



# Application Form

PROC-SER/CB/PQ/C&ESS-3065/2017

PREQUALIFICATION OF FIRMS FOR FEASIBILITY STUDIES, TOPOGRAPHIC SURVEYS, GEOTECHNICAL INVESTIGATION SURVEYS, DETAILED DESIGN, DESIGN REVIEWS AND CONSTRUCTION SUPERVISION OF ENGINEERING PROJECT REGARDING BUILDING, ROADS & BRIDGES, AND INFRASTRUCTURE WORKS AT DIFFERENT LOCATIONS OF OGDCL



# INTRODUCTION & TERMS AND CONDITIONS

## **1. INTRODUCTION / SCOPE OF WORK**

Oil & Gas Development Company (OGDCL) is the largest Exploration & Production Listed Company in Pakistan. The Company intends to Pre-Qualify firms as per Terms of References (TOR) at Annexure-“A”

Applications are invited from potential firms having requisite capability, experience and expertise for provision services as per Terms of References (TOR) at Annexure-“A”

## **2 SUBMISSION OF APPLICATIONS.**

2.1 The pre-qualification application shall be submitted in duplicate (one marked “ORIGINAL” and the one marked “COPY”) in a sealed envelope clearly marked as: “APPLICATION FOR PRE-QUALIFICATION OF FIRMS FOR FEASIBILITY STUDIES, TOPOGRAPHIC SURVEYS, GEOTECHNICAL INVESTIGATION SURVEYS, DETAILED DESIGN, DESIGN REVIEWS AND CONSTRUCTION SUPERVISION OF ENGINEERING PROJECT REGARDING BUILDING, ROADS & BRIDGES, AND INFRASTRUCTURE WORKS AT DIFFERENT LOCATIONS OF OGDCL against Pre-Qualification Notice No. PROC-SER/CB/PQ/C&ESS-3065/2017, not later than (as per press advertisement) hours on (date as per press advertisement) at the address given below:

**Manager (SCM) Services  
OGDCL House, Plot No.  
3013, Jinnah Avenue  
Blue Area, Islamabad,  
Pakistan  
Phone: +0092-51-920023780/ 3652  
Email: [ejaz\\_rizvi@ogdcl.com](mailto:ejaz_rizvi@ogdcl.com)**

2.2 The sealed envelope shall indicate the name and address of the Applicant.

2.3 All the pages of application shall be signed and stamped by applicant's authorized Representative(s).

### **2.4 Language of Application**

The application must be prepared and submitted in English language. Supporting documents and attachments furnished by the applicant must also be in English language.

### **2.6 Cost of Pre-Qualification.**

The Contractor shall bear all cost associated with the preparation and submission of application for Pre-Qualification. OGDCL shall under no circumstances be responsible or liable for such cost regardless of the out-come of the application process.





2.7 **Deadline for Submission of Application**

2.7.1 The original application, together with the required copies must be delivered not later than **(as per press advertisement)** Hours of dated **(as per press advertisement)** at the address specified in clause 2.1.

2.7.2 OGDCL may extend the deadline for the submission of applications by amending the Pre- Qualification documents in which case all rights and obligations of the OGDCL and applicants previously subject to the deadline will thereafter be subject to the deadline as extended.

2.8 **Late Submission of Applications**

Any application received after deadline for submission of applications prescribed by the Company pursuant to Clause-2 will be rejected and returned unopened to the Applicant.

2.9 **Clarification(s) / Queries of Tender**

The bidders are expected to carefully examine all instructions, forms and specifications in the application documents. Any applicant in doubt as to the exact meaning or interpretation of any part of the documents should immediately seek clarification in writing from;

**Manager (SCM) Services**  
**OGDCL House, Plot No. 3013,**  
**Jinnah Avenue Blue Area, Islamabad, Pakistan**  
**Phone: +0092-51-920023780/ 3652**  
**Email: ejaz\_rizvi@ogdcl.com**

All inquiries about the application made to OGDCL and OGDCL's response will be made known all the bidders by posting on OGDCL website without disclosing identity of the bidder who made the enquiry.

2.10 **Clarification of Applications.**

To assist in the examination, evaluation and comparison of applications, the Company may ask the applicant for a clarification of its application.

2.11 **OGDCL'S Right to Accept or Reject any or All Applications.**

The Company reserves the right to accept or reject any application or to annul the Pre- Qualification process and reject all applications at any time without thereby incurring any liability to the effected applicant or any obligation to justify the effected applicant or applicants of the grounds for the Company's action.

2.12 **Affidavit**

The applicant shall provide an affidavit (Annexure-B) that his firm has never been blacklisted. In case the applicant is in litigation or dispute or has been involved in litigation or dispute with Company (OGDCL), details and nature of litigation and dispute may be indicated. The procedure of Black Listing is available at OGDCL website at following link:

<http://ogdcl.com/uploads/tender/BlackListingProcedure.pdf>

**(Ejaz Abbas Rizvi)**  
**Manager (SCM) Services**



# PREQUALIFICATION / ENLISTMENT DOCUMENTS FOR CONSULTANTS

---

---

## Section I. Instructions to Consultants

**Clause 1** Consultants must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the consultant.

**Clause 2 Clarification:**

At any time prior to the deadline for submission of Prequalification/Enlistment Documents, the Client may amend the Prequalification/Enlistment Documents by issuing clarification. Any addendum issued shall be part of the Prequalification Document and shall be uploaded on OGDCL website for all prospective applicants.

The prospective consultants are required to check OGDCL website accordingly and in case of failure of consultant to check website for clarifications, no responsibility shall be at the employer part.

**Clause 3 Evaluation:** Consultant's general & particular experience and personnel capabilities, as demonstrated by the Applicant's responses in the prescribed forms will be evaluated as per evaluation criteria given in the document. Sub-consultant's experience and resources shall not be taken into account in determining the consultant's compliance with the qualifying criteria. However, Joint Venture experience & resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of Joint Venture. In case of Joint Venture of Consultancy firms all the partner firms are equally liable and responsible. Provision of Joint venture agreement along with responsibility matrix is mandatory.

**Clause 4 Clarification of Prequalification/Enlistment Information:** To assist in the evaluation of information, the Client may, at its discretion, ask any consultant for a clarification of any information which shall be submitted within a stated reasonable period of time. Any request for clarification shall be in writing. If any consultant does not provide clarifications of the information requested by the date and time set in the Client's request for clarification then application of the consultant may be rejected.

**Clause 5 Verification of Prequalification/Enlistment Information:** Verification of the information provided by the pre-qualified/shortlisted consultant in the submissions for prequalification may be made. In case the information is found to be wrong or incorrect in any material way or consultant is found to be lacking in the capability or resources to successfully perform the contract, then it shall not be pre-qualified.

## **Clause 6 Other terms for Prequalification/Enlistment:**

- i. All the consultancy firms who were pre-qualified/enlisted previously are required to apply afresh. No renewal of previous pre-qualification is admissible.
- ii. Pre-qualification / Enlistment shall remain valid for one year, however, may be extended if required by the employer.
- iii. OGDCL may cancel this Pre-qualification / enlistment and call for afresh enlistment, at any stage.
- iv. Successful applicants will be informed about their prequalification / enlistment through letter as per prevailing policy of OGDCL.
- v. If at any stage any willful commission/suppression of the fact is detected it would be sufficient cause to with draw the pre qualification /enlistment of the firm and to cancel the contract if already awarded.
- vi. Any firm in arbitration or litigation with OGDCL shall be enlisted after arbitration award or decision of litigation in his favor. Having been enlisted, if a firm invokes arbitration or litigation after prequalification, he will be not allowed to participate in next tenders till the award of such arbitration or litigation in his favor.
- vii. Bidders are required to submit all required documents (duly attested) with their application on or before the date and time mentioned in the press advertisement. Application along with required documents shall be delivered on the address mentioned in the press advertisement.
- viii. Failure to provide information / supporting documents that is essential for the evaluation of the applicant's qualification, or to provide timely clarification or substantiation of information supplied, may result in disqualification of the applicant.
- ix. OGDCL may ask any further information and details if required, at any time.

## **Section II: Evaluation/Qualification Criteria.**

### **1. Evaluation/Qualification Criteria: Based on Pass/Fail system.**

**Mandatory Provisions/Eligibility:** Consultant must possess

- (i) valid registration certificate of PEC in relevant category (Attach valid PEC certificate);
- (ii) valid registration certificate from income tax authority (NTN) (Attach NTN Certificate);
- (iii) Consultants must not be black listed. (Attach all required forms, certificates and affidavit of not black listing)
- (iv) No conflict of interest (Attach all required forms, certificates and affidavit);
- (v) Litigation History (Attach all required forms, certificates and affidavit); Single Entity: Must Meet
- (vi) IN house capability of Feasibility Survey, Topographic Survey, Geotechnical Survey, Town Planning, Architecture, Structure design, Design review, MEP design, HVAC design, infrastructure design and construction supervision. Sub-letting of these works is not allowed. (Attach Certificate on non-judicial paper of Rs. 100)
- vii) In case of Joint Venture of Consultancy firms all the partner firms are equally liable and responsible. Provision of Joint venture agreement along with responsibility matrix is mandatory.

Note. Joint Ventures of firms will be evaluated as per standard procedure of PEC for bid evaluation.

**2. Other Requirements:** It must include following information/documents:-

**(A) General Consultancy Experience**

General Experience of the firms shall be evaluated based on the number of years of firm in business.

Maximum numbers are sixty (60) and will be considered as ten (10) marks for each year.

(Attach Articles of incorporation or Documents of Constitution and documents of registration of the legal entity. In case of JV, JV agreement)

**(B) Specific Design/Planning Experience**

Have successfully/substantially completed Two (2) projects in design and Two (2) in supervision for each category of building, roads / bridges, and infrastructure works, in the last ten (10) years of value not less than Rs. 100 million (Construction Cost) each. Maximum marks are two hundred and forty (240). Each project carry equal marks.

**(C) Key Personnel Qualification & Experience.**

S.No.	Title, Experience & Qualification		
<b>Key Personnel for Design</b>			
1.	<b>Structural Engineer / Team Leader</b>		
	General Experience:	15 Years	
	Qualification:	Minimum:	B.Sc. (Civil Engineering).
		Desirable:	M.Sc. (Civil Engineering) with specialization in the field of Structural Engineering.
	Specific Experience:	Minimum:	Ten (10) years of relevant experience in design of Buildings, Infrastructure & Road projects. Has worked as Team Leader of Design Team during last seven years on at least Four (04) projects.
2.	<b>Architect</b>		
	General Experience:	10 Years	
	Qualification:	Desirable:	BS (Architecture) with PCATP registration
	Specific Experience:	Minimum:	Seven (07) years of relevant experience in architectural designing of Buildings & Infrastructure Projects.
3.	<b>Soil/ Geo-Technical Engineer</b>		
	General Experience:	08 Years	

S.No.	Title, Experience & Qualification		
	Qualification:	Desirable:	B.Sc. (Civil Engineering)
	Specific Experience:	Minimum:	Five (05) years of relevant experience as Geo-Technical Engineer on major Building & Infrastructure design projects.
4.	<b>Road/Infrastructure Engineer</b>		
	General Experience:		10 Years
	Qualification:	Desirable:	B.Sc. (Civil/Transportation Engineering).
	Specific Experience:	Minimum:	Seven (07) years of relevant experience in Design of major Road projects.
5.	<b>Town Planner</b>		
	General Experience:		10 Years
		Desirable:	B.Sc. (Town Planning) with PCATP registration
	Specific Experience:	Minimum:	Seven (07) years of relevant experience in Town Planning
6.	<b>HVAC/E&amp;M Engineer</b>		
	General Experience:		10 Years
		Desirable:	B.Sc. (Electrical/Mechanical Engineering).
	Specific Experience:	Minimum:	Seven (07) years of relevant experience in HVAC Design of Buildings and Infrastructure projects.
7.	<b>Survey Engineer</b>		
	General Experience:		10 Years
		Desirable:	D.A.E (Civil)
	Specific Experience:	Minimum:	Seven (07) years of relevant experience in Surveying of Major Building/ Road/ Infrastructure Design Projects.
8.	<b>HSEQ Specialist</b>		
	General Experience:		10 Years
	Qualification:	Minimum:	B.Sc.
		Desirable:	B.Sc. with relevant Certification in HSEQ



S.No.	Title, Experience & Qualification		
	Specific Experience:	Minimum:	Seven (07) years of relevant experience in HSEQ of Major Building/ Road/ Infrastructure Design Projects.
<b>Key Personnel for Construction Supervision</b>			
1.	<b>Construction Manager</b>		
	General Experience:		15 Years
	Qualification:	Desirable:	B.Sc. (Civil Engineering).
	Specific Experience:	Minimum:	Ten (10) years of relevant experience including five (05) years' experience as Resident Engineer on construction supervision of major Buildings/ Infrastructure/Road projects.
2.	<b>Structural Engineer</b>		
	General Experience:		10 Years
	Qualification:	Desirable:	B.Sc. (Civil Engineering / Structural Engg).
	Specific Experience:	Minimum:	Seven (07) years of relevant experience in construction supervision of Buildings, Infrastructure & Road projects.
3.	<b>Road/Infrastructure Engineer</b>		
	General Experience:		10 Years
	Qualification:	Desirable:	B.Sc. (Civil/Transportation Engineering).
	Specific Experience:	Minimum:	Seven (07) years of relevant experience in Construction Supervision of Major Road/Infrastructure Projects.
4.	<b>Utility Engineer</b>		
	General Experience:		10 Years
	Qualification:	Desirable:	B.Sc. (Civil Engineering).
	Specific Experience:	Minimum:	Seven (07) years of relevant experience in Construction Supervision of Major Building/Infrastructure/ Road Projects.

<b>S.No.</b>	<b>Title, Experience &amp; Qualification</b>		
5.	<b>Quantity Surveyor</b>		
	General Experience:		10 Years
	Qualification:	Desirable:	3 Years Diploma in Civil from the Board of Technical Education's recognized institute.
	Specific Experience:	Minimum:	Seven (07) years' relevant experience as Quantity Surveyor on Major Building/Infrastructure/ Road Projects.
6.	<b>HVAC/ E&amp;M Engineer</b>		
	General Experience:		10 Years
	Qualification:	Desirable:	B.Sc. (Electrical/Mechanical Engineering).
	Specific Experience:	Minimum:	Seven (07) years of relevant experience in HVAC Supervision of Buildings and Infrastructure projects.
7.	<b>Surveyor</b>		
	General Experience:		10 Years
	Qualification:	Desirable:	D.A.E. (Civil Engineering)
	Specific Experience:	Minimum:	Seven (07) years of relevant experience in Surveying of Major Building/ Road/ Infrastructure Projects during Construction Supervision phase.
8.	<b>HSEQ Specialist</b>		
	General Experience:		10 Years
	Qualification:	Minimum:	B.Sc.
		Desirable:	B.Sc. with relevant Certification in HSEQ
	Specific Experience:	Minimum:	Seven(07) years of relevant experience in HSEQ of Major Building/ Road/ Infrastructure Projects during Construction Supervision phase. .

*Note:*

*(1) Detailed CVs of personnel, mentioning the required data for evaluation as per criteria and attested copies of required documents but not limited to CNIC, Contract No, PEC /*

*PCATP registration certificate, Employment contract with appointment letter of current employer, Educational Certificates, Experience Certificates and copies of relevant certifications be attached.*

*(2) To assess firm's experience, attested copies of workorders and completion certificates / performance certificates are required.*

(3) Note. Joint Ventures of firms will be evaluated as per standard procedure of PEC for bid evaluation.

<b>Technical Evaluation Criteria</b>		
<b>DISCRIPTIONS</b>	<b>Max. Marks</b>	<b>Firm-1 Marks</b>
<b>I. Firms Experience</b>	<b>300</b>	
<p><b>a) General Experience of the firm</b> For General Experience No of year of the firm in business will be considered.  10 (ten) marks per year.</p>	60	
<p><b>b) Relevant Experience of the firm</b> For Relevant Experience of Firm total 12 Projects will be considered for evaluation. 04 Projects (02 Design+02 Supervision) each from all three categories i.e Buildings, Roads/Bridges, Infrastructure are required.  Each Project carry 20 marks.  Note: Projects having Construction Cost more than Rs. 100 million will be considered for evaluation</p>	240	
<b>II. Personnel (Areas of Expertise)</b>	<b>700</b>	
<b>i. Design Experts</b>	<b>350</b>	
<b>a) Structural Design Engineer / Team Leader</b>	80	
Qualification (M.Sc. – 20; B.Sc. –10)	20	
<p>Experience General Exp=Max 10 marks. (01 mark/1.5 years), Relevant Exp=Max 30 marks. (03 mark / year),  No of projects as Team Leader Design = Max 20 Marks, (05 marks / project)</p>	60	
<b>b) Architect</b>	50	
Qualification (B.Sc. with PCATP registration –17)	17	
<p>Experience General Exp=Max 5 marks. (01 mark/ 02 years), Relevant Exp=Max 28 marks. (04mark / year),</p>	33	
<b>c) Road / Infrastructure Engineer</b>	50	
Qualification (B.Sc. –17)	17	



Experience General Exp=Max 5 marks. (01 mark/ 02 years), Relevant Exp=Max 28 marks. (04 mark / year),	33	
<b>d) Town Planner</b>	40	
Qualification (B.Sc. –07)	7	
Experience General Exp=Max 5 marks. (01 mark/ 02 years), Relevant Exp=Max 28 marks. (04 mark / year),	33	
<b>e) HVAC / E &amp; M Engineer</b>	40	
Qualification (B.Sc. –07)	7	
Experience General Exp=Max 5 marks. (01 mark/ 02 years), Relevant Exp=Max 28 marks. (04 mark / year),	33	
<b>f) Soil / Geotechnical Engineer</b>	30	
Qualification (B.Sc. –6)	6	
Experience General Exp=Max 4 marks. (01 mark/ 02 years), Relevant Exp=Max 20 marks. (04 mark / year),	24	
<b>g) Survey Engineer</b>	30	
Qualification (DAE –7)	7	
Experience General Exp=Max 2 marks. (01 mark/ 05 years), Relevant Exp=Max 21 marks. (03 mark / year),	23	

<b>h) HSEQ Specialist</b>	30	
Qualification (B.Sc. with certification – 7; B.Sc. –5)	7	
Experience General Exp=Max 2 marks. (01 mark/ 05 years), Relevant Exp=Max 21 marks. (03 mark / year),	23	
<b>ii. Construction Supervision Phase</b>	<b>350</b>	
<b>i) Construction Manager</b>	80	
Qualification (M.Sc. – 20; B.Sc. –10)	20	
Experience General Exp=Max 10 mark. (01 mark/ 1.5 years) Relevant Exp=Max 30 marks. (03 mark / year), As Resident Engr Exp= Max 20 Marks, (04 mark / years)	60	
<b>j) Structural Engineer</b>	50	
Qualification (B.Sc. –17)	17	
Experience General Exp=Max 5 marks. (01 mark/ 02 years), Relevant Exp=Max 28 marks. (04 mark/ years)	33	
<b>k) Road / Infrastructure Engineer</b>	50	
Qualification (B.Sc. –17)	17	
Experience General Exp=Max 5 marks. (01 mark/ 02 years), Relevant Exp=Max 28 marks. (04 mark/ years)	33	
<b>l) Utility Engineer</b>	40	
Qualification (B.Sc. –07)	07	
Experience General Exp=Max 5 marks. (01 mark/ 02 years), Relevant Exp=Max 28 marks. (04 mark/ years)	33	
<b>m) HVAC / E &amp; M Engineer</b>	40	

	Qualification (B.Sc. –07)	07	
	Experience General Exp=Max 5 marks. (01 mark/ 02 years), Relevant Exp=Max 28 marks. (04 mark/ year)	33	
	<b>n) Quantity Surveyor</b>	30	
	Qualification (DAE –07)	07	
	Experience General Exp=Max 2 marks. (01 mark/ 05 years), Relevant Exp=Max 21 marks. (03 mark/ years)	23	
	<b>o) Surveyor</b>	30	
	Qualification (DAE –07)	07	
	Experience General Exp=Max 2 marks. (01 mark/ 05 years), Relevant Exp=Max 21 marks. (03 mark/ years)	23	
	<b>p) HSEQ Specialist</b>	30	
	Qualification (B.Sc. with certifications – 07; B.Sc –05)	07	
	Experience General Exp=Max 2 marks. (01 mark/ 05 years), Relevant Exp=Max 21 marks. (03 mark/ years)	23	
	<b>TOTAL</b>	<b>1000</b>	
<b>Note.</b> Note. Joint Ventures of firms will be evaluated as per standard procedure of PEC for bid evaluation.			
<b>Minimum qualifying score is 70% or 700 marks.</b>			

**PREQUALIFICATION / ENLISTMENT DOCUMENTS FOR CONSULTANTS**

---

**Section III. Application Forms;**

**A-I Application Submission Form** (The covering letter is to be submitted by the interested firm/contract or partner responsible for a joint venture, on appropriate company letterhead)

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

To .....

[Name and address of the Client]

Dear Sir,

Subject: Enlistment / Pre-qualification of \_\_\_\_\_

I ..... the undersigned, being duly authorized to represent and act on behalf of..... applies to be prequalified for the project cited above and enclose one (1) original (together with ----- copies) of pre-qualification documents and declare the following:

- (a) I have examined and have no reservations to the Prequalification Document, including Addenda No(s)....., issued.
- (b) I understand that the OGDCL may cancel the prequalification process at any time and that OGDCL is not bound either to accept any application that it may receive or to invite the prequalified applicants to bid for the contracts subject of this qualification, without incurring any liability to the applicants.
- (c) Technical & Financial Proposal by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
- (d) OGDCL and its authorized representative(s) may contact the following person(s) for further information, if needed;

Person to be contacted:

Telephone:

3. The undersigned declares that the statements and the information provided are complete, true, and correct in every detail.

Signed:

Name:



## PREQUALIFICATION / ENLISTMENT DOCUMENTS FOR CONSULTANTS

---

*Each firm or member of a JV must fill in this form*

### **A-II Company Profile**

Date: -----

Contract: -----

All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form.

1.	Name of firm (legal): (In case of Joint Venture (JV), legal name of each member)
2.	Nature of Business: (Whether the firm is a Corporation, Partnership, Trust etc.) (In case of Consortium; whether the Lead Consortium Member is a Corporation, Partnership, Trust etc.)
3.	Head Office address:
4.	Telephone : Fax Number: E-mail address:
5.	Place of Incorporation/Registration: Year of Incorporation/Registration:
6.	Applicant's authorized representative: Telephone Fax numbers: E-mail address:
7.	NATIONALITY OF OWNERS
	Name: _____ Country: _____

---