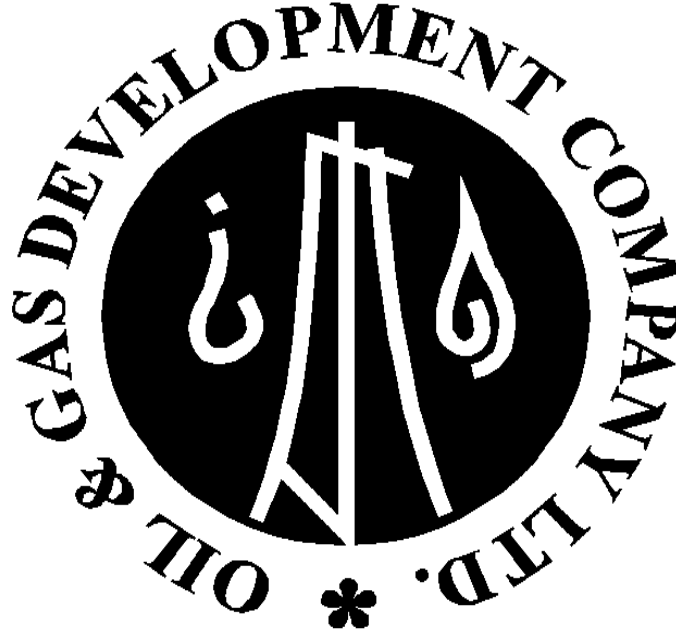


OIL & GAS DEVELOPMENT COMPANY LIMITED



TENDER ENQUIRY NO. PROC-SERVICES/CB/ADMIN-5290/2022

**HIRING SERVICES OF CONSULTANT FOR FEASIBILITY
STUDY OF HVAC SYSTEM INSTALLED AT OGDCL HOUSE
ISLAMABAD**

Note:

- i) Tender is to be processed on **single stage two envelope bidding procedure**.
- ii) **Bid bond of PKR: 200,000/- (Pak Rupees Two Hundred Thousand Only)** to be submitted with the technical bid. Please see tender documents for further detail.
- iii) The master set of tender documents (services) uploaded on OGDCL website (www.ogdcl.com) is the integral part of this TOR.

**HIRING SERVICES OF CONSULTANT FOR FEASIBILITY
STUDY OF HVAC SYSTEM INSTALLED AT OGDCL HOUSE
ISLAMABAD**

TERMS OF REFERENCE (TOR)

1.1. Oil & Gas Development Company Ltd (OGDCL) hereinafter referred to as "EMPLOYER" is hiring the services of Consultant for feasibility study of HVAC System installed at OGDCL House Islamabad. OGDCL HVAC System initially consisting of 02 Nos Mitsubishi Chiller Japan (absorption type) having capacity 570 TR each installed in 1997-8. In 2016, Ebara Chiller Japan (absorption type) having capacity 500 TR added in the system to enhance plant capacity. Now OGDCL intends to acquire services of a consultant for feasibility study of its old existence system thoroughly and require recommendations for improvement. The case will be processed through press tendering on single stage two envelope system under PPRA rules.

1.2. Consultant shall inspect the existing HVAC System thoroughly but not limited to the following:

- i. Performance of Mitsubishi Absorption Chiller 02Nos with all auxiliaries.
- ii. Condenser water system (Piping, Pumps, valves & cooling towers. etc.)
- iii. Chilled water system (Piping, Pumps & valves etc.)
- iv. BMS inspection.
- v. Air Handling Units 42. Nos (YORK)
- vi. AC ducts conditions.

The consultant will be responsible for all type of documentations, communication and other activities required for completion of the assignment.

The intent of this consultancy is to engage a Consultant who will apprehend Employer's requirements with respect to feasibility study of existing HVAC System. It is mandatory for participating consultants to visit / examine the Site and drawings available with OGDCL and to obtain for themselves on their own responsibility all information that may be necessary for preparing the proposal and entering into contract with the Employer.

1.3. The Consultant shall be deemed to have obtained all necessary information as to risks, contingencies and other circumstances which may influence or affect the proposal. To the same extent, the Consultant shall be deemed to have inspected and examined the Site, its surroundings, the relevant project data provided by the Employer and other available information, and have been satisfied before

submitting the proposal. All cost in this respect shall be at the consultant's own expense.

- 1.4. Consultant must have a valid PEC registration certificate in relevant category and in case of JV, all JV partners must have valid PEC registration certificate.
- 1.5 To be eligible for award of contract, bidders shall have to provide with technical bid the satisfactory evidence to OGDCL of their eligibility, capability and adequacy to carry out the contract effectively up to the end. All bids submitted shall include updates of the information on technical capability and firm's history that includes experience, list of similar projects carried out as per requirement of the Scope of work / TOR.
- 1.6 Proof of requirements mentioned at Sub-clause-1.5 must be submitted by the bidder along with the technical bid and shall be examined during technical evaluation.

Note: Technical evaluation of only those companies are to be carried out who fulfill all above conditions.

2. Scope of Work

Consultant shall carry out the study of existing installed HVAC system for its modification/ new chillers installations on the existing system.

- Complete HVAC system evaluation (field verification) and recommendation for how to proceed further with some options.
- Complete design duly verified by proponent at project proposal stage.
- IFC package upon agreement with proponent
- Contract documents development with all required specs.
- Project Supervision during execution i.e. Office support etc. Review of drawing, if any.
- Final testing & commissioning (under consultant supervision).

The consultant will to proceed as per following scope of work: -

(a) **Survey/Study of the existing HVAC system:** Survey/Study of the existing system for installation of new chillers compatible with the existing one, detailed design calculations/ recommendations regarding installation of chillers/Accessories (if any). Also study the current demand of facility. Provide different options.

Timing: Six (06) weeks from service order

(b) **Preparation of drawings, BOQ, Estimation cost & tender documents:** The following detailed tender documents, specifications & tender drawings shall be developed as per company format:

- (i) Preparation of complete set of drawings (must be modern technology, new

BMS must be included, energy monetizing and energy audit devices to be added in the system)

(ii) Preparation of technical specifications, bill of quantities to provide technical as well as work quantum guidance to the contractor for bidding on the project for actual installation.

(ii) Submission of a final cost estimate based on the complete design.

Timing: Eight (08) weeks after issuance of notice for said job.

(c) **Evaluation of Contractors Bids & Award of service order:** Scrutinizing the technical evaluation of all tender bids and then financial evolution of those bidders who only qualified in Technical evaluation along with the preparation of comparative statement.

Timing: Two (02) weeks each for technical and financial evaluation, after receiving bids from OGDCL (**Total 4 weeks**).

(d) **Supervision:** The consultant shall be fully responsible for supervision to be provided to ensure that the work is carried out as per the specification established. It also includes verification of contractor bills; the supervision job includes: -

- Office support during project execution. Responsible for verification of shop and as built drawings and any change in construction drawing.
- Equipment/part review.
- Consultant Engineer will be available at site during job execution
- Final testing & commissioning
- Training of O & M personnel

Supervision Time (Construction phase only) : One Year

Total Time period for completion of consultancy services: One year & five months. However, time required by OGDCL for review and approval of any matter shall not be included in the completion period (Consultant).

Note: PBG validity period of consultant: Two and half years.

However, if the project is not completed within time, consultant will be bound to extend its PBG accordingly.

3. TECHNICAL EVALUATION CRITERIA FOR THE BIDDERS:

S. No	Areas	Points
01	Company profile/its year of establishment/experience of similar business regarding chillers. CV of company officials (02 point for each year) Maximum : 30 Marks	Max. 30 Points
02	Consultancy experience in Similar HVAC Field for high rise buildings at least 10 floors with minimum 600 TR installations): Detail of Projects/ Contracts with complete addresses. (Provision of agreements/contracts with companies) having not less than 600 TR) (10 points for each project) Maximum. 50 marks	Max. 50 Points
03	Financial Strength of the Company (audited financial statements for the last 04 financial years must be provided) (05 points for each year.)	Max.20 Points

Note: Only the bidders who score overall min of 60 % in the technical evaluation & at least 50% in each category, will be considered technically responsive. Contract will be awarded to the bidder/bidders quoted lowest rates.

4. FINANCIAL EVALUATION: -

The commercial bids of only technically qualified bidders (i.e. 60 % in the technical evaluation & at least 50% in each category) will be opened and evaluated and contract will be awarded to the bidder quoted lowest rates.

The bidders are advised to quote their charges exactly in the following format. In case of noncompliance / deviation to the following format, the bidders can be declared non responsive

S. No.	DESCRIPTION	Price inclusive of (all taxes) except PST/ICT (Pak rupees)
01	Survey/ Feasibility Study of the existing HVAC system	
02	Design, BoQ & Estimation cost and preparation Tender Documents	
03	Evaluation of Bids & award of contract	
04	Supervision of Project	
	Total Price inclusive of (all taxes) except PST/ICT (Pak rupees)	

Note:

- i) Total Price should be inclusive of all taxes (except Provincial Sales Tax/ ICT Tax on services in Pakistan), duties, levies, charges etc.
- ii) Contract will be awarded to technically qualified and financially lowest evaluated bidder on complete package basis.

BID PRICE:

- 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. 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’)

PAYMENT TERMS:

Payment will be made phase wise after completion of each phase as per Scope of Work and against verified invoices at actual.

(This clause will prevail instead of Master Tender document “ITB” clause # 07 ‘PAYMENT’).

OTHER IMPORTANT INFORMATION

BIDDING METHOD:

Bids against this tender are invited on ‘Single Stage Two Envelope Basis’

AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting PKR: 200,000/- (Pak Rupees Two Hundred Thousand Only) to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

MANDATORY REQUIREMENT

For online payment to vendors/contractors through (IBFT & LFT). Following info is required from your company: -

1. IBAN (INTERNATIONAL BANK ACCOUNT NUMBER 24 DIGITS).
2. VENDOR NAME AS PER TITLE OF THEIR BANK ACCOUNT.
3. NTN NO.
4. CONTACT # OF COMPANY CEO/OWNER (MOBILE & LANDLINE).
5. POSTAL ADDRESS.
6. BANK NAME.
7. BANK BRANCH NAME & ADDRESS.

The master set of tender documents (services) uploaded on OGDCL’s website (www.ogdcl.com) is an integral part of this TOR alongwith clarification uploaded via following link:

<https://ogdcl.com/sites/default/files/tender%20download/CLARIFICATION%20-%20ONLINE%20TRANSFER%20OF%20FUNDS%20TO%20OGDCL.pdf>

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