-A Firm Experience (Relevant)**

S. No	Name of Project	Location (Country/Province /Division)	Client	Project Description	Implementation of Project		Total Cost of Project	Period of services provided by the Consultant		Cost of Consultancy Services Provided by the Firm	Actual Scope of Services Provided by the Consultant
					Start date	Completion date		Start date	Comple tion date		
<b>1</b>											
<b>2</b>											
<b>3</b>											
<b>4</b>											
<b>5</b>											

**Note:** The firm/company should submit above information through the online portal and hard copies of the same duly generated from the online portal alongwith required supporting documents as prescribed hereunder must be submitted to the office of DG M&E for further evaluation. Above table (template) is just for reference / guidance.

1. Maximum number of (5) most relevant assignments to be submitted
2. Assignments provided beyond the limit of 5 will be given no weightage.
3. Project/Assignment provided must be supported with the completion certificate / letter of award / work order / contract agreement / final completion report / PC-IV or any other evidence issued by the procuring agency/executing agency of that particular project. Projects completed in last 20 years will be given weightage.
4. Project overheads including transportation cost, office rent, utilities and stationery expenses, cost of support / auxiliary staff for each project to be provided on the Web Based Prequalification System (WBPS).

**Annex-B (List of Key Personnel)**

S. No	Name	Qualification	Total Experience in Years	Position Proposed	Current Responsibilities

**Note:** The firm/company should submit above information through the online portal and hard copies of the same duly generated from the online portal along with required supporting documents as prescribed hereunder must be submitted to the office of DGM&E for further evaluation. Above table (template) is just for reference / guidance.

1. The list of key personnel should be in accordance with proposed positions mentioned in Human Resource Capacity.
2. 30% weightage shall be given to qualification whereas 70% weightage shall be assigned to experience for each proposed resource given in above table.
3. Only one human resource can apply in one sector/sub-sector with single firm against each post. Similarly, one human resource can be quoted/entered by single firm and no other firm can quote/enter that human resource in any sector/sub-sector.
4. It is mandatory for each proposed resource to fulfill minimum eligibility criteria mentioned under section 4 (iii) of this PQD to be qualified for score assignment.
5. Monthly salary of each resource to be provided on the Web Based Prequalification System (WBPS).

**Annex-C (CVs of Key Personnel)****CURRICULUM VITAE (CV)**

1. **Name of Personnel:** \_\_\_\_\_
2. **Current Position in the Firm:** \_\_\_\_\_
3. **Date of Birth:** \_\_\_\_\_
4. **Nationality** \_\_\_\_\_
5. **CNIC No (if Pakistani):** \_\_\_\_\_ **or Passport No:** \_\_\_\_\_
6. **Mobile No.** \_\_\_\_\_
7. **Email Address:** \_\_\_\_\_
8. **Home Address:** \_\_\_\_\_
9. **Education:**

Degree	Major/Minor	Institution	Date (MM/YYYY)

10. **Membership of Professional Associations:** \_\_\_\_\_
11. **Registration no. with relevant Professional Body:** \_\_\_\_\_
12. **Other Training** [*Indicate significant training since degrees under 6 - Education were obtained*]:
13. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:
14. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below)*]:

Employer	Position	From (MM/YYYY)	To (MM/YYYY)

**15. Detail of Work Undertaken**

Name of assignment or project: \_\_\_\_\_

Cost of Project \_\_\_\_\_ Location: \_\_\_\_\_

Date of Start: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

Client: \_\_\_\_\_ Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_ Activities performed: \_\_\_\_\_

Actual time spent on the project: \_\_\_\_\_ in months.

**16. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_

[Signature of the proposed staff] Day/Month/Year

\_\_\_\_\_ Date: \_\_\_\_\_

[Counter Signature of authorized signatory] Day/Month/Year

**Note:** The firm/company should submit above information through the online portal and hard copies of the same duly generated from the online portal along with required supporting documents as prescribed hereunder must be submitted to the office of DGM&E for further evaluation.

**Financial Capabilities:****Annex-D-1 (Cost of Relevant Assignment)**

S. No	Name of Project	Location (Country/Province/Division)	Client	Project Description	Total Cost of Project	Cost of Consultancy Services Provided by the Firm	Actual Scope of Services Provided by the Consultant
1							
2							
3							
4							
5							

**Note:** Provide cost of five (5) assignments mentioned under **Annex-A Firm Experience (Relevant)**

**Annex-D-2 (Annual Turnover)**

Year	Annual turnover
2020-2021	
2021-2022	
2022-2023	

**Note:** The firm/company should submit above information through the online portal and hard copies of the same duly generated from the online portal alongwith required supporting documents as prescribed hereunder must be submitted to the office of DG M&E for further evaluation. Above table (template) is just for reference / guidance.

1. Data provided under the head of financial capabilities must be supported by the Authenticated Audited Annual Financial Statements.
2. Annual turnover shall be calculated from the Average annual turnover of past 03 years.

**Annex-E (Firm Detail)**

<b>Legal Name of Firm</b>	<b>Address</b>	<b>Contact No.</b>	<b>Authorized Personnel Name</b>	<b>Authorized Personnel Contact No.</b>
Lead Firm				
Joint Venture Firm(s)				

**Note:** The firm/company should submit above information through the online portal and hard copies of the same duly generated from the online portal along with required supporting documents as prescribed hereunder must be submitted to the office of DGM&E for further evaluation. Above table (template) is just for reference / guidance.

1. In order to assess JVs, pre-requisites must be fulfilled by the lead as well as partner firms separately.
2. In case of a firm outside Pakistan, registration with relevant professional body and exchange commission will be required of their country of origin.
3. For evaluation, lead firm shall be assigned 60% weightage in each component such as firm experience, human resource capacity and financial capacity and remaining 40% weightage shall be equally assigned to partner firms (if more than one(1) partner firm is involved).
4. One of the joint venture partners shall be nominated as being in charge; and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the joint venture partners. A copy of the agreement entered into by the joint venture partners shall be submitted stating the conditions under which it will function, its period of duration, the persons authorized to represent and obligate it and which persons will be directly responsible for due performance of the Contract and can give valid receipts on behalf of the joint venture. No amendments / modifications whatsoever in the joint venture agreement shall be agreed to between the joint venture partners without prior written consent of the Employer.