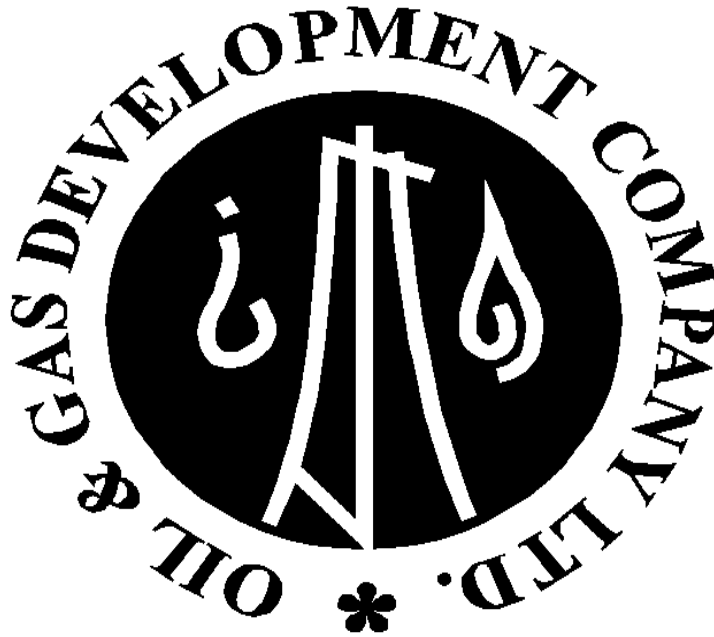


# OIL & GAS DEVELOPMENT COMPANY LIMITED



## TENDER ENQUIRY NO: SER/CB/HR-6400000036/2022 HIRING OF HEAD HUNTER SERVICES

**Note:**

- i) Tender is to be processed on **SINGLE STAGE SINGLE ENVELOPE bidding procedure.**
- ii) **Bid bond of PKR: 200,000/- (PKR: 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](http://www.ogdcl.com)) is the integral part of this TOR.

# **TERMS OF REFERENCE (TOR) / SCOPE OF WORK**

## **1. The Company/ Background**

Oil & Gas Development Company limited (OGDCL) is a Public Sector Company and the flagship of the country's E & P sector. The Company is the local market leader in terms of reserves, production and acreage and is listed on all three stock exchanges in Pakistan and also on the London Stock Exchange since December 2006.

As Pakistan's largest Oil & Gas producer, OGDCL's production stands at 34000 BPD of Crude Oil (Net Averaged), 836 MMCFD of Gas (Net Averaged) and 781 MTD of LPG (Net Averaged) . Having 40 plus Operated Oil & Gas Fields, geographically distributed all across the country; OGDCL has 18 Oil & Gas processing plants. These include Dehydration, LPG, Sulphur Recovery, H<sub>2</sub>S Removal, Gas Sweetening, Condensate Stabilization, Refining and Compression plant. OGDCL owns 09 drilling and 01 work-over rig, moreover five Seismic Teams are in operation with Vibroseis Dynamite Energy Source.

OGDCL has a workforce of over 12000 employees inclusive of casual workers. OGDCL's primary objective is to enhance its reserves and production profile and ultimately maximize value for shareholders.

## **2. Brief Scope of Work**

To ensure competitive edge, the company require the services for head hunter firm with proven track record and expertise preferably in E & P sector for hiring Senior Executive Level positions only.

## **3. Invitation of Bids**

Bids are invited for hiring the services of head hunter firms for a period of **02 years** on rate running basis from the date of signing of contract extendable with mutual consent.

## **4. Instructions for Consulting Firms**

- 4.1 The head hunter firm should have at least five (05) years' experience as headhunter in handling at least five (05) successful projects preferably in E & P industry (Provide relevant documents).
- 4.2 The headhunter firm should have proven expertise in the delivery of all aspects of the proposed project. The headhunting process is to be carried out in a highly professional manner; only candidates who are genuinely interested in considering new opportunities are briefed about vacant positions in hiring firms, while maintaining strict confidentiality. Headhunters will provide detailed feedback at every stage of the search process, helping OGDCL in right decision-making.
- 4.3 The knowledge of best practices prevailing globally in E & P industry along with technical and operational expertise will provide added advantage to the headhunter firm.

- 4.4 The headhunter firm should have a dedicated team of professionals with top class educational background and prior experience preferably in the E & P sector with successful track record of conducting /implementing similar projects with particular emphasis on headhunting.
- 4.5 The headhunter firm should have consulting resources and capacity to deliver for a complex and multi-faceted positions with an aggressive timeline (Relevant documents required to verify the claimed experience/resources).
- 4.6 The headhunter firm designated team members may possess relevant degrees and expertise (Proof/required).
- 4.7 Sound financial strength of the headhunter firm (03 years annual audited reports to be provided).
- 4.8 Methodology for successful and completed assignment of headhunting.
- 4.9 In case if headhunter firm is working as a global company/firm, the headhunter firm may have their local presence in Pakistan either in terms of local office or affiliation with a local consultant.
- 4.10 All confidential information relating to the company and / or any information obtained by the contractor or its personnel in the cause of performance of the services shall be considered confidential and shall not be divulged by the contractor or its personnel to any person, firm or corporation. The obligation under this clause shall continue notwithstanding the termination or expiry of this agreement.

#### 5. Technical Evaluation Criteria:

Sr. No.	Evaluation Aspect		Maximum Points
5.1	Experience	Number of years of relevant experience manpower Upto 05 Years.....15 Marks Above 05 upto 10 years.....25 marks More than 10 years.....30 marks (Provide relevant documents)	30
5.2	Assignment	Upto 05 assignment.....15 Marks 06 to 10 assignment.....25 marks More than 10 assignments.....30 marks (Provide relevant documents)	30
5.3	Methodology	Brief of the methodology followed for 05 successfully & completed assignment of headhunting (Provide relevant documents)	20
5.4	Solvency	Last 03 years Annual Audited Reports/ Profit & Loss statements. (Provide relevant documents)	10
5.5	Company	Number of Consultants having relevant	10

Profile/Qualification and experience of Consultants	academic or professional degrees and experience of at least 05 years (Provide relevant documents)	
Total Marks (Qualifying marks are 60 %)		100

## 6. Financial Bid Format:

Sr. No.	Evaluation Aspect	Percentage
1.	Percentage of commission to be charged on first gross salary of each post	_____ %

### \*Note: Evaluation Criteria for Award of Contract:

Bidder having Technically Responsive Bid and lowest quoted percentage commission will be considered for award of contract.

### Notes:

- 6.1 Bid will be submitted on single stage one envelope bidding procedure.
- 6.2 Bid security will be PKR: 200,000/- (Rupees Two Hundred Thousand only) which must be attached with the bid at the time of bid submission.
- 6.3 Headhunter will be hired on Quality and Cost Based Selection criteria.
- 6.4 Weightage for technical & Financial Evaluation criteria will be 70% and 30% respectively.
- 6.5 Percentage of commission will be offered on the salary referred at 6.5.1, inclusive of all taxes/duties except PST.
- 6.6 Payment will be made through cross cheque in Pak Rupees, at actual, against verified invoices.
- 6.7 OGDCL shall ensure to make payment to the Head Hunter as early as possible against duly verified invoices. However, any payment made after thirty (30) days shall not in any way attract any markup, interest, surcharge or charges etc.
- 6.8 Head Hunter upon finalization of each assignment completed under this contract shall be liable to receive the following:
  - 6.8.1 Percentage of Salary (on completion of assignment),
  - 6.8.2 Reimbursement of Advertisement charges (as per actual with prior approval of client)
- 6.9 Out of pocket expense include Consultants'/Candidates' travel, boarding & lodging for and on behalf of OGDCL with prior written consent of OGDCL shall subsequently

be reimbursed by the company at actual. Psychometric testing of potential /short listed candidate, if and where applicable with prior written consent approval of client shall be reimbursed as per actual.

- 6.10 To avoid delay in payment, it is essential that the invoices shall:
- 6.10.1 Be duly signed and stamped by authorized person and type-written in English
  - 6.10.2 Describe services provided along with clearly mentioning the location of the Company where Services have been provided.
  - 6.10.3 In case all formalities are completed but the candidate does not join, then no payment shall be made.
  - 6.10.4 Invoices along with required documents must be submitted to Manager Accounts on the following address for onward verification by Manager of end user Department of OGDCL:

Manager (Accounts)  
OGDCL House, Plot No. 3 (New No 3013)  
F/6/G-6, Jinnah Avenue, Islamabad (Pakistan)

- 6.11 **Duration of contract will be 02 years** on rate running basis as and when required and will be extendable on mutual consent of both the parties.
- 6.12 Job descriptions shall be provided to the successful bidder at a later stage for processing.
- 6.13 Contract will be signed as per terms and conditions of the contract attached herewith at Annexure "A".

# Annexure "A"

## STANDARD TERMS FOR HEAD HUNTER

**Contract No.** \_\_\_\_\_

### **NAME OF SERVICES: (Hiring of Head Hunting Services)**

This contract for hiring of Head Hunter (Contractor) is made at Islamabad as of this \_\_\_\_\_ day of \_\_\_\_\_/year of execution, by and between Oil & Gas Development Company Limited (Client) & M/s \_\_\_\_\_ (Head Hunter).

In consideration of mutual undertaking and covenants hereinafter set forth, the parties hereby agree as follows:

#### **SECTION-1 (SCOPE OF WORK):**

The description of work includes:

1.1 The Head Hunter shall provide services of head hunting for positions required by client from time to time during the term of the contract.

1.2 The Client shall provide information for the position to be filled through Head Hunter which may include the position title, job responsibilities, relevant qualifications, experience and any other relevant considerations so that contractor shall provide pool of candidates as per given requirement.

1.3 The Head Hunter shall prepare and must publish the advertisement in leading newspapers and other sources for inviting potential applications for recruitment to the posts required by the client. The Head Hunter shall submit the professional profile analysis report along with summary of each short listed candidate.

#### **SECTION-2 (TERM):**

The initial term of this contract shall be 02 years from the date of signing of contract unless earlier terminated under the provisions hereof. Any extension in the term of contract will be subject to mutual consent of both the parties.

#### **SECTION-3 (PAYMENT TERMS):**

3.1 Payment will be made through cross cheque in Pak Rupees, at actual, against verified invoices.

3.2 OGDCL shall ensure to make payment to the Head Hunter as early as possible against duly verified invoices. However, any payment made after thirty (30) days shall not in any way attract any markup, interest, surcharge or charges, etc.

3.3 Head Hunter upon finalization of each assignment completed under this contract shall be liable to receive the following:

3.3.1 \_\_\_\_\_ Salary (on completion of assignment);

3.3.2 Reimbursement of Advertisement charges (as per actual with prior approval of client);

3.3.3 Out of pocket expense include Consultants'/Candidates' travel, boarding & lodging for and on behalf of OGDCL with prior written consent of OGDCL shall subsequently be reimbursed by the company at actual. Psychometric testing of potential/short listed candidate, if and where applicable with prior written consent approval of Client shall be reimbursed as per actual.

3.4 To avoid delay in payment, it is essential that the invoices shall:

3.4.1 Be duly signed and stamped by authorized person and type-written in English.

3.4.2 Describe services provided along with clearly mentioning the location of the Company where Services have been provided.

3.4.3 Invoices along with required documents must be submitted to Manager Accounts on the following address for onward verification by Manager of end user Department of OGDCL:

Manager (Accounts)  
OGDCL House, Plot No. 3 (New No 3013)  
F-6/G-6, Jinnah Avenue, Islamabad (Pakistan).

#### **SECTION-4 (TAXES AND DUTIES):**

4.1 All the taxes on the income or payments to the contractor arising, accruing or resulting under the contract, whether present or future, assessed or payable inside or outside Pakistan shall be the exclusive responsibility of the contractor or its sub-contractor(s). Company, in order to discharge its responsibilities as withholding agent shall withhold income tax from the payments to the contractor within the contract value at the rates applicable at the time of payments.

4.2 Sales tax on goods as well as services is applicable in Pakistan under Federal/ Provincial Sales Tax Laws. The Contractor being registered with respective Federal/Provincial Revenue Authority of Pakistan is entitled to charge applicable sales tax over and above its bid price and will be responsible for the payment of such sales tax to

the respective revenue authority as per the prevailing Federal/Provincial Sales Tax Laws. OGDCL being the withholding agent shall withhold sales tax from the contractor (whether registered or unregistered), as per respective sales tax withholding rules.

4.3 The above clauses relating to payment of taxes would prevail notwithstanding a contrary expression reflected in any other clause of the contract.

**SECTION-5 (ARBITRATION):**

5.1 If any technical question, difference or dispute arises under this contract, the parties shall use their best efforts to promptly resolve such dispute, controversy or disagreement. However, if the dispute continues, MD/CEO of OGDCL shall have a final authority to settle the dispute of any nature.

**SECTION-6 (TERMINATION):**

6.1 The Company shall have the right to terminate the contract, in whole or in part, without any cause at any time upon thirty (30) days' prior written notice. Upon receipt of such notice of termination, the Contractor shall promptly cease all further services under the contract with such exceptions, if any, specified in the notice of termination. The Company shall pay the Contractor for all services performed and obligations incurred prior to the date of termination in accordance with the terms of the contract.

**SECTION-7 (ERADICATION OF CORRUPTION):**

7.1 All vendors, suppliers, contractors, consultants and alike are encouraged to inform the MD/CEO and Heads of Departments in case where any Company's employee asks for any type of favor whether monetary or any kind. You can contact the MD/CEO and Heads of Departments on the following addresses, phone numbers, faxes or e-mail:

MD/CEO  
Oil & Gas Development Company Limited  
OGDCL House, Blue Area, Islamabad.  
Tel No. 051-9244102, 2623020  
Fax No. 051-9209708  
E-mail: md@ogdcl.com

IN WITNESS WHEREOF, the Parties hereto have executed this contract as of the date first above written.

**Company:**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Witness: \_\_\_\_\_

**Contractor:**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Witness: \_\_\_\_\_



## **OTHER IMPORTANT INFORMATION**

### **BIDDING METHOD:**

Bids against this tender are invited on **'Single Stage Single Envelope Basis'**

### **AMOUNT OF BID BOND:**

**Bid Bond /Bid Security amounting to PKR: 200,000/- (PKR: Two Hundred Thousand Only)** to be submitted with the technical bid. Please see tender documents for further detail.

### **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](http://www.ogdcl.com)) is an integral part of this TOR alongwith clarification uploaded via following link:

<https://ogdcl.com/sites/default/files/TENDER%20DOCUMENT-SERVICES-%20amended%20as%20per%20PPRA%20amendment%20dated%2010-05-22%20uploaded%20on%2021-06-22.pdf>

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