



OIL & GAS DEVELOPMENT COMPANY LIMITED
PROCUREMENT DEPARTMENT (LOCAL), ISLAMABAD
SCHEDULE OF REQUIREMENT

Material : **FIRE ALARM SYSTEM**

Tender Enquiry No: **PROC-LG/PT/HSE-18056**

EVALUATION WILL BE CARRIED OUT ON FULL

Due Date:

Bid Bond Value : 200,000/=

Attachment(if any) : YES

Sr No	Description	Quantity	Make/Brand offered	Unit	Unit Price (PKR) Inclusive Of All Taxes Except GST	Unit Price (PKR) Inclusive of GST	Total Price (PKR) Inclusive of GST	Delivery Period Offered	deviation from Tender Spec. If Any
1	Conventional Fire Alarm System For OGTI I-9, Islamabad.	1		Number					

Special Note:- The prospective bidders also download the master set of Tender Document

- The prospective bidders may keep in touch with OGDCL web site for downloading the clarifications/amendments (if any) issued by OGDCL.
- BID VALIDITY 120 DAYS FROM TECHNICAL BID OPENING. 180 DAYS FOR DELIVERY / INSTALLATION / COMMISSIONING AT I-9 BASE STORE. PAYMENT TERMS AS PER BULLET NO.3 UNDER HEADING "NOTED" OF TOR.

Discount (if any) shall only be entertained on Schedule of Requirement of Bidding Document (Financial Proposal). If the discount is mentioned elsewhere in the bid, the same shall not be entertained.

TERMS OF REFERENCE (TOR)

For Hiring Services For Designing, Procurement, Installation, Commissioning And Testing of Conventional Addressable Fire Alarm System at Oil and Gas Training Institute (OGTI), I-9 Islamabad

SCOPE/ BACKGROUND:

- OGDCL is planning to configure Conventional Addressable Fire Alarm System at Oil and Gas Training Institute (OGTI), I-9 Islamabad which is a premier institute in the petroleum sector of Pakistan catering the training needs of employees of OGDCL and other E&P Companies operating in a Pakistan. It also coordinates the local and foreign training needs of OGDCL professionals.
- There are currently 70 employees at OGTI. The institute comprises of four floors with modern class rooms, auditorium, library and laboratories for exploration, production and well services.
- The bidder shall be responsible for Designing, Procurement, Installation, Commissioning and Testing of Conventional Addressable Fire Alarm System at Oil and Gas Training Institute (OGTI), I-9 Islamabad.
- This TOR includes all designing, engineering, labor, materials, equipment and services necessary, and required, to complete and test the Conventional Addressable Fire Alarm System.

APPLICABLE STANDARD AND PUBLICATIONS:

- The design, equipment, installation and testing of the Conventional Addressable Fire Alarm System shall be in accordance with the applicable requirements set forth in the latest edition of the NFPA codes and standards

REQUIREMENTS:

- The financial bids shall be quoted for Conventional Addressable Fire Alarm System as per actual requirements and subsequently finalizing the drawings/ specifications in accordance with the applicable standards.
- The conventional fire control panel should encompass 16 zones of fire detection and each zone to be connected with 16 conventional fire (smoke) detectors and with maximum possible MCPs.

MANUFACTURING AND INSTALLATION:

- The manufacturer/OEM of the Conventional Addressable Fire Alarm System hardware and detection components shall be internationally recognized and having good repute/track record.
- The contractor must have a minimum of three (3) years experience in the design, installation and testing of Conventional Addressable Fire Alarm System. A list of systems of a similar nature and scope shall be provided.
- The contractor shall submit the design information and drawings showing all the requisite detail for the installation and proper functioning of the recommended Conventional Addressable Fire Alarm System.

SYSTEM INSPECTION AND CHECKOUT:

- After the system installation has been completed, the entire system shall be checked out, inspected and functionally tested by qualified, trained personnel, in accordance with the recommended procedures and NFPA standards.
- All electrical wiring shall be tested for proper connection, continuity and resistance to earth.
- The complete system shall be functionally tested, in the presence of OGDCL officials or their representative, and all functions, including system and equipment, must be operational at least five (5) days prior to the final acceptance tests. Each detector shall be tested in accordance with the recommended procedures, and test values recorded. Each control panel circuit shall be tested for all probable contingencies by inducing relevant scenarios into the system.

BILL OF QUANTITY (BOQ):

Attached at Annexure-A

OPERATION AND MAINTENANCE:

- Prior to final acceptance, the contractor firm shall provide complete operation and maintenance instructions, four (4) copies, to OGDCL.
- Checklists and procedures for emergency situations, troubleshooting techniques, maintenance operations and procedures shall be included in the instructions.

AS-BUILT DRAWINGS:

- Upon completion of the system, the contractor firm shall provide four (4) copies of system "As-Built" drawings to OGDCL. The drawings shall show actual installation details including all equipment locations as well as wiring, piping and conduit routing details.

ACCEPTANCE TESTS:

- At the time "As-Built" drawings and maintenance/operations instructions are submitted, the contractor firm shall submit a "Test Plan" describing procedures to be used to test the control system.
- The Test Plan shall include a step-by-step description of all tests to be performed and shall indicate the type and location of test apparatus to be employed.
- The tests shall demonstrate that the operational and installation requirements of this specification have been met. All tests shall be conducted in the presence of the OGDCL officials and shall not be conducted until the Test Plan has been approved.

WARRANTY:

- All system components furnished and installed under the contract shall be warranted against defects in design, materials and workmanship for the full warranty period which is standard with the manufacturer, but in no case less than one (1) year from the date of system acceptance. The bidder will have to replace the defected items during the Warranty Period at his own without additional charges.

COMPLETION TIME:

- The bidder will have to submit the time schedule for installation, commissioning and testing of the system but in no case it should be more than 60 working days.

TECHNICAL EVALUATION CRITERIA:

Sr #	Description	Maximum Marks	Marks Obtained
01	General Experience of the Firm in Firefighting Services (List/Detail of projects/clients over last 03 years)	20	
02	Specific Experience for installation of Conventional Addressable Fire Alarm System (List/Detail of projects/clients over last 03 years along with client address and contact numbers)	20	
03	Competence of Technical Staff (provide CVs of all employees along with contact numbers)	20	
04	Submission of the design information and drawings showing all the requisite detail for the installation and proper functioning of the recommended Conventional Addressable Fire Alarm System	30	
05	Financial Capability (balance sheets for the last 03 years etc., Average Annual Turn Over of the bidder should be 3 times the estimated cost of the project for the last 03 years)	10	
	Total Marks	100	

Minimum requirement for qualification: 65%

FINANCIAL BID FORM:

Sr #	Description	Qty	Unit Price	Unit Price including GST/Taxes	Total
01	CONVENTIONAL FIRE ALARM CONTROL PANEL 16 ZONE (BS5839 COMPLIANT)	01			
02	CONVENTIONAL FIRE/ SMOKE DETECTORS (PHOTOELECTRIC)	251			
03	CONVENTIONAL MANUAL CALL POINT	41			
04	CONVENTIONAL SOUNDER WITH FLASHER	41			
05	ELECTRIC WIRING, CONDUITS, FITTINGS, ETC. (WIRING CABLES IN THE RANGE OF 250/750 VOLTS, CONFORMING TO BS: 6004:95)	As per actual based on visit			
06	PERTINENT SAFETY SIGNS	50			
07	INSTALLATION CHARGES 1.5MM 2 CORE, PVC CONDUIT OTHER FITTING AND LABOR CHARGES	Lumpsum			
09	COMMISSIONING AND TESTING CHARGES	Lumpsum			
10	PROFESSIONAL/LOGISTICS CHARGES	Lumpsum			
GRAND TOTAL (PAK RUPEE)					

Noted:

- The financial bids shall be quoted for Conventional Addressable Fire Alarm System as per actual requirements (site visit) and subsequently finalizing the drawings/ specifications in accordance with the applicable standards.
- No amount other than quoted in the above matrix shall be paid to the contractor. All the prices should be inclusive of all applicable taxes.
- 50% payment shall be paid after installation of the system and remaining 50% shall be paid after successful testing of the system in accordance with the specifications/ guidelines for testing.
- The bidder shall have to submit 10% performance bond which shall be valid upto the warranty period and shall be released accordingly.

Annexure A

**Bill of Quantity (BOQ) For Conventional Addressable Fire Alarm System
at Oil and Gas Training Institute (OGTI), I-9 Islamabad**

Sr. #	Floor	Area Description	Fire(Smoke) Detector (Photoelectric)	Manual Call Point (MCP)	Sounder With Flasher	Control Panel (16 Zone)
1	GF	Advance Instrumentation Lab	3	1	1	1
2	GF	Exploration Lab	3	1	1	
3	GF	Production Lab 1	3	1	1	
4	GF	Corridor / lobby	3	1	1	
5	GF	Production Lab 2	3	1	1	
6	GF	Basic Instrumentation Lab	3	1	1	
7	GF	Account office	1	1	1	
8	GF	Store Room	1	1	1	
9	GF	Admin Office	8	1	1	
10	GF	Exchange	1	1	1	
11	GF	Guest Room	1			
12	GF	ES/PS to Incharge	1			
13	GF	Manager Room IC/OGTI	1	1	1	
14	1F	Cafeteria	4	1	1	
15	1F	Drilling Simulator Lab	2	1	1	
16	1F	Computer Lab 1	2	1	1	
17	1F	Computer Lab 2	2	1	1	
18	1F	Corridor / lobby	3	1	1	
19	1F	Audio / Visual Room	3	1	1	
20	1F	Librarian	1			
21	1F	Library				
22	1F	Library	6	1	1	
23	1F	Conference Room	2	1	1	
24	1F	Instructor's Room	2			
25	2F	Auditorium	10	1	1	
26	2F	Class Room 1	2	1	1	
27	2F	Class Room 2	3	1	1	
28	2F	Class Room 3	2	1	1	
29	2F	A Room	1			
30	2F	Corridor / lobby	3	1	1	
31	2F	Class Room 4	3	1	1	
32	2F	Class Room 5	2	1	1	
33	2F	Instructor's Room 1	1			
34	2F	Instructor's Room 2	1			
35	2F	System Network Administrator	1	1	1	
36	2F	Instructor's Room 3	1	1	1	
37	3F	Class Room 1	2	1	1	
38	3F	Class Room 2	3	1	1	
39	3F	Class Room 3	2	1	1	
40	3F	Class Room 4	2	1	1	

477

41	3F	Instructor's Room 1	2	1	1	
42	3F	Instructor's Room 2	1			
43	3F	Instructor's Room 3	1			
44	3F	Instructor's Room 4	1	1	1	
45	3F	Corridor / lobby	3	1	1	
46	1F	Hostel & Dining Room	48	2	2	
47	2F	Hostel & Dining Room	48	2	2	
48	3F	Hostel & Dining Room	48	2	2	
			251	41	41	1

22/11/20
MANAGER (HSEQ) G.O.S.L
EXT:3828

27/03/2020

Ashfaqe Ali
Dy. Chief Engineer (HSEQ)
EXT: 2936

2/7



**OIL & GAS DEVELOPMENT COMPANY LIMITED
PROCUREMENT DEPARTMENT (LOCAL), ISLAMABAD
SCHEDULE OF REQUIREMENT**

Mandatory Checklist

Please confirm the compliance of the following mandatory information along with the bid(s) (failing which bids(s) will not be accepted)

Documents	To be Attached with the Technical/Financial Bids	Compliance	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Original Bid Bond	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of NTN Certificate	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of GST Certificate	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Confirmation that the Firm is appearing on FBR's Active Taxpayer List	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped Annexure-A (Un-priced)	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-B	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-D	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-L on Company's Letterhead	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped Annexure-M on Company's Letterhead	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped Annexure-N on Non-Judicial Stamp Paper duly attested by Notary Public	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-A (Priced)	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-C	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-E	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3/7



3/7

**OIL & GAS DEVELOPMENT COMPANY LIMITED
PROCUREMENT DEPARTMENT (LOCAL), ISLAMABAD
SCHEDULE OF REQUIREMENT**

For the Vendors/Contractors who opt to submit Bank Draft/Call Deposit/Pay order against Bid Bond/Performance Bond, our Accounts Department has finalized an arrangement for online payment to such Vendors/Contractors, which will be processed through (IBFT & LFT) for which following information is required:

i.	IBAN No. (International Bank Account Number 24 Digits)	
ii.	Vendor Name as per Title of their Bank Account	
iii.	Contact No. of Company's CEO/ Owner (Mobile & Landline)	
iv.	Bank Name.	
v.	Bank Branch Name and Code	

Name, Sign and Stamp of the authorized official of the Bidder(s) _____