

OIL & GAS DEVELOPMENT COMPANY LIMITED



**TENDER ENQUIRY NO: PROC-SERVICES/CB/C&ESS-
6400000101/2022**

**CONSULTANCY SERVICES FOR DESIGNING OF SMART SITTING
ARRANGEMENT / CUBICLES AT C&ESS DEPARTMENT SECTION ON 1ST
FLOOR, OGDCL MEDICAL CENTRE, F-8 ISLAMABAD**

Note:

- i) Tender is to be processed on **single stage two envelope bidding procedure.**
- ii) **Bid bond of PKR: 68,000/- (Pak Rupees Sixty-Eight 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.

TERMS OF REFERENCE (TOR) / SCOPE OF WORK

HIRING OF

**CONSULTANCY SERVICES FOR DESIGNING OF SMART SITTING
ARRANGEMENT / CUBICLES AT C&ESS DEPARTMENT SECTION ON 1ST
FLOOR, OGDCL MEDICAL CENTRE, F-8 ISLAMABAD**

DESIGN GUARANTEE.

1. This is to confirm that We M/S _____ undertake and certify that the Consultancy Services for Designing Of Smart Sitting arrangement / Cubicles at C&ESS Department Section On 1st Floor, OGDCL Medical Centre, F-8 Islamabad, shall be handled and executed with due care and diligence. All possible efforts shall be made to make each and every element of the project sound and stable both from Technical & Financial aspects.
2. We further undertake that We M/S _____ shall be responsible and liable for any fault occurred due to faulty technical design or professional negligence as per guidelines of Pakistan Engineering Council.

Sincerely yours,

Dated: - _____

M/S _____.
NIC NO. _____

1. OBJECTIVE

Oil and Gas Development Company Limited (OGDCL) intends to hire services of professional Consultant/Architect/Interior Designers for designing and their supervision as mentioned in subject. Main objective is to transform the C&ESS Department existing offices into cubicles / smart work places as per architectural standards to improve the working environment and maximum utilization of available space on 1st floor of OGDCL Medical Centre, F-8 Islamabad.

Consultant shall undertake all aspects of designing but not limited to the following tasks:

- i. Pre-design study.
- ii. Preliminary design.
- iii. Detailed interior design.
- iv. Preparation of Tender documents including BOQ.
- v. Cost estimate (Engineering Estimate).
- vi. Technical specification and material specifications.
- vii. Detailed working drawings of furniture & fixtures along with their 3D's.
- viii. Detailed supervision services for the subject work will be provided by the same Consultant.

2. PARTICULARS OF THE CONSULTANT.

Postal Address	:	
E-mail	:	
Telephones	:	
Fax	:	
Consultant's Representative	:	Name: Designation:

3. PRE-DESIGN PHASE

- i. The intent of this consultancy is to engage a Consultant who will apprehend Employer's requirements and create the aforesaid Design / Drawings /Tender Document for the project, who shall be responsible for design and supervision for completion of the Project within Terms/Conditions of the Contract
- ii. It is mandatory for participating consultants to visit and examine the Site and its surroundings 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.
- iii. 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 to have been satisfied before submitting the proposal. All cost in this respect shall be at the consultant's own expense.
- iv. The Consultant is required to submit an implementation plan.
- v. The Consultant is required to submit complete details of its key personnel. The employer reserves the right to interview the key personnel prior to signing of contract.
- vi. Consultant must have a valid PCATP registration certificate in relevant category and in case of JV, all JV partners must have valid PCATP registration certificate.

4. PRELIMINARY DESIGN PHASE

- i. Consultant is required to visit the site and understand the requirements of client and accordingly conduct complete survey of the site.
- ii. Consultant will Establish client's requirements, regarding output specifications and functional requirements complete with schedules of accommodation, areas and special requirements.

- iii. Consultant will collect available drawings from client and verify as per site with respect to existing structure. Consultant will also collect data regarding the existing conditions including location and capacity of existing utilities.
- iv. Consultant to conduct study on the convenience and feasibility of the premises to be renovated as smart offices.
- v. Consultant to give an attractive interior design according to the requirement of the employer.
- vi. The consultant will also provide interior designing including all furniture and accessories in this regard. Consultant will prepare basic layouts and furniture layout designs along with 3d Visualization. The consultant will develop 2D and 3D visualization drawings /renders.
- vii. Consultant will take Floor, wall and ceiling Considerations in interior design for selection of appropriate materials w.r.t interior design.
- viii. Consultant will prepare complete set of Preliminary drawings showing three (03) different options with respect to space utilization & interior design for the employer to select.
- ix. Consultant will also do replacement / relocation / renovation Design for Mechanical, Electrical, plumbing, public health / sewerage, drainage as per site requirements and regulations where required.
- x. Consultant will propose selection of materials using material charts.

5. DETAILED DESIGN PHASE

- i. Consultant shall carried out detailed design of existing site in the light of the approved preliminary drawings, existing structural, plumbing / electrical elements and collection of technical data and accurate information of premises though accurate measurement on site or with the help of existing layout plans.
- ii. Consultant shall submit complete set (AutoCAD & PDF format (soft) with colored 05 hardcopies on A-3 size) of architectural planning and designing, interior designing including all furniture, 2D and 3D visualization drawings /renders which will include all aspects but not limited to architectural plans, elevations, cross sections, schedule of finishes, interior design plan / elevations / sections / pictures, detail of furniture & layout.

Finishes should be properly described and illustrated through photographs where necessary. In case of special finishes, color, make and source must be given. All drawings must be on suitable scales along with the large-scale detailed drawings suitable for execution.

- iii. Complete detailed drawings for replacement / relocation / renovation design for Mechanical, Electrical, plumbing, public health / sewerage, drainage as per site requirements and regulations where needed shall be prepared and submitted by consultant.

6. CONTRACT DOCUMENT PHASE

- i. The consultant will provide BOQ / Estimate of all amendment works (Civil, Electrical & Mechanical & Plumbing etc) and new works in the building for planning, interior designing & furniture. Complete detailed Technical specification of each item of BOQ will also be required for tendering purpose.
- ii. Draft Tender Documents along with Bill of Quantities (BOQ) shall be prepared for the scope of works as approved in the “detailed design Phase” based on PEC standard bidding documents & OGDCL requirements
- iii. After approval of the draft tender documents, you will prepare complete set of tender documents including technical / material specifications and construction drawings (AutoCAD & PDF format (soft) with 05 hardcopies) Cost of these sets shall be included in quoted cost.

7. SUPERVISION PHASE

- i. Consultant will ensure execution of works as per contract agreement / bid documents signed between employer & contractor, approved design, relevant codes / standards, technical specifications and construction drawings.
- ii. Consultant will act as “The Engineer / Engineer In charge” as defined in the bid documents / contract documents and will discharge all

- responsibilities defined therein, in coordination with the employer, however, approval of employer is required to be obtained for the order, correspondence and instructions / directions regarding variation (cost & time), mobilization, payments, subletting, release of Performance Security & R.M, Suspension, EOT, fixing rates for additional items and defect liability certificate shall be subject to prior approval of employer.
- iii. Quality Assurance / Quality Control will be sole responsibility of consultant during execution.
 - iv. Consultant will monitor and appraise progress of the works for timely completion of the projects. Consultant will review and accept or reject Contractor's proposed work schedules.
 - v. Consultant shall ensure full time & continuous supervision / inspection of site, renovation materials, renovation operations, required tools & plants, Health Safety Environment & Quality (HSEQ) Standards and the works with regard to workmanship and compliance to technical specifications & construction drawings. Consultant will issue written orders to contractor to ensure safety of workers on site in Compliance to prevailing national requirements / rules.
 - vi. The period after completion of consultancy services for Design and up to award of renovation work shall not be included in supervision phase and no claim for supervision fee for this period shall be admissible.
 - vii. OGDCL is entitled to withdraw the supervision of the consultant, if found not satisfactory and cancel the contract with proper prior notice and subject to payment of the previous supervisory services provided by him.
 - viii. The consultant will quote supervision fee on monthly basis and total fee for construction period of 4 months.
 - ix. The consultant will provide a list of supervision staff for the subject work and the detailed CV mentioning their qualification and experience as per requirement of respective position.
 - x. OGDCL will give go ahead notice / order to Consultant for Renovation Supervision, once award of construction work and mobilization of contractor for construction is done.

- xi. If due to delay at OGDCL part Extension in Renovation Period was granted to contractor then the Supervision Period will also be extended subject to approval of the competent authority.
- xii. Completion reports along with completion certificate and as built drawings shall be submitted by the consultant to OGDCL after completion of the renovation work.
- xiii. Full time supervision will be responsibility of consultant.
- xiv. Consultant will provide following personal during supervision phase:

S. No.	Designation	No. of Persons	Percent Utilization	Total Months
1	Resident Engr / Project Manager	1	100%	04
2	Architect	1	50%	02
3	Site supervisor	1	100%	04

8. FEE PROPOSAL

In accordance with the required stages above, Consultants shall submit schedule of prices (duly filled, stamped and signed by the authorized representative) as below:

SCHEDULE OF PRICES

ITEM NO.	DESCRIPTION	QUOTED PRICE (PKR)
A	DESIGN PHASE	
(i)	Lump sum fee for preparation of Preliminary drawings / Drawings as per TOR and instruction of employer.	
(ii)	Lump sum fee for preparation of detailed design / working Drawings as per TOR. Instructions of Employer and based on approve Preliminary design.	
(iii)	Working out of quantities as per drawings and site requirements and preparation of bill of quantities & Cost estimate as per TOR and instruction of Employer.	
(iv)	Preparation of tender documents including technical specifications / material specifications as per BOQ and drawings.	
B	SUPERVISION PHASE	

(i)	Fee for Supervision services (for 01 month) based on required personnel as per clause 7 (xiv).	
	Fee for Supervision services (for 04 months) (04 x Price at B(i))	
GRAND TOTAL A + B		
Quoted amount shall be inclusive of all applicable taxes , overheads , profits and excluding PST / ICT Sales Tax		

- i. Time period for payment of the Consultant's approved invoices shall be as per Employer's internal procedures. The Consultant shall not be entitled for any "profit and/or interest" for any delay in payment of verified/approved IPCs &/or Final Bill.
- ii. The above Fee is fixed for the scope of Services as detailed under relevant clauses of this RFP and is not subject to escalation or adjustment for rises or falls in cost of labor or goods, material and other inputs to the Services.
- iii. Bid price shall be inclusive of all taxes, duties, levies, charges etc. except ICT Sale Tax on services.
- iv. Overhead charges of design office of the Consultant (during performance of the Services) are deemed to be included in the quoted Fee given above.

9. SCHEDULE OF PAYMENT FOR DESIGN & TENDER DOCUMENTS STAGE AND SUPERVISION STAGE.

Payment for each stage as per schedule of prices will be made after submission and approval of required deliverables as per TOR. For supervision payment will be made on monthly basis during completion period or any extension thereof.

10. TIME FOR COMPLETION

1. Duration of Consultancy Services as per TOR shall be 90 calendar days for design & contract documents phase comprising Of 30 days for preliminary design stage, 30 days for detailed design stage and 30 days

- for submission of tender Documents including BOQ, estimate, technical specifications & execution drawings. While duration of supervision stage shall be 04 consecutive months after mobilization of the contractor at site as intimated by OGDCL.
2. Time required by OGDCL for review and approval is not included in above mentioned time frame.
 3. The schedule period for supervision is 04 months, however it will be subject to the following: -
 - i. If completion of project is achieved earlier than the approved completion period than payment for supervision will be done as per actual completion date at site.
 - ii. If the project is delayed due to lack of supervision at consultant part, LD will be imposed on consultant as per standard OGDCL of contract for L.D and no payment will be made for the delayed period at his part.

11. ELIGIBILITY OF CONSULTANT AND STAFF REQUIREMENT

- i. The Consultant shall undertake to assign capable and experienced Design management and Construction supervision personnel to discharge the Services under TOR, and not sub-contract any of the Services without the prior written consent of the Employer.
- ii. The Consultant is expected to have within his team all necessary expertise as is required to discharge fully the Services at the appropriate stage of the design and construction supervision.
- iii. The engineering services shall be provided by the Key Personnel, who will be assisted by Non-Key Personnel. The evaluation shall be done based on the following criteria; however, remuneration of other required professionals shall be built in the quoted cost of the consultant. Bidders scoring less than Fifty (50) percent in each category and less than seventy (70) percent in total / overall points shall be rejected and their financial bids shall be returned un-opened.

TECHNICAL EVALUATION CRITERIA			
EVALUATION CRITERIA		Max. Marks	Firm-Marks
I. Firms Experience		40	
	a) General Experience of the firm For General Experience No of year of the firm in business will be considered. 1 mark/1 year and Max. 10 marks.	10	
	b) Relevant Experience of the firm For Relevant Experience of Firm 10 similar Projects will be considered for evaluation. Each Project carry 03 marks. Note: 05 projects of Interior Design for smart office / work space & 05 projects of Supervision of interior design projects for smart office / work space will be considered for evaluation only.	30	
II. Personnel (Areas of Expertise)		60	
	i. Design Phase	30	
	a) Architect (Enlisted with PCAT-P) for Designing	20	
	Qualification (M.Sc. Arch – 5; B. Arch. – 3)	5	
	Experience Relevant Exp. = 10 Years, Max 05 marks. (01 mark/ 02 years), No of Project as Lead Architect = 10 Nos, Max 10 marks (01 mark/project) Relevant Experience in architectural design of Smart Workspaces or Offices will be considered for evaluation only.	15	
	b) Interior Designer	10	
	Qualification (Bachelors in Interior Design is mandatory)		
	Experience Relevant Exp. = 10 Years, Max 05 marks. (01 mark/ 02 years) No. of projects executed as interior designer 10 projects, Max 05 marks (01 mark / 02 projects)	10	

ii. Construction Supervision Phase	30	
a) Resident Engineer	20	
Qualification (B.Sc. Civil Engineering is mandatory requirement)		
Experience Relevant Exp= 10 Years, Max 10 mark. (01 mark/year), No of projects as Resident Engr Exp= 10 Nos, Max 10 Marks, (01 mark/project) Note: Relevant Experience in supervision of similar projects will be considered for evaluation only.	20	
b) Architect for Supervision	10	
Qualification (Bsc. Architecture is mandatory requirement)		
Experience Relevant Exp. 10 years, Max 5 marks (01 mark / 02 year) No of supervision projects as architect= 5 Nos, Max 05 Marks, (01 mark/ 01 project)	10	
TOTAL	100	

Note:

- (1) Detailed CVs of personnel, mentioning the required data for evaluation as per criteria be attached.
- (2) To asses firm's experience completion certificates / performance certificates and contract documents are required.
- (3) Joint Ventures of firms will be evaluated as per standard procedure of bid evaluation.

12. Bid Evaluation on Quality Cum Cost Based Selection (QCBS):

15.1. Single Stage two-envelope procedure shall be adopted as procurement procedure for this work under PPRA rules. Bids shall be evaluated on Quality Cum Cost Based selection (QCBS) as defined in PPRA rule 2 (1). A combined technical and financial evaluation shall be done by assigning weightage of 40:60 to technical and financial components for evaluation / ranking of technical and financial bids respectively. Highest ranked bid will be considered for award.

Technical Bid

15.2. Technical Evaluation will be done as per the evaluation criteria given in TOR. Each responsive bid shall be attributed a technical score (St). Bidders scoring less than Fifty (50) percent in each category and less than seventy (70) percent in total / overall points shall be rejected and their financial bids shall be returned un-opened.

Financial Bid

15.3 The financial bids of technically responsive bidders, on the basis of evaluation of technical bids, shall be opened in the presence of the representatives of these firms, who shall be invited and who choose to attend. The employer shall inform the date, time and address for opening of financial bids accordingly. The total cost of each proposal shall be publicly announced to the attending representatives of the firms.

15.4. The evaluation committee shall determine whether the financial bids are complete and without computational errors. The lowest financial bid (Fm) among the all opened financial bids shall be given a financial score (Sf) of 100 points. The financial scores of the other proposals shall be computed as follows:

$$a. \quad S_f = \frac{100 \times F_m}{F}$$

15.5. Bids, in the quality cum cost based selection shall finally be ranked according to their Combined technical (St) and financial (Sf) scores using the weights (T- the weight given to the Technical bid, P = the weight given to the financial bid; and T+P=1) .

(F = amount of specific financial proposal / quoted bid price)

(Fm= amount of lowest financial bidder / quoted bid price)

(Sf = financial Score of specific proposal / bidder)

$S = St \times T \% + Sf \times P\%$.

The bidder scoring highest points in Quality Cum Cost Based Selection shall be considered for award of work.

13. MISCELLANEOUS/ GENERAL PROVISIONS.

- i. Consultant will follow local Laws in performance of its services and regarding Safety/Security & Insurance of its workers.
- ii. Submission of bid will mean that the Consultant; after visiting the site, reading carefully and having examined all terms and conditions referred above, is agreed to undertake the Works, if awarded.
- iii. Successful bidder will be required to present design / options to OGDCL management, as advised.
- iv. If required, successful bidder will be bound to provide any other documents without any additional charges.
- v. The drawings and other documents prepared in connection with the project shall be the property of OGDCL and copyrights therein shall vest with OGDCL.
- vi. No escalation shall be allowed on account of fluctuation in market rates, delay in approval of design on OGDCL part or any other reason.
- vii. OGDCL may terminate the contract at the design stage or earlier or later without entertaining any claim of the consultant on this account. Payment for the design work executed and verified by OGDCL will be considered.
- viii. All bills shall be paid, as per OGDCL procedure and in time as required by OGDCL and no interest for delay in payment of running bills or Final bill is applicable.

Accepted by Consultant

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 to PKR: 68,000/- (Pak Rupees Sixty-Eight Thousand Only) to be submitted with the technical bid. Please see tender documents for further detail.

AMOUNT OF PERFORMANCE BOND:

Successful bidder will be required to submit Performance Bond amounting to Ten (10) percent of the Contract value.

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:

[OIL & GAS DEVELOPMENT COMPANY LIMITED \(ogdcl.com\)](http://www.ogdcl.com)

<https://ogdcl.com/sites/default/files/tender%20download/REVISED-TENDER%20DOCUMENT-SERVICES-PPRA%20AMND-09-12-2022-REV.pdf>

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