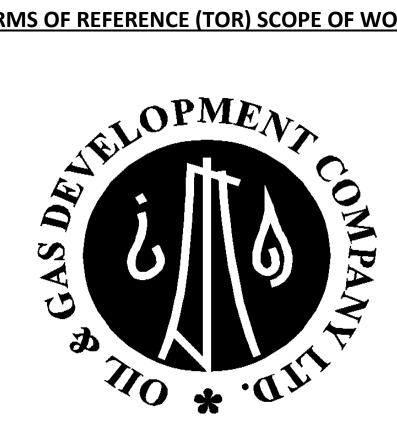
OIL & GAS DEVELOPMENT COMPANY LIMITED

TERMS OF REFERENCE (TOR) SCOPE OF WORK(SOW)



TENDER ENQUIRY NO: PROC-SERVICES/CB/FINANCE-4361/2019

HIRING/ACQUISITION OF FINANCIAL SOFTWARE SERVICES FOR TREASURY, **IMPORTS AND REPORTING OPERATIONS**

Note: Master set of tender documents (services) uploaded on OGDCL's website (www.ogdcl.com) is the integral part of this TOR/Tender.

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<u>Annexure-A</u>

TERMS OF REFERENCE (TOR)

FOR

HIRING/ACQUISITION OF FINANCIAL SOFTWARE SERVICES FOR TREASURY, IMPORTS AND REPORTING OPERATIONS

1. <u>General Instruction:</u>

Oil & Gas Development Company Limited (OGDCL) is the largest Exploration and Production Company of Pakistan and its business operations are spread across all four provinces of the Country. The company is listed on Pakistan Stock Exchange and its Global Depository Shares also trade on London Stock Exchange. The Company intends to procure a reliable financial system from an experienced and reputed Software Company in order to efficiently and effectively manage business treasury and reporting operations.

2. <u>Software Features</u>

Software Company will be responsible to provide a financial software possessing following features:

- i. Live and Real Time USD/PKR interbank rates;
- ii. Live rates for EUR/USD and other third currencies;
- iii. Extensive coverage of Fixed Income instruments like T-Bills, PIBs and Sukuk;
- iv. Live Coverage of Equities;
- v. Live market rates with respected to commodities, worldwide stock indices, KIBOR and forward swap premiums.
- vi. Real time coverage of SBP news including, OMOs, T-Bill auctions, etc.
- vii. Forward booking calculator and discounting calculator;
- viii. Multiple user levels and high security feature; and
- ix. Excel based add-on with live streaming rates.

3. <u>Software Charges:</u>

Software Company shall quote a lump sum fee for a period of one year (1) inclusive of all taxes, duties, fees, levies and related charges including sales tax on services against provision of financial software eligible to render above stated features. OGDCL will not be obligated to pay any amount other than the quoted lump sum fee. Payment will be made by the Company on yearly basis upon satisfactory start of services.

4. <u>Contract Period and Terms and Conditions:</u>

The total period of contract with the Software Company will be three (3) years and further extension of two (2) years will be on the mutual consent of both the parties in line with PPRA rules. Software Company will provide one (1) individual log-in ID and two (2) additional IDs for usage to OGDCL.

5. <u>Technical Evaluation Criteria:</u>

The technical evaluation will be carried out based on following criteria.

S. No	Item	Marks	Criteria	
1.	Year of establishment. Total	15	3 years and above 15 marks less than	
	experience of firm in years		3 years will get marks on prorate	
			basis	
2.	Financial Software Services	50	Documentary evidence of providing	
	to companies in Oil and Gas		services of financial software to	
	Sector		companies in Oil and Gas Sector.	
			25 Marks for one company	
3.	No. of offices in Pakistan	10	Each office will get 5 marks	
4.	Affiliation with International	10	5 Marks for one International Firm	
	Financial Services Firms			
5.	Registration with SECP and	15	5 Marks for one regulatory body	
	other related regulatory			
	bodies.			

The bidders obtaining less than 70% points/ marks in technical evaluation shall not be considered for the assignment.

6. **FINANCIAL BID FORMAT & FINANCIAL EVALUATION CRITERIA:**

Bidders shall quote lump sum price per year inclusive of all taxes (except Provincial Sales Tax/ ICT Tax on services in Pakistan), duties, levies, charges etc. as per following Financial Bid Format.

Sr. No.	Description	Lump sum Unit Price for one year in PKR (inclusive of all taxes except PST/ICT)	Total Price for three years in PKR (inclusive of all taxes except PST/ICT)
01.	lump sum price per year inclusive of		
	all taxes (except Provincial Sales Tax/		
	ICT Tax on services in Pakistan),		
	duties, levies, charges etc.		
Total Pri on servi			

i. Financial evaluation on complete package basis.

ii. Contract will be awarded to technically responsive and financially lowest evaluated bidder.

7. <u>BID PRICE:</u>

- i. Bid price must be quoted in PKR otherwise the bid will be rejected.
- ii. Bid price shall be inclusive of all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) on services in Pakistan.
- iii. PST/ICT wherever applicable shall be borne by OGDCL at actual.

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iv. The prices quoted by the successful bidder (contractor) for required services shall remain firm and final throughout contract period. The price charged by the successful bidder (contractor) for required services shall not vary from the prices quoted by the service company.

(This clause shall prevail instead of Master Tender document "ITB" clause # 06 'BID PRICE')

8. <u>PAYMENT TERMS:</u>

Payment shall be made at the end of each quarter against verified invoices and sales tax invoices along with Annexure-C (submitted status).

(This clause will prevail instead of Master Tender document "ITB" clause # 07 'PAYMENT').

9. **AMOUNT OF BID BOND:**

Bid Bond /Bid Security amounting to **PKR: 30,000/-** is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

Note : -

The master set of tender documents (services) uploaded on OGDCL's website (<u>www.ogdcl.com</u>) is the integral part of this TOR.