

OIL & GAS DEVELOPMENT COMPANY LTD



TERMS OF REFERENCE

HIRING OF CONSULTANT FOR

- 1. PREPARATION OF BID DOCUMENTS FOR CONSTRUCTION OF EXTERNAL EMERGENCY STAIRS AT OGDCL HOUSE, ISLAMABAD.**
- 2. THIRD PARTY INSPECTION (TPI) DURING CONSTRUCTION OF EXTERNAL EMERGENCY STAIRS AT OGDCL HOUSE, ISLAMABAD.**

OIL & GAS DEVELOPMENT COMPANY LTD,

INVITATION OF QUOTATIONS

FOR

1. HIRING OF CONSULTANT FOR PREPARATION OF BID DOCUMENTS FOR CONSTRUCTION OF EXTERNAL EMERGENCY STAIRS AT OGDCL HOUSE, ISLAMABAD.
2. THIRD PARTY INSPECTION (TPI) DURING CONSTRUCTION OF EXTERNAL EMERGENCY STAIRS AT OGDCL HOUSE, ISLAMABAD.

Dear Sir,

1. OGDCL intends to acquire a consultant / an expert for preparation of bid documents for construction of external emergency stairs, and for preparation of TOR for Third Party Inspection (TPI) during construction of External Emergency Stairs at OGDCL House Islamabad.
2. Technical & Financial proposals shall reach at the address as mentioned in tender notice, on the date and time given in the notice. Single Stage One envelope procedure shall be followed as per PPRA for this tender. Technical evaluation shall be made as per criteria given in the TOR. Financial Evaluation shall be made on Least Cost Method under clause 3 (C) (i) of procurement of consultancy services regulation- 2010 by PPRA.

The Terms of Reference for required services are as under:

01. The consultant shall prepare, make amendment / modification / correction as advised by employer and submit the following deliverables:-

- i. Complete set of bid documents for construction of External Emergency Stairs at OGDCL House.

It shall meet the following:-

- a. It is envisaged that an EPC Contractor shall undertake detailed design, procurement, construction, completion and maintenance of the project during defect liability period within limits of the bid documents prepared under this TOR.

- b. The bid documents in compliance with CDA Building Codes of Pakistan – Safety Provision 2016; shall cover all aspects of the design phase, clearance & approval of design from CDA and thereafter construction & defect liability phase.
- c. The intent of this invitation is to engage a consultant (Individual or firm) who will apprehend Employer's requirements and create the aforesaid Tender Document, subsequent selection of the Contractor; who shall be responsible for design, procurement, execution and completion of the Project within Terms/Conditions of the EPC Contract and under supervision and guidance of the successful consultant / Third Party Inspector (TPI).
- d. Bid documents will include:-
 - i. Instructions to Bidders
 - ii. Bidding Data
 - iii. General Conditions of Contract, Part-I (GCC)
 - iv. Particular Conditions of Contract, Part-II (PCC)
 - v. Specifications - Special Provisions.
 - vi. Specifications - Technical Provisions.
 - vii. Letters of Bid & Appendices to Bid
 - viii. Price Schedule.
 - ix. Form of Bid Security
 - x. Form of Contract Agreement
 - xi. Form of Performance Security/Bond & Mobilization Advance Guarantee/Bond
 - xii. Drawings (Conceptual Design-Indicative Line Diagram)

II. **Complete Terms of Reference (TOR) for hiring of Third Party Inspection (TPI)**

whose responsibility will include all relevant jobs but not limited to review / approve the Contractor's design, provide project management services and supervision services in accordance with the scope of services as defined in TOR to be prepared under this invitation for successful completion of the project.

III Completion Period (for above work I & II) = 30 days.

02. The consultant is required to quote his cost as per Annexure-A for preparation of the subject bid documents for selection of contractor for External Emergency Stairs at OGDCL House and preparation of TOR for hiring of Third Party Inspector (TPI) for the services as required for successful completion of the project. Bid price shall be inclusive of all taxes, duties, levies, charges etc. except ICT sale tax on services.
- 03 The consultant is bound to submit draft of tender documents and TPI TOR within 15 days and Final tender documents and TPI TOR within further 15 days once approval of the draft tender documents is given. The time required by OGDCL for review and approval will be on OGDCL part. In case of delay the OGDCL standard clause for Liquidated Damages will be applicable.
04. The consultant / expert may obtain relevant structural drawings, copy of Building Codes of Pakistan – Safety Provision 2016 from the office of A / Chief Engr (Contracts), room No.14 1st Floor, OGDCL Medical Center, F-8 Markaz, Islamabad and is required to visit the building prior to submission of bid to identify the required amendment / civil works.
05. You will be required to obtain all other information about the project for preparation of bid documents and for Terms of Reference (TORs) for Third Party Inspection (TPI). Further Data or any other information / requirements will be provided to the consultant once the contract is awarded.
06. **PAYMENT.**
- The payment shall be made through cross cheque in 100 % Pak rupees, against verified invoices.
- 7.0 **OTHER CLAUSES.**
- 7.1 If required, you will be bound to provide any other documents related to basic scope of this project without any additional charges.
- 7.2 The documents prepared in connection with the project shall be the property of OGDCL and copyrights therein shall vest with OGDCL.

7.3 Amount of Bid Security shall be Nil and amount of Performance Security shall be Nil. The standard bid documents (available on website) clause regarding bid security and performance security will remain intact except for the amount as stated in this clause.

8. **BID EVALUATION CRITERIA.**

8.1 The firm / individual bidder is required to meet the following requirements to be declared as technically responsive.

- i. Valid PEC registration.
- ii. Having experience of preparation of bid documents for civil engineering projects with steel structures and or experience of multistorey buildings.
- iii. NTN certificate is also mandatory.

Thanking you.

OIL & GAS DEVELOPMENT COMPANY LTD,

Schedule of Prices

Item No.	Description	Contract Price (PKR)
A	Lump Sum fee for preparation of complete set of bid documents for construction of External Emergency Stairs at OGDCL House for selection EPC contractor in accordance with this TOR.	
B	Lump sum fee for preparation of complete Terms of Reference (TOR) for hiring of Third Party Inspection (TPI) for the services as required for successful completion of the project as per this enquiry.	
Grand Total A+ B		

OTHER IMPORTANT INFORMATION.

PAYMENT TERMS:

Payment shall be made through cross cheque in 100% Pak Rupees, against verified invoices.

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

BID PRICE:

- i. Bid price shall be inclusive of all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) in Pakistan.
- ii. The prices should be quoted in PKR.

(This clause will be prevailing instead of Master Tender document "ITB" clause # 06(ii) 'BID PRICE')

- iii. 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.

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

Bidders are requested to read TOR & Master Set to Tender Documents (Services) and provide complete information / documents including tender annexures with the bid.

Following is the link for Master Set of Tender Documents for Services:

<https://ogdcl.com/sites/default/files/Tender%20Document%20Services%20Press%20for%20Webloading%20dated%202018-03-2019-N.pdf>

Consultant sign & seal