

OIL & GAS DEVELOPMENT COMPANY LTD



**DETAILED DESIGN, SUPPLY, FABRICATION &
INSTALLATION OF EXTERNAL EMERGENCY EXIT STAIRS
AT OGDCL HOUSE ISLAMABAD, ON TURN KEY BASIS.**

INVITATION FOR BIDS

Date: _____

**Bid Reference No.: Detailed Design, Supply, Fabrication and Installation of
External Emergency Exit Stairs for OGDCL House
Islamabad on Turn Key Basis.**

1. The Oil & Gas Development Company Limited (OGDCL) Islamabad (the "Employer") intends to Carryout Detailed Design, Supply, Fabrication and Installation of External Emergency Exit Stairs for OGDCL House Islamabad on Turn Key Basis. (01 No stairs).
 2. The Employer invites sealed bids from eligible Contractors / firms licensed by the Pakistan Engineering Council in the appropriate category for the Works. A foreign bidder is entitled to bid only in a joint venture with a Pakistani constructor in accordance with the relevant provisions of PEC bye-laws.
 3. Bidders may download TORs and other relevant documents from our website www.ogdcl.com under tender tab. Further information may be obtained from the office of the Manager(Contracts), 1st Floor, OGDCL Medical Center, F-8 Markaz, Islamabad. Ph. 0321-8585592, 051-9260484, 9261035, 5021 & 5092 email. liaqat_farooq@ogdcl.com
 4. All bids must be accompanied by a Bid Security in the form of a Bank Draft/Pay Order/Deposit at Call / CDR / SDR or bank guarantee payable at any scheduled Bank in Islamabad for an amount of 01 % of the estimated cost as given in the newspaper and must be delivered to GM(SCM) OGDCL House, Jinnah Avenue Blue Area Islamabad. Bids will be opened at the time & date given in press advertisement, in the presence of bidder's representatives who choose to attend at the same address.
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Appendix-A to Bid

SPECIAL STIPULATIONS **Clause** **Conditions of Contract**

1.	Engineer's Authority to issue Variation in emergency	To convey after approval in accordance with the rules and regulations of the Employer.
2.	Bid Security	01% of the estimated cost in the shape of Pay Order/Demand Draft/CDR/SDR or bank guarantee in favor of OGDCL, Islamabad.
3.	Minimum Amount of Performance Security	05% of total Contract Price stated in the Letter of Acceptance in the form of Bank Guarantee.
4.	Time for Furnishing Programme	Within 07 days from the date of receipt of Letter of Acceptance (LOI).
5.	Minimum amount of Third Party Insurance	Rs. 500,000/- (Five Hundred Thousands) per occurrence with number of occurrences unlimited.
6.	Time for Commencement	Within 07 days from the date of receipt of Engineer's Notice to Commence.
7.	Time for Completion	30 Calendar days for detailed design from the date of receipt of Engineer's Notice to Commence and 270 Calendar days for Providing, Supplying Fabrication & Installation from the date of go-ahead for Construction.
8.	Amount of Liquidated Damages	0.1 % of the Contract Price for each day of delay in completion of the Works subject to a maximum of 10% of Contract Price stated in the Letter of Acceptance.
9.	Maintenance Period	365 Calendar days from the effective date of Installation complete in all respect as certified by Engineer Incharge
10	Percentage of Retention Money	05% of the amount of Interim Payment Certificate upto 2.5 % of the Contract Price.
11	Time of Payment from delivery of Engineer's Interim Payment Certificate to the Employer.	As per Employer's procedure.
12	Mobilization Advance	Mobilization Advance of 10 % of contract price exclusive of cost of designing is allowed against irrevocable Bank Guarantee from Scheduled Bank of Pakistan.
13	Price Adjustment Clause	No price adjustment on account of market fluctuations.

14	Interest on delay in payment of Running or Final Bill.	No interest shall be paid on account of any delay in payment of running bills or final bill.
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A F F I D A V I T.

1. I, Mr. _____ S/O _____ of M/S _____, hereby undertake to design, supply, fabricate, Install and remedy any defects therein in conformity with the TORs / Conditions of Contract agreement for external emergency exit stairs at OGDCL House and shall also abide by the rules and regulations of the Company. I shall also be responsible for signing/submitting any document and to receive payments and instructions relating to the contract.

2. I do hereby solemnly affirm on behalf of M/S _____-

i. Our firm is situated in the below cited address:-

Head Office:-

_____,
 _____.

3. No employee of Oil & Gas Development Company Ltd has directly or indirectly share or interest in the work.

4. I hold myself responsible to pay the income tax as levied in accordance with the Government Policy during the currency of work on behalf of M/S _____.

FOR M/S _____

Dated:- _____.

(_____)

 _____.



DESIGN GUARANTEE.

1. This is to confirm that We M/S _____ undertake and certify that the Design, Supply, Fabrication & Installation / erection of “External Emergency Exit Stairs for OGDCL House Islamabad”, shall be handled and executed with due care and diligence. All possible efforts shall be made to make each and every elements of the project sound and stable both from Technical & Financial aspects.

2. We further undertake that We M/S _____ shall be responsible and liable for any fault occurred due to faulty technical design or professional negligence as per guidelines of Pakistan Engineering Council.

Sincerely Your's,

Dated:- _____

(_____),

M/S _____.

NIC NO. _____





OIL & GAS DEVELOPMENT COMPANY LTD,

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INVITATION OF QUOTATION

FOR

SUBJECT:- **DETAILED DESIGN, SUPPLY, FABRICATION & INSTALLATION OF EXTERNAL EMERGENCY EXIT STAIRS FOR OGDCL HOUSE JINNAH AVENUE BLUE AREA ISLAMABAD ON TURN KEY BASIS.**

Dear Sir,

1. OGDCL intends to acquire Detailed Design for External Emergency Exit Stairs and thereafter Supply, fabrication & installation / erection of the approved Design Stairs inclusive of all allied works and materials, its maintenance during Maintenance / Defects Liability Period.

2.0

2.1 Technical & Financial proposals shall reach to this office on the date and time mentioned in the advertisement. Technical proposals will be opened on the same day in presence of the participants while financial proposals will be kept sealed in safe custody till evaluation of the technical proposals. The financial proposals of the technically responsive bidders will be opened on the date and time communicated later on after evaluation of the technical proposals while bids of the technically non-responsive bidders will be returned un-opened. Technical evaluation will be as per criteria given in this invitation subject to any changes made by management at any stage prior to opening of bids. The bid found to be the lowest evaluated responsive bid shall be accepted.

The Terms of Reference for both the Design stage and thereafter Supply, Fabrication & Installation / erection stages are as under.

A. **DESIGN STAGE.**

3.0 **SITE VISIT, TECHNICAL REQUIREMENTS AND PRELIMINARY DESIGN.**

3.1 You will be required to conduct a visit to the project area i.e OGDCL House. The building is comprised of 02 basement, 01 lower ground, 01 ground floor and 16 floors above ground.

- 3.2 You will be provided related drawings of the OGDCL House building in this regard. You have to conduct necessary survey of the site with regard to this project and take all measurements, levels etc for design purpose.
 - 3.3 The design shall be done so that the load of the stairs shall be distributed to different columns / beams and points. Single column may not be stressed / loaded beyond its general capacity.
 - 3.4 National standards / codes, Building Codes of Pakistan – Safety Provision 2016 and applicable HSEQ requirements shall be followed in determining the parameters for designing of the stairs and its installation.
 - 3.5 Data regarding manpower floor wise will provided when required.
 - 3.6 The materials used in this work need to be fire resistant as per HSEQ requirements. It shall not be less than 2 hours fire resistant.
 - 3.7 Contractor shall present various option(s) with respect to Structural Stability, Fire resistivity and cost factor.
 - 3.8 Technical requirements shall be in compliance to relevant codes but not limited to the following:-
 - 3.8.1 The design shall be based on the requirement of relevant ASTM codes as mentioned in the BOQ, national building codes for high rise steel structures, CDA regulations / guidelines, Building Codes of Pakistan – Fire Safety Provision 2016 and prevailing HSEQ requirements. All the members shall be critically designed for any local failure or global failure of the structure considering all aspects of design but not limited to compression, tension, shear, flexure buckling, settlement, anchorage, fasteners and welding strength / capacity for required loads, resistivity against horizontal loads in the form of wind, seismic load, etc.
 - 3.8.2 The Lowest Evaluated Responsive bidder (LERB) shall submit preliminary drawings for salient features including weight, layout plans, elevations, 3D view and other features as per TOR.
 - 3.8.3 The Lowest Evaluated Responsive bidder shall submit complete design, floor wise drawings, elevations, computer model showing all structural members / elements details with calculations of loads, stress, moments, results etc, as per TOR. A color 3D view will also be required.
 - 3.8.4 It is to be noted that the columns required away from the building shall be placed on the exterior RCC wall of the basement considering the load transfer mechanism based on appropriate design to be carried out by the lowest bidder.
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- 3.8.5 All members of stair must be constructed / erected upto outface of retaining wall of the basement and no load bearing to be erected on roof slab of basement.
- 3.8.6 The anchor bolts conforming to ASTM 307-A and anchorage mechanism to meet the required pulling and shear strength shall be designed by the lowest bidder in compliance of HILTI or equivalent epoxy as approved by the engineer-in-charge / employer.
- 3.8.7 The area at ground between exterior RCC walls of the basement and the proposed exit is the slab of the basement and no columns shall be placed directly on the slab without proper design and approval thereof. It is encouraged to avoid placement of columns on slab of the basement. The sketch of the proposed location is attached.
- 3.8.8 The base plates, end plates, connection plates shall be in compliance to ASTM A-36 and as per design approved by the employer.
- 3.8.9 The lowest bidder is required to confirm their sections as per design load calculations, computer models with results and ASTM & National Codes requirements. The responsibility for the final design shall rest on the bidder. **The design / drawings / calculations to this effect shall be vet by the consultant / Design Engineer (duly registered with PEC) engaged by the contractor.** The contractor shall submit a certificate, duly signed by him & his consultant / Design Engineer stating that the design submitted by him is in accordance with ASTM & National Codes, Building Codes of Pakistan – Fire Safety Provision 2016, CDA requirements, and is sound, safe and economical as per industrial practice.
- 3.8.10 Bracing and flight beams may be designed in compliance to the ASTM & National Codes and CDA requirements.
- 3.8.11 The stairs / Tread and platform shall be grating of the ¼” thick X 2” wide steel strips / member with the spacing of ½” along the tread and with spacing of 3” across the step as shown in the attached picture / drawing.
- 3.8.12 Railing shall be made of 2” MS pipe hand rail supported by vertical pipes 2” dia and the space between the top rail and the flight beam shall be divided in to four portions by horizontal MS pipes of 1” dia. The railing shall be properly welded to the flights at every third step. It will be covered with fire resistant coating /paint. A picture or drawings is attached.
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- 3.8.13 The horizontal beams will be anchored to the RCC walls of the buildings as required. In this regard alternate options of the lowest bidders, if any, will also be considered before approval of the final design by the employer.
- 3.8.14 A canopy of the approved design at the top of the stairs to protect against rain shall also be provided and installed by the lowest bidder.
- 3.8.15 The bidders are required to accept the technical requirements and a conformance certificate to this effect shall be submitted along with his bid. A financial bid as per these technical requirements and BOQ attached in TOR may also be submitted as per this bidding procedure.
- 3.9 Preliminary design / Initial Draft to be submitted by the lowest bidder after award shall include the following.
- 3.9.1 Conceptual Plan of the External Emergency Exit Stairs showing relevant details.
- 3.9.2 Preliminary design and drawings for all floors of external stairs.
- 3.9.3 Orientation and placement plan.
- 3.9.4 Preliminary drawings of all members showing relevant dimensions as required.
- 3.9.5 The availability of the material including all members and its fabrication. The bidders shall also clearly mention in their technical proposal their availability and fabrication for all the materials for the project.
- 3.9.6 The loads calculations to be considered in design including Environmental / seismic loads.
- 3.9.7 Drawings showing details of Foundations of the supporting Columns, Columns, beams at all levels, bracings, platforms at all levels, Plates, railing, anchorage with members of the existing building.
- 3.9.8 Architectural plans, elevations, perspective views and X-Sectional details of stairs.
- 3.9.9 Workplan for installation and erection of the proposed stairs and Push Bar Doors.
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3.9.10 The entire design shall be in harmony with National Codes, Pakistan Building codes – Fire Safety Provision 2016 and applicable HSEQ requirements.

3.9.11 Material list element wise / BOQ of the entire project for our record and future requirement.



4.0 DETAILED DESIGN.

After approval of the preliminary design / Draft Design by the OGDCL, Detail design will be carried out by the lowest bidder / contractor and will include but not limited to the following,

- 4.1 Complete Design Report showing all calculations, loads, stress and moments.
- 4.2 Based on approved preliminary drawings / draft drawings, detailed drawings showing details of Foundations of the supporting Columns, Columns, beams at all levels, bracings, platforms at all levels, Plates, railing, anchorage with members of the existing building.
- 4.3 Based on approved preliminary drawings / draft design, detailed architectural plans, elevations, perspective views and X-Sectional details of stairs.
- 4.4 Layout Plan showing required bench marks, if any.
- 4.5 Plan, X-Sections and Mechanical input of special members, if any.
- 4.6 BOQ/ Materials list / drawings showing quantities of major items.
- 4.7 Electrical drawings showing provision of electricity and electrical details including earthing of the stairs.
- 4.8 Details of Push Bar Doors.
- 4.9 Certificate of compliance of National Codes, Building Code Pakistan – Safety Provision 2016 and applicable HSEQ requirements for External Emergency Exit Stairs, duly signed by contractor and his consultant / Design Engineer, registered with PEC.
- 4.10 Necessary approval from line agencies like CDA and other departments shall be responsibility of the bidder, however, any fee / payment involved in such process shall be paid by OGDCL.
- 4.11 The Contractor, as part of the technical evaluation criteria, must provide CV of the HSEQ professional who will coordinate with OGDCL Admin Department and HSEQ Department during Installation phase. Further the contractor will also provide previous HSE record with other department. The contractor will provide details of his consultant / Design Engineer registered with PEC along with his profile / CV showing relevant works.

5.0. PROVIDE & SUPPLY, FABRICATION AND INSTALLATION / ERECTION.

After approval of Detailed Design, Supply, Fabrication and Installation / Erection of Stairs will be carried out by the contractor, including but not limited to the following;

- 5.1 Provide & Supply of the required material as approved by the employer in the quantities as required for the project. The receipt showing quantities purchased and reached at workshop for fabrication along with Material Testing Certificate shall be submitted to employer.
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- 5.2 Fabrication of all parts as per drawings shall be executed in the workshop of the contractor. All parts shall be prepared at workshop complete in all respect to avoid / minimize welding and other fire related works at site. It will minimize risk and fire incidents. Further all members shall be galvanized and coated with intumescent fire resistant coating as per BOQ and requirements.
 - 5.3 The Fabricated members with necessary allied items shall be transported to site in the designated hours and to the allotted area in the premises of the OGDCL House.
 - 5.4 Members joining which are required at ground to be carried out at the area designated for them.
 - 5.5 Lifting of all material / members shall be done after working hours with prior approval and under supervision of the Engineer Incharge, Administration / Maintenance representatives and HSEQ representative.
 - 5.6 Technical Specification mentioned in TOR / BOQ and finalized in the detailed design stage shall be followed. The approved methodology shall accordingly be followed to avoid any mishap.
 - 5.7 Work permit to be obtained prior to starts of the work as per HSEQ Department requirement.
 - 5.8 Contractor shall be responsible for any damage, injury and mishap, both in financial terms and human loss, if on his part.
 - 5.9 The activities like drilling, boring etc which creates nuisance shall be done after working hours or on holidays. The environment of the office shall be maintained workable.
 - 5.10 Proper layout according to drawing and vetted from OGDCL Site In-Charge.
 - 5.11 All construction materials required for civil works (including but not limited to dismantling, repairing, reconstruction and reinstatement) at site and Fabrication works at workshop will be the responsibility of the contractor.
 - 5.12 Provision of skilled, unskilled labour and all type of transportation will also be at the part of Contractor.
 - 5.13 Contractor will be responsible for complete Installation of External stairs including all types (mechanical, electrical and civil) works.
 - 5.14 After the Installation, a joint confirmation visit will be carried out to vet the stairs according to the drawings.
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- 5.15 The contractor will maintain the external stairs after Installation for one year during maintenance period. The maintenance expenditure will be at the part of contractor.
- 5.16 The contractor will prepare a Handing and Taking documents showing the quantity of all material installed.
- 5.17 To check and verify the quality of works, a third party inspection (TPI) will be engaged by OGDCL independently. The terms of TPI will be set and executed with the firm hired separately.
- 5.18 Upon verification by the Engineer-in-charge, the site will be taken over, however, the Contractor will be responsible for any repair and maintenance, if required after maintenance period and on payment.

6 COMPLETION PERIOD.

- 6.1 Completion Period for Design stage will be 30 Calendar days after issuance of Work Order. The time taken by OGDCL for approval of preliminary and detailed drawings shall not be included in these 30 days and shall be on OGDCL part.
- 6.2 Completion Period for Installation stage will be 270 Calendar days after giving go-ahead for Installation.
- 6.3 The contractor will submit Detailed Drawings and design report within Completion Period for design stage.
- 6.4 OGDCL will accord approval and give go-ahead for installation within 30 calendar days or within time as required by OGDCL but this time will be at OGDCL part and not more than 90 calendar days.
- 6.5 The Contractor will intimate OGDCL for joint confirmation visit and will be taken as Completion date, if installation is reported satisfactory.
- 6.6 The Defect Liability Period will be one year and will be reckoned from the date of Completion.

7 PAYMENT.

The payments are to be made in 02 stages.

- 7.1 Design Stage
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a. Upon approval of Detailed drawings = 100 % of quoted Design / Consultancy stage fee by Contractor.

7.2 Mobilization Advance @ 10 % of contract price exclusive of cost of designing shall be allowed on the request of the contractor after approval of detailed design by employer, against the bank guarantee from a scheduled bank of Pakistan, which shall be recovered as percentage of progress in running bills.

7.3 Provide & Supply, Fabrication & Installation Stage

For this stage the contractor will propose the payment schedule and will be included in contract agreement after approval by OGDCL.

7.4 Retention Money shall be @ 05 % of each bill upto 2.5 % of the Contract Price and 50 % will be subject to release on proper Handing & Taking and rest on Completion of Maintenance Period.

7.5 Performance Bond shall and 50 % Retention money both shall be retained till completion of Maintenance Period / Defects Liability Period.

8.0. **PENALTY.**

8.1 Any delay without any valid reason will be considered as Liquidated Damages and charged as 0.1 % of the bid price per day max upto 10 % of the bid price.

9.0 **OTHER CLAUSES.**

9.1 You will be required to present your design / options to OGDCL management, as advised.

9.2 If required, you will be bound to provide any other documents without any additional charges.

9.3 The drawings and other documents prepared in connection with the project shall be the property of OGDCL and copyrights therein shall vest with OGDCL.

9.4 Additional services if required (other than the services mentioned in the scope of services) will be paid on the rate mutually agreed by both the parties hereafter.

9.5 Earnest money @ 01% of bid price must accompany your bid and shall be in the form of DD,CDR, SDR, Call deposit, bank guarantee and Pay order

and in favor of OGDCL Islamabad. Earnest Money of unsuccessful bidder shall be released as per procedure however earnest Money of the successful bidder shall be released upon submission of Performance Bond in Shape of Bank Guarantee or Payorder, CDR, SDR and Demand Draft.

- 9.6 Performance bond shall be in the Shape of Bank Guarantee @ 05 % of the bid price and valid till Completion of Defect Liability Period. Performance Bond to be provided by the successful Contractor within 14 Days of issuance of LOI. Performance Bond will be liable to forfeiture under default of the Contractor.
 - 9.7 The Contractor shall insure, in the joint names of the Contractor and the Employer, against liabilities for death of or injury to any person or loss of or damage to any property (other than the Works) arising out of the performance of the Contract. This 3rd Party liability will be in form of Insurance Guarantee @ Rs.500,000/- per Occurrence with unlimited number of occurrences and will be provided by the Contractor after taking over the Site.
 - 9.8 In Case of any dispute, Suspension of work and default, the PEC standard procedure shall be followed and decision of MD/CEO OGDCL shall be final and binding on both the parties.
 - 9.9 No escalation shall be allowed on account of fluctuation in market rates.
 - 9.10 No damage to men and property of the contractor at site for any reason shall be compensated and the cost quoted shall be final for the desired specifications. Final cost is subject to desired specifications or material.
 - 9.11 OGDCL may terminate the contract at the design stage or earlier or later without entertaining any claim of the contractor on this account. Payment for the design work executed and verified by OGDCL will considered.
 - 9.12 No claim on account of any delay in approval of design on OGCL part shall be entertained. The contractor shall be bound to complete the executions stage (S/F & Installation) as per the tender documents as soon as approval is conveyed to him, even in case of delay in approval of design at OGDCL part.
 - 9.13 No claim on account of any reason shall be considered.
 - 9.14 Secured Advance @ 75 % of material cost, against materials brought at site shall be paid after approval of the competent authority subject to indemnity bond.
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- 9.15 All bills shall be paid, as per OGDCL procedure and in time as required by OGDCL and no interest for delay in payment of running bills or Final bill is applicable.
- 9.16 GST and ICT Sale Tax, if applicable, shall be borne by OGDCL, however contractor will provide Sale Tax Invoice and Annexure-C (duly paid) with each running bill. The Sale Tax amount will be reimbursed with the running bill or with the manner as OGDCL practice. The bid price is excluding GST and ICT Sale Tax.
- 9.17 In case the weight of final design submitted by contractor and approved by OGDCL is less by more than 10 %, then the contractor has to accept the weight for payment. No claim for extra payment due to less weight shall be admissible.

10.0 **PROCUREMENT PROCEDURE.**

The following procedures shall be permissible for open competitive bidding,

Single stage – two envelope procedure.-

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
 - (ii) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
 - (iii) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
 - (iv) The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
 - (v) The procuring agency shall evaluate the technical proposal as per attached technical evaluation criteria sheet, without reference to the price and reject any proposal which does not conform to the specified requirements;
 - (vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
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- (vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of the technically non-responsive bidders shall be returned un-opened to the respective bidders.

11.0 **BID EVALUATION CRITERIA.**

11.1 As per attached Performa.

Thanking you.

(CONSULTANT)



SCHEDULE "A".

OIL & GAS DEVELOPMENT COMPANY LTD,

BILL OF QUANTITIES

SR. NO.	NAME OF WORK	QUOTED FEE CHARGES
01.	Detailed Design for External Emergency Exit Stairs for OGDCL House at specified location as per prevailing National Standards / Codes, Building Codes of Pakistan – Fire Safety Provisions 2016 and CDA standards / regulations Design shall meet requirements of HSEQ, Soundness & structural stability and economize cost, followed by presentation(s) to OGDCL and a detailed implementation plan. Lump sum	Rs. _____
02.	Provide & Supply, Fabrication and Installation /Erection of 01 No of External Emergency Exit Stair at OGDCL House upto 14th Floor including top canopy, as per prevailing National Standards / Codes, Building Codes of Pakistan – Fire Safety Provisions 2016 and CDA standards / regulations and employer approved design / drawings including all materials, machinery and manpower. i. Estimated Quantity of Steel conforming to ASTM A-36 for Columns, horizontal beams, flight beams, bracings etc railing, grating type stair steps and grating type platforms (made of steel strip ¼” thick and 2” wide with ½ “ X 3” openings), base plates, end plates, connection plates, stiffeners, and conforming to ASTM A-307 for Anchor Bolts & Nuts, Anchoring of anchor bolts as per HILTI specifications or equivalent, Foundations, welding and Galvanization of all steel members and intumescent fire resistant coating of approved quality (comprising of primer, base coat and seal coat. This specific coating swallows on heating /fire to more than 10 times of the initial thickness to obtain required fire rating) as per industrial practice as applicable, including all civil works for amendment in structure of building but not limited to removal of wall claddings, dismantling of brickwork / walls, RCC walls, removal of windows, replacement of portion of window above 7 ft with	90 Tons.

<p style="text-align: center;">03</p>	<p>glass ventilator, replacement of main access glass door with tempered glass door (one at each floor), indicators and sign on corridor, removal widening of existing wood door (01 at each floor) and widening of opening, reinstatement of all surfaces after dismantling / amendment works without disturbing the working environment of office, complete in all respects as approved and as per instructions of the Engineer-in-Charge / employer.</p> <p>(A sound design of lowest bidder will be accepted within variation of +/- 10 % of the above quantity.)</p> <p>ii. Meeting all requirement of s.no. (i) above, Rate per Ton for Supply & provide, fabrication & installation / erection and Maintenance during Maintenance Period. This will include the External Emergency Exit Stair complete in all respect.</p> <p>iii. Cost of steel quantity as per s.no. (i) based on quoted rate at s.no.2 for Supply & provide, fabrication & installation / erection and Maintenance during Maintenance Period. This will include the External Emergency Exit Stair complete in all respect. (Quantity X Rate) (i X ii)</p> <p>S/F of Exit Doors including Push Bars, of approved quality, as per HSEQ requirements etc including making provision in existing building for doors. The Exit Door shall be minimum 02 hours fire rated (14 No required).</p> <p>The Exit Doors shall meet the following:-</p> <ol style="list-style-type: none"> i. Door leaf size will be of size 6.75 ft X 41" min. Its thickness will be minimum 50 mm. ii. Door frame / chowkat. iii. The Door leaf includes galvanized skin steel min 1.6 mm on both faces, internal door steel frame and sandwiched fire insulated core / fireproof resistant board. iv. Push bars with lock and door closer etc. v. Door hinges will be heavy duty stainless steel. Minimum 03 heavy duty solid steel hinges on each door leaf. vi. Smoke gasket vii. Finish shall be intumescent fire resistant coating as approved. <p>Please incorporate rates of allied items other than above, if any, in the rates of steel complete in all respects. No additional items shall be added in BOQ</p>	<p>Rs. _____ per Ton.</p> <p>Rs. _____</p> <p>Rs. _____</p>
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	above by contractor.	
	Bid Price (Cost of Designing +Cost of Steel + Exit Door, as above) (01+ 02 + 03)	Rs. _____

(RUPEES _____ ONLY)

1. GST and ICT Sale Tax, if applicable, shall be borne by OGDCL, however contractor will provide Sale Tax Invoice and Annexure-C (duly paid) with each running bill. The Sale Tax amount & ICT sale tax will be reimbursed with the running bill or with the manner as OGDCL practice. The bid price is excluding of GST and ICT Sale Tax. Withholding tax / Income tax and other taxes if any will be included in quoted rates. Any tax or any change in the rate of existing taxes made applicable after bid submission by Government shall be excluded from the quoted rates and will be paid to contractor on submission of deposit receipt of Government Exchequer.

2. Bidders must submit complete tender documents as available on website and having duly stamped and signed at the time of submission of bid otherwise OGDCL reserves the right to reject the bid.

(CONSULTANT)



Detailed Design, Supply, Fabrication and Installation of External Emergency Exit Stairs for OGDCL House Islamabad on Turn Key Basis.

Responsive % = 70 %.

The

1	2	3	5	6	7	8	9	10	11	12	13	14
SR. NO	Name of firm	Valid PEC registration (10)	Audited accounts for last 03 years (10)	Relevant Exp. (40) Exp. In fabrication / installation of steel structures 100 ft high. Proofs required.	Available list of Machinery, tools and plants for this project. (10)	List of CVs and Deployment Schedule of Staff (10).	Design Methodology and Implementation Plan specifying method of Construction & use of suitable machinery. (10)	HSE policy of the firm including HSEQ Professionals CVs and previous HSE record with other Department (10)	Arbitration or Litigation (-5)	Total marks obtained (100)	Technically responsive or not	Remarks
1												
2												
3												
4												

Contractor will provide details of his consultant / Design Engineer registered with PEC along with his profile / CV showing relevant works. It will be evaluated in category of relevant staff and design methodology.

BID BOND

Oil & Gas Development Company Limited,
OGDCL House, Jinnah Avenue,
Blue Area, Islamabad.

Guarantee No.....
Date of issue.....
Date of expiry
Amount.....

Dear Sir,

In consideration of M/s.....
herein after called "THE BIDDER" having submitted the accompanying Bid with
reference to OGDCL tender enquiry No. _____ and
in consideration of value received from (the Bidder above), we hereby agree to
undertake as follows:-

1. To make unconditional, immediate and forthwith payment of the sum of
PKR _____ upon your FIRST and SIMPLE written demand without further
recourse, question, query, deferment, contestation or reference to the bidder,
account party or any other person in the event of the withdrawal of the
aforesaid bid by the BIDDER before the end of the period specified in the Bid
after the opening of the same for the validity thereof or if no such period be
specified, within 150 days after the said opening or if the Bidder, having been
notified of the acceptance of his bid by the Company during the period of bid
validity:
 - a) Fails, refuses or delays to execute the Contract in accordance with
the instruction to Bidders, or
 - b) Fails, refuses or delays to furnish Performance Bond in
accordance with the instruction to Bidders.
2. To accept written demand from you as conclusive, sufficient and final
evidence of the existence of a default of non-compliance, breach or
default as aforesaid on the part of the BIDDER and to make payment
immediately and forthwith upon receipt of your FIRST and SIMPLE
written demand.
3. No grant of time or other indulgence to, or composition or arrangement
with the BIDDER in respect of the aforesaid Bid with or without notice to
us shall affect this Guarantee and our liabilities and commitments
hereunder.
4. This is an independent and direct obligations guarantee and shall be
binding on us and our successor in-interest and shall be irrevocable.
5. The Guarantor Bank warrants and represents that it is fully authorized,
empowered and competent to issue this guarantee.

Yours faithfully,
(BANKERS)

Mandatory for participation in Bidding Process

AFFIDAVIT

I,.....S/o....., aged.....years, working as Proprietor/Managing Partner/ Director of M/s.....having its registered office at..... do hereby solemnly affirm and declare on oath as under :

1. That I am competent to swear this affidavit being proprietor/one of the partners/ Director of M/s.....
2. That M/s.....is a proprietorship/partnership firm/company is participating in tender process conducted by OGDCL.
3. That I hereby confirm and declare that none of my/ our group/ sister concerns/ associate company is participating/ submitting this tender.
4. That I hereby confirm and declare that my/our firm/company M/s..... and my/ our firm/ group/ company/ sister concern / associate company have not been black listed/ de-listed any Institutional agencies/ Govt. Deptt./ Public Sector Undertaking.
5. That there is no change in the Name & Style, Constitution and Status of the firm, after Pre-qualification.
6. That I further undertake that in case any of the facts contained above and in our application is found other-wise or incorrect or false at any stage, my/our firm/ company/ group/sister concerns/ associate companies shall stand debarred from the present and future tenders of the OGDCL.

(Signature of the Proprietor/ Managing Partner/Director with Seal)

DEPONENT

Verified at on..... that the contents of paras 1 to 6 of this affidavit are true and correct to best of my knowledge and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal of Notary) ~~XXXX~~

N.W. - 11/5
new

Annexure-"E"

(On official letter-head of the bidder)
To be signed by the
Chief Executive of the
Bidding company or a representative duly
Authorized by board
Resolution.

INTEGRITY AND ETHICS UNDERTAKING

We hereby commit and undertake to observe the following principles during our participation in the tender process and during the contract execution:

- i. That we will not directly or through any other person of firm, officer promise or give to any of the employees of OGDCL involved in the tender process or execution of the contract any gain, pecuniary benefit of facilitation payment in order to obtain in exchange any advantages of any kind whatsoever during the tender process or during the execution of contracts.
- ii. That we have not and will not enter with other bidders into any undisclosed agreement or undertaking either formal or informal to restrict competitiveness sort to cartelise in the bidding process.
- iii. That we will ensure that the remuneration of agents (if engaged) is appropriate and for legitimate services only.
- iv. That we will not use subcontracts, purchase orders or consulting agreements as means of channeling payments to employees of OGDCL.
- v. That we will not commit any offence under the Pakistan Penal Code, Prevention of Corruption Act or National Accountability Ordinance to achieve any advantage, gain or benefit during the tender process or the execution of the contract.

We further understand and acknowledge that any violation or transgression of the above mentioned principles will attract disqualification from the tender process and may also result in permanent exclusion from future contract award process.

We also accept and undertake to respect and uphold OGDCL's absolute right to resort to and impose such disqualification, debarment or execution.

For and on behalf of _____

Tender No _____

BIDDING FORM

Date.....
Tender Enquiry No.

To
Oil & Gas Development Company Limited,
OGDCL House, Plot # 3013,
Blue Area, Islamabad

Gentlemen,

Having examined the scope of work and Instructions to bidders of Invitation to Bids, the receipt of which is hereby acknowledged, we the undersigned, offer to supply the services (Nature of Service) to OGDCL in conformity with the scope of work and Instructions to bidders at the rates mentioned in our Bid Proposal or other such sums as may be ascertained in accordance with the said conditions.

2. We confirm that the terms and conditions given in the Tender Enquiry / Tender Documents are acceptable to us and if our Bid is accepted we shall execute a contract with OGDCL accordingly without any exceptions. We further confirm to commence service withindays of the mobilization notice issued by OGDCL

3 We agree to validate bid unconditionally for the period of 120 days from the date of opening the same and it shall remain binding upon us and may be accepted thereof, shall constitute a binding contract between us.

4. We hereby certify that our Firm / Company / Local Agent is or has not been at any time during the past five years, involved in litigation, arbitration or any other unsettled dispute with OGDCL / JV Partners.

5. We further certify that all the contracts / orders placed on us by OGDCL / JV Partners have been executed timely and as per terms & conditions of the Contract / order without any unsettled dispute.

6. Until a formal Agreement is prepared and executed, this bid, together with your acceptance thereof, shall constitute a binding contract between us.

7. We understand that you are not bound to accept the lowest or any tender you may receive.

8. Our bid proposal do not contain any deviation or exceptions from the terms & conditions enunciated in the tender documents.

Dated this.....days of.....2015,

Name & Signature.....in the Capacity of.....

duly authorized to sign tenders for and on behalf of.....
(Name of the firm in block capital Letters)

Address.....

Telex No.....Fax No.....Phone No.....

Witness

1.
(Name) (Signature)

2.
(Name) (Signature)

Annexure -"D"

PERFORMANCE BOND/BANK GUARANTEE

Oil & Gas Development Company Limited,
OGDCL House, Jinnah Avenue,
Blue Area, Islamabad.

Guarantee No.....
Date of issue
Date of expiry
Amount.....

Dear Sir,

Ref: Our Bank Guarantee No. _____ in the sum of
_____ Account _____ Amount of

Contract/Job _____
In consideration of you having entered into contract No.
_____ Dated _____

with _____ called Contractor and in consideration of value received
from CONTRACTOR, we hereby agree and undertake as follows:

1. To make unconditional, immediate and forthwith payment to you as called upon of an amount (equivalent to 10% of total contract value in Pak Rupees) on your written FIRST and SIMPLE demand without further recourse, question, query, deferment, contestation or reference to CONTRACTOR or any other person, in the event of default, non-performance or non-fulfillment by CONTRACTOR of his obligations liabilities, responsibilities under the said Contract of which you shall be the sole and absolute judge.
2. To accept written demand from you as conclusive, sufficient and final evidence of the existence of a default or breach as aforesaid on the part of CONTRACTOR and to make payment immediately and forthwith upon receipt of your FIRST and SIMPLE written demand.
3. To keep this Guarantee in full force and effect from the date hereof until..... from the date of contract execution / mobilization Notice.
4. That no grant of time or other indulgence to, amendment in the terms of the contract by Agreement between the parties, or imposition of Agreement with contractor in respect of the performance of his obligation under and in pursuance of the said Agreement with or without notice to us, shall in any manner discharge of otherwise however affect this Guarantee and our liabilities and commitments there under.
5. This is an independent and direct obligations guarantee and shall be binding on us and our successor in-interest and shall be irrevocable.
6. This Guarantee shall not be affected by any change in the constitution of the Guarantor Bank or the constitution of the Contractor.
7. The Guarantor Bank warrants and represents that it is fully authorized, empowered and competent to issue this guarantee.

Authorized Sign for Issuing Bank

Seal of the Bank

