



OIL & GAS DEVELOPMENT COMPANY LTD

TERM OF REFERENCE

FOR

**PRE-QUALIFICATION / ENLISTMENT OF
PEC REGISTERED CONTRACTORS FOR
CONSTRUCTION & LAYING OF
DIFFERENT DIA PIPELINES, WELLHEAD
ASSEMBLIES & PLANT PIPING WORKS
WITH ALLIED CIVIL & MECHANICAL
WORKS AT DIFFERENT
OGDCL FIELDS.**

Muhammad Muaz
C.E (P/Line)
Ext: 5065



SUMMARY OF DOCUMENTS

- ❖ APPLICATION
- ❖ INTRODUCTION
- ❖ INVITATION FOR PRE-QUALIFICATION / ENLISTMENT
- ❖ INSTRUCTION TO BIDDERS
- ❖ TENTATIVE SCOPE OF WORK
- ❖ TERM OF REFERENCE
- ❖ ANNEXURE's
 - GENERAL INFORMATION ANNEXUER – I
 - COMPLIANCE SHEET ANNEXURE – II
 - EVALUATION CRITERIA ANNEXURE – III
 - FORMAT OF RESPONSIBILITY MATRIX ANNEXURE – IV
 - DRAFT CONTRACT AGREEMENT ANNEURE – V
 - AFFIDAVIT ANNEXURE - VI


Muhammad Muaz
C.E (PLine)
Ext: 5065



APPLICATION


Muhammad Hussain
C.E (P/Line)
Ext: 5065



PRE-QAUALIFICATION

[Letterhead paper of the applicant, or its JV partner(s), including full postal address, telephone no., fax no., email, mobile no.]

LETTER OF APPLICATION

Date: _____

To,
Manager (SCM) Services
OGDCL House, Plot No. 3013,
Jinnah Avenue, Blue Area,
Islamabad, Pakistan
Phone: +0092-51-90023780 / 3652
Email: ejaz_rizvi@ogdcl.com

Sir,

1. Being duly authorized to represent and act on behalf of _____ (hereinafter "The Applicant"), and having reviewed and fully understood all the pre-qualification information provided, the undersign hereby apply to be prequalified as a bidder for the upcoming projects as per given tentative scope of work herewith.
2. We attached this letter with sign & stamp documents and Annexure's (I – VI) & comply with all.
3. Your company (OGDCL) and its authorized representative are hereby authorized to conduct any inquiries or investigation to verify the statement, documents, information's, projects executed, etc in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. Your company (OGDCL) and its authorized representative may contact the following persons for further information, clarification, if needed.

Authorized Applicant Representative Name: _____

Designation: _____

Mobile Number: _____

Email: _____

SHEET 4 OF 36


Muhammad Muaz
C.E (P/Line)
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5. This application is made with full understanding that:

- a) Bids by prequalified applicants will be subject to verification of all information submitted for pre-qualification at the time of bidding;
- b) Your company (OGDCL) reserves the right to:
 - i. Amend the scope and value of contract; and
 - ii. Reject or accept any application,
 - iii. Cancel the prequalification process, and reject applications; and
- c) Your company (OGDCL) shall not be liable for any such actions and shall be under no obligation to inform the applicant of the grounds for actions at 5(b) here above.
- d) Your company (OGDCL) shall not be liable for consequence of, and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 5(b) here above.

Applicant who are not JV should delete para 6 & 7 and initial the deletions.

6. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreement, to the joint venture or association. We also specify the financial commitment in term of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract.
7. We confirm that in the event that we bid, that bid as well as any resulting contract will be:
 - a) Signed so as to legally bind all partners, jointly and severally; and
 - b) Submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

SHEET 5 OF 36


Muhammad Muaz
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8. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed: _____

Mr. _____

Designation _____

CNIC# _____

(Attach attested copy)

For and on behalf of

(Name of Applicant or Lead Partner of a JV)

Signed: _____

Mr. _____

Designation _____

Thumb: _____

For and on behalf of

(Name and Signature of Partners (2) of JV)

Signed: _____

Mr. _____

Designation _____

CNIC# _____

(Attach attested copy)

For and on behalf of

(Name and Signature of Partners (1) of JV)

Signed: _____

Mr. _____

Designation _____

Thumb: _____

For and on behalf of

(Name and Signature of Partners (3) of JV)

In Present of Witnesses:-

Signed: _____

Mr. _____

CNIC# _____

(Attach attested copy)

Thumb: _____

Signed: _____

Mr. _____

CNIC# _____

(Attach attested copy)

Thumb: _____


Muhammad Muaz
C.E (P/Line)
Ext: 5065



INTRODUCTION

Oil & Gas Development Company Limited (OGDCL) is an Exploration / Production company which is operating Oil and Gas fields in various parts of the Islamic Republic of Pakistan. OGDCL intends to develop different fields by "*Pre-Qualification / Enlistment of PEC registered contractors for construction & laying of different dia pipelines, wellhead assemblies & Plant piping works with allied civil & mechanical works at different OGDCL fields*".

Contractor shall procure required construction materials & consumables as per BOQ / Scope of Work / specifications / codes & standards and deploy machinery, equipment's, tools, and manpower (technical & non-technical) in all respect to execute the works and hand over the same to OGDCL after testing & commissioning.

OGDCL will only provide the followings at plant / site store:

- A- Line Pipe of different size & schedule.
- B- Valves, fittings, flanges, etc.
- C- Steel Structure Material etc.
- D- Heat Shrinkable Sleeves & Patches.
- E- Radiography and 3rd party Inspection as per prevailing industry Standards and codes.

SHEET 7 OF 36


Muhammad Muaz
C.E (P/Line)
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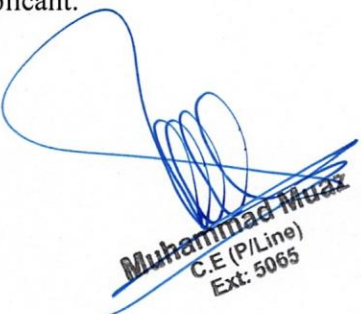


INVITATION FOR PREQUALIFICATION / ENLISTMENT

- 2.1. This invitation for Prequalification / Enlistment is issued to all eligible contractors.
- 2.2. Invitation to Bid for future / upcoming construction of pipeline, well head assemblies, plant piping, steel structure fabrication & Installation will be issued as and when required by OGDCL.
- 2.3. Open to all contractors / joint ventures of contractors who are registered in Pakistan Engineering Council (PEC) with valid Licenses in min category C-6 and above with respective fields of specialization CE-08 (Oil & Gas Pipelines) & CE-10 (General Civil Engineering Works).
- 2.4. Contractors may obtain the prequalification / Enlistment documents from the OGDCL website www.ogdcl.com under the tender bar.
- 2.5. Evaluation for prequalification/enlistment of the contractors shall be done as per the criteria are given in the TOR (Annexure – IV).
- 2.6. Applications must be delivered at the below mentioned in sealed envelopes by hand or through registered mail not later than the date and time mentioned in the press advertisement must be clearly marked **“Application for Pre-Qualification/Enlistment of PEC registered contractors for construction & laying of different dia pipelines, wellhead assemblies & Plant piping works with allied civil & mechanical works at different OGDCL fields”** at the address given below:

Manager (SCM) Services
OGDCL House, Plot No. 3013,
Jinnah Avenue, Blue Area,
Islamabad, Pakistan
Phone: +0092-51-90023780 / 3652
Email: ejaz_rizvi@ogdcl.com

- 2.7. The sealed envelope shall indicate the name and address of the applicant.


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- 2.8 Applicants will be informed, in due course, of the result of the evaluation of applications. Only the contractors / joint ventures pre-qualified / enlisted under this process will be invited to bid.
- 2.9 The application with supporting documents must be prepared and submitted in English Language.
- 2.10 The contractor shall bear all cost associated with the preparation and submission of application. OGDCL under no circumstances be responsible or liable for such cost.
- 2.11 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.
- 2.12 Any applications revived after deadline will be rejected and returned unopened to the applicant.
- 2.13 The applicant are expected to carefully examine all Pre-Qualification documents. Any clarification required should immediately seek in writing from, address mentioned in clause 2.6 herewith.
- All inquiries about the application made to OGDCL and OGDCL's response will be made known all the applicants by posting on OGDCL website without disclosing identity of the applicant who made the enquiry.
- 2.14 To assist the examination, evaluation, and comparison of the applicants, the company may ask the applicant for a clarification of its application.
- 2.15 Draft Contract Agreement (Annexure – V) is attached for reference only. It may be amended at the time of Invitation to Bid.
- 2.16 The applicant shall provide an Affidavit (Annexure – VI) 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.
- 2.17


Muhammad Muaz
C.E (P/Line)
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TENTATIVE SCOPE OF WORK

The following works to be performed as and when required bases in all OGDCL fields:

A- PIPELINE

- 1- Receiving, Shifting of Line pipe from field store to site and stringing along the trench.
- 2- Fabrication, Cleaning, Surface preparation, Welding, Installation, as per applicable code & standards.
- 3- Heat-shrinkable Sleeves.
 - i. Supply and Application of Epoxy Primer with application Kit.
 - ii. Installation of HSS
- 4- Hydrostatic Testing of pipeline.
- 5- De-Watering from the trench.
- 6- Lowering of pipeline in the trench.
- 7- Pigging.
- 8- Tie-In's & Commissioning
- 9- Supply of Welding Consumables.
- 10- Retrieval of old pipeline and shifting to field store
- 11- Repair / Rectification of Emergency, leakages, blast, etc.
- 12- ATA's
- 13- As Build Drawings.

B- PIPING WORKS

- 1- Fabrication, Cleaning, Surface preparation, Welding, Installation, of WHA & Misc. Plant piping works of different Dia as per applicable code & standards.
- 2- ATA's
- 3- Installation of valves & Fittings
- 4- Sand Blasting
- 5- Supply and application of Industrial Standard Paint
- 6- Hydrostatic Testing
- 7- Tie-In's & Commissioning


Muhammad Muaz
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C- CIVIL WORKS

- 1- Construction of ROW (Temp & Permanent).
- 2- Excavation & Backfilling
- 3- Plain Cement Concrete works.
- 4- Reinforced Cement Concrete works.
- 5- Supply & Installation of pipe culverts.
- 6- Construction of Box Culverts.
- 7- Construction of Line Markers.
- 8- Construction of Anchor Blocks.
- 9- Misc. foundations.

D- CROSSINGS

- 1- Thrust boring
- 2- Horizontal Directional Drilling.

E- Steel Structure Works

Misc works at different locations i.e., Steel Shed, Filling gantries, Supports, Platforms etc.


Muhammad Muaz
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INSTRUCATIONS TO APPLICANT

- 3.1 All the contractors who were pre-qualified previously are required to apply afresh. No renewal or up-gradation of a previous allotted category is admissible.
- 3.2 Pre-qualification / Enlistment shall remain valid for **02 years**, however, it may be extended if required by the employer with mutual consent of both the parties.
- 3.3 OGDCL may cancel this enlistment and call for afresh enlistment, at any stage during and after completion of the prequalification / enlistment process.
- 3.4 If at any stage any willful commission/suppression of the fact is detected it would be sufficient cause to withdraw the pre-qualification / enlistment of the contractor and to cancel the contract if already awarded.
- 3.5 Fields shall comprise of the area under the jurisdictions of the followings:
- a- Field Gathering Construction Party-I (FGCP-1) – Shaikhan (NORTH)**
Address: C/O FM Nashpa Oil Field, Teh. Banda Daud Shah, Distt Karak
Fields: Jand, Soghari, Mela, Chanda, Nashpa, Dhoke Hussain, Dakhni, etc
- b- Field Gathering Construction Party-II (FGCP-2) – Hyderabad (SOUTH)**
Address: Site Area, Muhammadi Chowk, Hyderabad.
Fields: Sinjhoru, Kunnar, Tando Adam, TandoAllaYar, Kandawari, Bobi, Daru, Pasakhi, Qadirpur, UCH, etc
- 3.6 Further information about fields may be obtained from the respective offices of Party Chiefs (PC).
- 3.7 **DOCUMENTS ACCOMPANYING THE BID**

Contractors are required to submit following bidding documents with their application on or before the date and time mentioned in the press advertisement.

A- Mandatory requirement for acceptance of Bid

Evaluation will be based upon Criteria given in **Annexure-III** herewith. All applicant(s) and its partner of a joint venture must qualify for each of the followings which are **mandatory** otherwise declare non-responsive without marking:-

i. Qualifying Marking Criteria:

Overall aggregate marks for qualifying will be 70%. However, minimum qualifying marks for Relevant Experience in Oil & Gas Sector given in technical Evaluation Criteria are 50% and mandatory.


Muhammad Mulla
C.E (P/Line)
Ext: 5065



ii. **Valid PEC License:**

Valid License required by both local and foreign bidders for **category i.e., C-6 (Upto 25 Million)** or above in the respective **field of specializations i.e., CE08 (Oil & Gas Pipelines) & CE10 (General Civil Engineering Works)**

If applicant or its JV partner (if any) applied for renewal or up-gradation or additional field of specialization(s), applicant or its JV partner (If any) must provide the followings otherwise application declare non-responsive:

- Last year valid PEC License.
- Endorsement Letter by PEC.
- Good quality copy of challan submitted to PEC.

Renewed/upgraded PEC License shall provide within specified time.

iii. **Registrations:**

Applicant or its JV partner (If any) must provide the good quality copy of the followings:

- NTN
- GST
- Provincial Sale Tax (PST).

iv. **Engineer(s) – To Be Deployed**

Engineer with project management skills having at least 2-3 years' of experience in their respective fields and it must be available for 24x7 at site during execution till finalization / closing of the project. Engineer must fulfil the following criteria:

- Engineering Degree in Mechanical / Metallurgy / Civil registered with PEC
- Relevant experience in Fabrication, Welding, Installation, testing, commission of Pipeline, Well Head assemblies, Plant piping, Steel structure erection, ATA's & Emergency & allied Mechanical & civil works of Oil & Gas sector.
- CV's in detail must be provided at the time of awarding of the project to Engineer In-Charge for prior approval.

v. **Joint Venture (If any):**

If, two or more bidders (local or foreign) to bid as **one venture** to construct a project as per "**PEC Bye-Laws**" having respective categories & field of specializations as specified in clause 29.3.a(ii) of bidding data herewith. JV must comply with the following requirements:

1. All JV partners as per their responsibilities (Financial and Construction) must comply with relevant experience, Equipment, Financial & Personal capabilities and others as per laid down technical evaluation criteria.
2. Must provide **JV agreement** judicial stamp paper as per PEC Bye-Laws along with responsibility matrix (Annexure-II) & MOU b/w parties and



PRE-QUALIFICATION

must confirm and mentioned that lead partner who execute the project, brief descriptions and scope of work for which JV intends to participate in bidding and for execution of project, so as to be legal binding on all partners.

3. The foreign bidder must bid as a JV with a Pakistani Constructor specifying leading party role, Financial Shares JV partner, Liabilities and responsibility of each party as per PEC Bye-Laws.
4. The portion of the work to be carried out by each partner shall be very clearly identified.
5. One of the partners shall be nominated, as being incharge and its authorization shall be evidenced by submitting power of attorney signed by legally authorized signatories of all the partners.
6. The partners incharge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the JV and the entire execution of the contract including payment shall be done exclusively with the partner incharge.
7. All partners of the JV shall be jointly and severally responsible for the execution and completion of the contract in accordance with the contract terms and conditions.
8. Only one such bidder shall be eligible to bid or compete for specific project as a one venture.
9. No changes in agreement & MOU will be acceptable after awarding/signing of contract.
10. Bids shall be sign by all members in the JV.

vi. Documents to be provided at later stage:

Applicant & its JV partner, is bound to provide renewed, upgraded, amended, modified, and require documents such as Valid PEC, Different registrations, JV agreement, MOU, partner responsibilities & liabilities, authority letter, Assigning & appointment of new Site Engineer / Supervisor, organizational structure, addition of LOI, work orders, Completion & performance certificates, Affidavit, Declaration, Ethics & Integrity Pact, working methodology, execution plan & procedure, equipment, financial & manpower details, arbitration / litigation, changes in company legal status, and other documents issued by different Government departments & agencies as and when required by OGDCL at the time of Invitation to Bid, during execution & closing of the awarded project(s).

B- Bidding Documents

- i. Application.
- ii. General Information (**Annexure – I**).


Muhammad Muaz
C.E (P/Line)
Ext: 5065



- iii. Compliance Sheet (**Annexure – II**)
- iv. Sign & Stamp by Applicant (1 Original + 1 Copy).
All the pages of the Prequalification proposal/application, TOR, Criteria, Profile, and every document should be signed and stamped by the authorized representative of the company. In case of JV, should be sign and stamp by each partner by company name.
- v. Authority Letter
Power of Attorney (POA) & attested copy of CNIC of the authorized representative who has signed the proposal/application.
- vi. Certificate of Incorporation
- vii. Company profile.
- viii. Memorandum & Article of Association
- ix. Organogram / Organizational structure.
- x. Evaluation Criteria (**Annexure – III**).
- xi. Relevant Work Experience (OIL & GAS SECTOR)
 - Details of works carried out in the last 10 years. Work orders, Completion certificates, and Performance certificates.
 - Details of In-Hand works. LOI, Work orders, Substantial completion certificates.
 - Details of other general works.
 - Enlistment with other Government department & agencies.
- xii. Personal Capabilities
 - Project / Site Engineer – Must be provided (Ref: Clause 3.8 (A)-iv)
 - Project / Site Supervision
 - Site Supervisors required with relevant work experience
 - Having DAE / B.Tech in Mechanical / Metallurgy (1No.) & Civil (1No.)
 - One or both supervisors will be available at site depend upon the nature and complexity of the awarded project as per instruction & satisfaction of the Engineer Incharge without extra cost to OGDCL.
 - Required Technical & Non-Technical manpower



Any type of manpower to be deploy for early completion of the project as per instruction & satisfaction of the Engineer Incharge without extra cost to OGDCL.

xiii. Equipment Capabilities.

List of machinery (owned/hired/leased) for construction, if any, stating complete information about number, model, make & capacity. (Sales Purchase documents and lease agreements are required). Following type of Equipment, Tools,

Machinery required:

- Welding Plants and its allied accessories.
- Grinders
- Cutting & Beveling Machines
- Pipe layer
- Cranes
- Hydrostatic Testing Equipment
- PIG's
- HDD & Thrust Boring Crossing Machines
- Air Compressor
- Trailers
- Trucks
- Misc. Civil Construction works equipment.
- Any other required for completion of the project.

xiv. Financial Soundness.

- Annual turnover of the last 3 years
Attested Audited Reports of the contractor shall be verified from their chartered accountants, in writing, by the Evaluation Committee, where required. In case the chartered accountant of the bidder declared their audited reports unauthentic/incorrect, the application of the bidder for prequalification / enlistment will be declared as non-responsive. If the chartered accountant of the contractor did does not provide his response within a reasonable time as communicated to them, the application of such contractors will also be declared as non-responsive.
- Audited Accounts of the contractor for the last 03 years.



- Bank Account certificate.
- xv. HSEQ, QA/QC Policy.
- xvi. Details of Arbitration / Litigation cases, if any.
- xvii. Working methodology, Plan & Procedure.
- xviii. Format of Daily, Weekly & Monthly progress report.
- xix. JV Agreement
- xx. MOU
- xxi. Responsibility Matrix (**Annexure – IV**)
- xxii. Affidavit as per OGDCL format on Rs. 100/- Stamp paper that the contractor has not been blacklisted by any Govt. /Semi Govt. or state-owned organizations. (**Annexure – V**)
- xxiii. Draft Contract Agreement (**Annexure – VI**)
- xxiv. No Deviation & conditional application accepted.
- xxv. For technical clarification, please contact before 5 working days of closing date, in the office of

Manager (P/L & Fab.),

1st Floor, OGDCL Medical Center,

F-8 Markaz, Islamabad.

Phone:- 0092-51-9261293

Email: nasirmehmood@ogdcl.com

&

Manager (SCM) Services

OGDCL House, Plot No. 3013,

Jinnah Avenue, Blue Area, Islamabad, Pakistan

Phone: +0092-51-90023780 / 3652

Email: ejaz_rizvi@ogdcl.com

3.8 Further, the Technical Evaluation Committee will visit the offices of contractors for evaluation/verification purposes, where required. Technical Evaluation Committee will be entitled to declare the contractor as non-responsive based on their visit report/evaluation of the contractor's offices.



- 3.9 Failure to provide information / supporting documents that is essential for the evaluation of the application's qualification, or to provide timely clarification or substantiation of information supplied, may result in disqualification of the applicant.
- 3.10 OGDCL may ask any further information and details if required, at any time.
- 3.11 A single application for prequalification / enlistment will be required from contractors for all fields. Contractors will be prequalified for relevant categories for working in all zones of OGDCL.
- 3.12 Standard procedure for Pre-Qualifications application/proposal opening to be followed by the Tender Opening & Evaluation Committee and applicants.
- 3.13 Only firms and JV's that have been prequalified under this procedure shall be invited to bid.
- 3.14 A prequalified firm or a member of a qualified JV may participate only in one bid for the contract.
- 3.15 If a firm submit more than one bid, singly or as a JV, all bids including that bidder will be rejected.
- 3.16 All prequalified bidder will be required to submit the followings against Invitation to Bids, once they are pre-qualified:
- a- Their financially balanced bids. Any bidder reported to quote unbalanced bids will be served notice/warning, which may lead to suspension from the prequalification list, if repeated. Bids shall be submitted as per the format of BOQ attached to the invitation of the bid.
 - b- Scope of Work
 - c- Specifications
 - d- General Condition of Contract (As per PEC)
 - e- Particular Condition of Contract (As per PEC)
- 3.17 Contractor must follow relevant industry standards & codes.
- 3.18 TOR / Tender Documents shall be issued to all prequalified bidders of the relevant category along with the Invitation of bids including Bill of Quantities (BOQ) as specified.
- 3.19 The employer reserves the right to:
- a- Amend the Scope of Work and value of contract(s) to be bid.
 - b- Reject or accept any applications; and
 - c- Cancel the prequalification process and reject all applications.


Muhammad Muaz
C.E (P/Line)
Ext: 5065



ANNEXURE – I
GENERAL INFORMATION


Muhammad Muaz
C.E (P/Line)
Ext. 5065

**GENERAL INFORMATION**

All applicant(s) and each of its JV partner shall provide the complete information as per below format. Nationality information is also to be provided for foreign bidder(s) who are forming part of the JV as required under PEC Bye-Laws.

1	Name of Company / Lead Partner / Applicant: _____
	Telephone# _____ Fax# _____ Email: _____
	Permanent Office Address: _____
	Place of Incorporation/Registration: _____ Year: _____
	Pakistan Engineering Council # _____ Validity (Year): _____ Category: _____
	Field of Specialization(s): _____ Applied for Renewal / Up-gradation: <u>YES / NO</u>
	Registration(s): 1. NTN# _____ 2. GST# _____
	3. Provisional Sale Tax # for each province:
	i. ICT#: _____ Registered / Un-Registered.
	ii. PUNJAB#: _____ Registered / Un-Registered.
iii. SINDH#: _____ Registered / Un-Registered.	
iv. BALOCHISTAN#: _____ Registered / Un-Registered.	
v. KPK#: _____ Registered / Un-Registered.	
2	Company / Lead Partner / Applicant Bank Details:
	Bank Name: _____ Branch Name: _____ Account# _____
	Address: _____ IBAN#(24 Digit): _____
	Contact Name: _____ Title / Designation: _____
Telephone: _____ Fax: _____	
3	Company Lead Partner / Applicant Owner Name: _____ Mobile# _____
	Email: _____ CNIC# (Attach attested copy) _____
	Director(s) Details – If any:
	1. _____ Email: _____ Mobile# _____ CNIC# (Attach attested copy) _____
	2. _____ Email: _____ Mobile# _____ CNIC# (Attach attested copy) _____
3. _____ Email: _____ Mobile# _____ CNIC# (Attach attested copy) _____	



PRE-QUALIFICATION

	<p>Name of JV Partner (1): _____</p> <p>Telephone# _____ Fax# _____ Email: _____</p> <p>Permanent Office Address: _____</p> <p>Place of Incorporation/Registration: _____ Year: _____</p> <p>Pakistan Engineering Council # _____ Validity (Year): _____ Category: _____</p> <p>Field of Specialization(s): _____ Applied for Renewal / Up-gradation: <u>YES / NO</u></p> <p>Registration(s): 1. NTN# _____ 2. GST# _____ 3. Provisional Sale Tax # for each province:</p> <p>i. ICT#: _____ Registered / Un-Registered.</p> <p>ii. PUNJAB#: _____ Registered / Un-Registered.</p> <p>iii. SINDH#: _____ Registered / Un-Registered.</p> <p>iv. BALOCHISTAN#: _____ Registered / Un-Registered.</p> <p>v. KPK#: _____ Registered / Un-Registered.</p>
4	<p>Name of JV Partner (2): _____</p> <p>Telephone# _____ Fax# _____ Email: _____</p> <p>Permanent Office Address: _____</p> <p>Place of Incorporation/Registration: _____ Year: _____</p> <p>Pakistan Engineering Council # _____ Validity (Year): _____ Category: _____</p> <p>Field of Specialization(s): _____ Applied for Renewal / Up-gradation: <u>YES / NO</u></p> <p>Registration(s): 1. NTN# _____ 2. GST# _____ 3. Provisional Sale Tax # for each province:</p> <p>i. ICT#: _____ Registered / Un-Registered.</p> <p>ii. PUNJAB#: _____ Registered / Un-Registered.</p> <p>iii. SINDH#: _____ Registered / Un-Registered.</p> <p>iv. BALOCHISTAN#: _____ Registered / Un-Registered.</p> <p>v. KPK#: _____ Registered / Un-Registered.</p>
5	<p>Authorized Person Name (On behalf of Applicant): _____ Mobile# _____</p> <p>CNIC# (Attach attested copy) _____ Designation: _____ Email: _____</p> <p>(Responsibilities must be define in authority letter)</p>

Note: Bidder(s) may provide/attached additional information.


Muhammad Muaz
C.E (P/Line)
Ext: 5065



ANNEXURE – II
COMPLIANCE SHEET


Muhammad Muaz
C.E (P/Line)
Ext: 5065



COMPLIANCE SHEET

SR#	Description	Lead Partner / Applicant	JV Partner 1 *	JV Partner 2 *
		Comply / Not Comply / Not Applicable (NA)		
A MANDATORY REQUIREMENTS FOR ACCEPTANCE OF BID (Ref: Clause 3.7 – a)				
1	Qualifying Marking Criteria			
	Overall 70%			
	50% Mandatory in Relevant Experience with documentary proofs			
2	Valid PEC License			
	Category C-6 or Above			
	CE-08 (Oil and Gas pipelines)			
	CE-10 (General Civil Engineering Works)			
3	Registrations			
	NTN (National Tax Number)			
	GST (General Sale Tax)			
	PST (Provisional Sale Tax)			
4	Engineer - To be deploy (Mechanical / Metallurgy / Civil)			
5	JV Agreement, Responsibility Matrix & MOU (If any)			
6	Documents to be provided at later stage			
B BIDDING DOCUMENTS (Ref: Clause 3.7 – b)				
1	Application			
2	General Information (Annexure – I)			
3	Compliance Sheet (Annexure – II)			
4	Sign & Stamp Documents by applicant & its JV partner (If any)			

Muhammad Muaz
C.E (P/Line)
Ext: 5065



PRE-QUALIFICATION

5	Authority letter on company / JV letter head (Sign by all)			
6	Company Profile(s)			
7	Memorandum & A critical of Association			
8	Relevant experience			
9	Personal Capabilities – To be deploy (Ref: Technical Evaluation criteria)			
10	Equipment capabilities – To be deploy (Ref: Technical Evaluation criteria)			
11	Financial Soundness (Ref: Technical Evaluation criteria)			
12	All relevant LOI, Work Orders, Completion, Substantial, Performance certificate, etc. (As per Technical criteria)			
13	CV's of Qualified Engineer's/manpower to be deployed			
14	List of Clients with In-Hand projects			
15	List of Clients with completed projects			
16	Working methodology, plan and procedure			
17	Equipment deployment List			
18	Organogram / Organizational Structure			
19	Project Schedule / Gantt Chart			
20	Format for Daily, weekly and monthly report acceptable to Employers Engineer In charge.			
21	Draft Contract Agreement (Annexure – V)			
22	Affidavit as per given format (On Rs 100/- Stamp Paper) (Annexure – VI)			
23	All bidding documents will be fully sign and stamp (1 Original + 1 Copy) by authorized person / lead partner. In case of JV, must be sign & Stamp by each partner.			
24	No deviation & conditional bid shall be accepted.			
25	Clarification by the applicant should be in-writing on or before 5 working days before closing of the submission date as specified in press ad.			
26	Overall aggregate marks for qualifying will be 70%. However, minimum qualifying marks for Relevant Experience in Oil & Gas Sector given in technical Evaluation Criteria are 50% and mandatory. Marks distribution given in Annexure-III.			



PRE-QAUALIFICATION

27	Radiography & 3 rd Party Inspection shall be arranged by OGDCL as its own cost as per SCOPE of WORK, BOQ, Drawings and standard practice and qualified procedures. Contractor shall comply that any sort of information and documents required by Inspector and/or Engineer In-charge before, during and after execution of work shall be provided and any deficiency, defect, remedy identify shall be rectify at the cost of Contractor.			
28	Written approval require from Engineer Incharge before starting any construction works.			
29	Applicant is bound to excess his premises to the OGDCL officials for verification any time.			

* Applicant may add further JV partner details as per above format.

Sign & Stamp

SHEET 25 OF 36


Muhammad Muaz
C.E (P/line
Ext: 5065



ANNEXURE – III
EVALUATION CRITERIA


Muhammad Muaz
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Ext: 5065



EVALUATION CRITERIA

Marking for technical evaluation will be based on General marking criteria. Applicant includes each partner of a JV, should provide all information, documents as per criteria. Overall aggregate marks for qualifying will be 70%. However, minimum qualifying marks for Relevant Experience in Oil & Gas Sector given in technical Evaluation Criteria are 50% and mandatory.

➤ **MANDATORY REQUIREMENTS FOR ACCEPTANCE OF BID**

Ref Clause 3.7 – a

➤ **GENERAL MARKING CRITERIA:**

#	Name of Applicants	Mandatory Requirements	(A) Relevant Experience (Oil & Gas Sector) Completion / performance certificates required* (35)	(B) Personal Capacities – To Be Deploy* (20)	(C) Equipment Capabilities (Owned/Leased) – To Be Deploy* (20)	(D) Financial soundness (20)*	(E) HSEQ (5)*	(F) Arbitration / Litigation (-5)*	Total Marks (100)*	Remarks (Qualify/Not-Qualify)
1										
2										
3										


Muhammad Muaz
C.E (P/Line)
Ext: 5065



➤ **DETAIL MARKING CRITERIA**


#	DESCRIPTION	WEIGHTAGE		
		Qty	Qty x Marks	Total
A	RELEVANT EXPERIENCE (OIL AND GAS SECTOR)			
1	Projects of similar nature completed during the last 10 years* <u>Marking Criteria:</u> Each Project of minimum 5 KM or 2000 Dia Inch or above carry 6 marks. Less than 5 KM or 2000 Dia Inch will be given zero marks	3	3x6=18	35
2	Projects In-hand / current contract commitments / projects of similar nature* <u>Marking Criteria:</u> Each Project of minimum 5 KM or 2000 Dia Inch or above carry 5 marks. Less than 5 KM or 2000 Dia Inch will be given zero marks	2	2x5=10	
3	Experience of other Civil & Mechanical works but not basic part *	5	5	
4	Status / Letter of Enlistment with Government organizations & agencies.	2	2	
	<i>* Valid / Verifiable Certificates like LOI, Work Orders, Completion, Performance, Substantial completion certificate are mandatory for marking. May be verify during evaluation by concern departments / companies / sites etc.</i>			
B	PERSONAL CAPACITIES – TO BE DEPLOY			
1	PROJECT/SITE ENGINEER (MANDATORY)	1	10	20
2	PROJECT/SITE SUPERVISOR / MANPOWER			
i.	One Site supervisor having relevant Pipeline, Process Piping, Steel Structure Fabrication, Welding, Testing & Commissioning experience in Oil & Gas sector (Must having DAE / B.Tech in Mechanical/Metallurgy).*	1	2.5	
ii.	One Site supervisor having relevant Civil works experience in Oil & Gas sector (Must having DAE / B.Tech in CIVIL).*	1	2.5	
iii.	List of Qualified welders to be attached (Must having experience in high-pressure pipeline welding, steel structure erection, with welder qualification certificate)	-	2.5	
iv.	List of minimum technical skilled manpower required	-	2.5	
	<i>* Detail CV's are mandatory for marking</i>			
C	EQUIPMENT CAPABILITIES (Owned/leased) – TO BE DEPLOY			
	List of Equipment, Machinery, Tools, etc	-	20	20
D	FINANCIAL SOUNDNESS			
i.	Average Annual turnover	1	1 x 6 = 6	20
ii.	Audit reports of last 3 years showing financial strength with the balance sheet	3	3 x 4 = 12	
iii.	Satisfactory bank certificate of financial soundness	1	1 x 2 = 2	
E	HSEQ & QA/QC Policy	1	1 x 5 = 5	5
F	ARBITRATION / LITIGATION	1	1 x -5 = -5	-5
	Grand Total			100

Muhammad Muaz
C.E (P/Line)
Ext: 5065



ANNEXURE – IV
RESPONSIBILITY MATRIX

SHEET 29 OF 36


Muhammad Muaz
C.E (P/Line)
Ext: 5065

**RESPONSIBILITY MATRIX**

S. No.	Responsibilities	(Lead JV Partner)	(JV Partner 1 or 2 or 3...)*
1.	Liaison with client and external interfaces		
2.	Planning, Scheduling & Progress Monitoring		
3.	Cost & Financial Control		
4.	Execution at Site		
5.	Overall Project Management		
6.	Construction Supervision		
7.	Construction Management		
8.	**		
10.			
11.			
12.			

* As many number of columns can be inserted as the partners in JV / Consortium

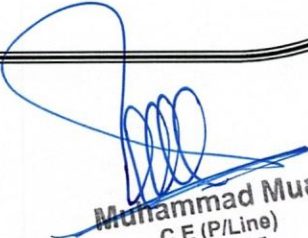
** Applicant may add further responsibilities as per there agreement & as per PEC Bye Laws.


Muhammad Muaz
C.E (P/Line)
Ext: 5065



ANNEXURE – V

DRAFT CONTRACT AGREEMENT


Muhammad Muaz
C.E (P/Line)
Ext: 5065

**CONTRACT AGREEMENT**

This agreement (Hereinafter called the "Contract") made on ___ Day of ___, 20__ between Oil and Gas Development Company Ltd, Islamabad (Hereinafter called "The Employer") of the one part, represented by *Mr.* _____ and *M/S* _____ (Hereinafter called "Contractor") of the other part and represented by *Mr.* _____ of the *M/S* _____.

WHEREAS, the employer is desirous that certain Pipeline works should be executed.

Viz:- " _____."

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this contract agreement words and expressions shall have the same meanings as are respectively assigned to them in the condition of contract hereinafter referred to.
2. The following documents specifically applicable to the said works shall be deemed to form and be ready and construed, as part of this contract agreement, and together with this agreement contract shall hereinafter be referred to as the contract documents. The order in which the documents are listed shall be indicative as to their priority in the event of (hereinafter referred to as "contract documents"):
 - i.* Contract Agreement.
 - ii.* Work Order
 - iii.* Letter of Acceptance.
 - iv.* LOI.
 - v.* Authority Letter.
 - vi.* JV Agreement with Responsibility Matrix (If any)
 - vii.* Affidavit
 - viii.* Integrity Pact
 - ix.* Form's
 - x.* Ethic Undertaking
 - xi.* Proposed construction schedule with Gantt Chart
 - xii.* Method of Performing the work
 - xiii.* Camping arrangements
 - xiv.* Organization Chart
 - xv.* Technical Specifications
 - xvi.* All Drawings
 - xvii.* Priced BOQ
 - xviii.* Compliance Sheet.
 - xix.* Bidding data
 - xx.* Special Stipulations.
 - xxi.* Particular Condition of Contract.
 - xxii.* General Condition of Contract.
 - xxiii.* Construction programme for execution of work over total period of ___ days.
 - xxiv.* Invitation of tenders.
3. The laws of Pakistan shall be the governing laws for this contract. This Contract shall have precedence over all other mentioned at Article 2 herein above.


Muhammad Muaz
C.E (P/Line)
Ext: 5065



PRE-QUALIFICATION


4. In consideration of the payments to be made by the Employer to the contractor as hereinafter mentioned the contractor hereby covenant with the Employer to execute, complete and maintain the works in conformity in all respect with the provisions of the contract and the contract documents within the contract period.
5. The employer hereby covenant to pay the contractor in consideration of the execution, completion and maintenance of the works the contract price at the times, and in the manner prescribed by the contract documents.
6. Payment of all running bills and final bill shall be paid within the time as required by OGDCL. No interest shall be paid to the contractor for any delay in payment at OGDCL part.
7. Contractor is required to mobilize within Fourteen (14) days from the date of issuance of the work order/ Engineers Notice to proceed.
8. The supervising officer will undertake to approve all contractors' material(s) and shop drawing submittals within Fourteen (14) days or sooner, from the date of their receipt.
9. There shall be no restriction by the Employer for the overtime working of the contractor necessary to complete the works within the required time schedule and the attendance by the Employer's representative at time outside normal working hours to monitor and inspect the works will be given freely upon reasonable notification. This assistance shall not be construed to mean permanent working and therefore permanent attendance outside the supervising officer's normal working hours.

Contract Cost Rs. _____ (Pak Rupee _____ *(In Words)* _____) **inclusive** of all taxes & duties except provincial sale tax. The contractor undertakes that no claims on account of market fluctuation will be entertained during the term of the contract for any item of work included in the schedule of Quantities annexed. The contractor shall not request for escalation of rates throughout the term of contract.

CONTRACT PERIOD: - ___ Calendar days from date of the site possession.

10. In case of default of the contractor and/or any of its sub-contractors and/or any violation of the terms and conditions of the contract and the contract documents by the contractor and/or any of its contractors the work will be done at the risk & cost of the contractor as per Engineering Practice.
11. Contractor shall provide performance Bond in the shape of a pay order/Bank Guarantee from a Scheduled bank of Pakistan @ 10% of the bid Price.
12. The performance Bond shall remain valid from date of commencement till date of completion of work.
13. Anything not mentioned/clarified herein, in such eventuality the terms and conditions of the contract documents shall apply.

SHEET 33 OF 36


Muhammad Muaz
C.E (P/Line)
Ext: 5065



PRE-QAUALIFICATION

IN WITNESS whereof the parties hereto have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hand and seals) the day and year first above written.

For and on behalf of OGDCL

Mr. _____

Designation _____

For and on behalf of the Contractor

Mr. _____

M/S _____

In Present of Witnesses:-

1. Mr. _____

CNIC# _____

2. Mr. _____

CNIC# _____

1. Mr. _____

CNIC# _____

2. Mr. _____

CNIC# _____

SHEET 34 OF 36


Muhammad Muaz
C.E (P/Line)
Ext: 5065



ANNEXURE – VI

AFFIDAVIT


Muhammad Muaz
C.E (P/Line)
Ext: 5065



PRE-QUALIFICATION

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 or 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 concern/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 or any of its directors have not been black listed/de-listed by 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 round 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)

SHEET 36 OF 36


Muhammad Muaz
C.E (P/Line)
Ext: 5065