

OIL & GAS DEVELOPMENT COMPANY LIMITED



**TENDER ENQUIRY NO: SERVICES/CB/C&ESS-
640000082/2022**

Hiring of Project Management Consultancy Services for Wali Development Project

Note:

- i) Tender is to be processed on **single stage SINGLE envelope bidding procedure.**
- ii) **Bid bond of PKR: 86,000/- (Pak Rupees Eighty-Six 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.
- iv) Bidders are requested to read this document carefully and provide complete information required in this TOR. All information required in the Technical Evaluation Criteria must be provided.

TERMS OF REFERENCE (TOR) / SCOPE OF WORK
Hiring of Project Management Consultancy Services for Wali
Development Project

1. INTRODUCTION:

The Wali well #1 has been drilled and tested successfully. For getting flow from this well, a Pipeline 8" NPS 8" x 16 km (tentatively), wellhead assembly and Early Processing Facility is being constructed. C&ESS Department is responsible for the Construction of Wellhead, Pipeline Laying and Civil works (Construction of equipment foundations, pre-fabricated security plant boundary wall etc.).

2. OBJECTIVE:

OGDCL intends to hire Project Management and Control Services specialize in planning, coordinating, and executing projects to help Company to achieve project goals and objectives within scope, time, and budgetary constraints

3. SCOPE OF WORKS:

The Project Management Consultancy Services are responsible for supporting C&ESS team for the smooth delivery of project. The role of Project Management Consultant firms typically involves following duties:

- a) Development of a project management plan
- b) Development of Project Schedule, resources allocation, Project Progress
- c) Ensuring the project stays on budget and timeline
- d) Quality management of the project
- e) Developing a Project Communication Plan
- f) Training the team on Primavera/ MS project /new processes or systems
- g) Executing the project roadmap and tasks that need to be accomplished
- h) Monitoring and reporting back on project progress
- i) Closing out the project and providing a final report
- j) Review of Contractor's Daily/Weekly/Monthly Progress, Look ahead Plan
- k) Vigilant monitoring of Schedule compliance by the Contractor(s). Suggest Corrective action in case of Slippage / delay in schedule.
- l) Expediting the contractual milestones by using forecasting techniques and risk mitigation planning support to OGDCL site teams.
- m) Consultant will equip their site supervision team / engineer with all resources like laptop computers, PPE's (safety shoes, CONSULTANT coverall with MONOGRAM, gloves, goggles, hard hat, ear muffs etc.), Wi-Fi connectivity, mobiles sets etc.
- n) Consultant site engineer must have valid PEC certificate, CNIC, EMPLOYMENT CARD with CONSULTANT LOGO and his/her picture clearly visible for security check.

4. RESPONSIBILITIES PERTAINING TO CONSULTATION OFFICE SERVICES:

The services to be provided will include but not limited to following:

- General, consultation and liaison services throughout the project duration.
- Prepare detailed overall Project Schedule.
- Prepare Critical Path method networks.
- Daily, Weekly and Monthly Progress Report covering the milestones of projects.

- Review, schedule and planning activities of all parties involved in execution of the project.
- Monitor and progress review of Construction works.
- Prepare and issue minutes of meeting in a timely manner.
- Review the detailed project execution plan submitted by the Construction Contractor.
- Develop detailed stage and final inspection plans.
- Review of Level-III schedules, submitted by the Construction Contractor to ensure timely Completion of the project.
- Prepare overall progress report and participate in Stakeholders / Partners meetings, as required.
- Training of C&ESS team (Office and Field) on licensed Primavera/ MS Project.

5. EXPERTISE:

Project consultants must have minimum 05 years' experience of providing of Project Management, monitoring & Control Services for Pipeline laying & piping projects in Oil and Gas Industry.

6. QUALIFICATIONS:

Consultant must have BSc in Engineering and Project Management Professional (PMP) ® certified. All CVs are to be approved to OGDCL prior to any mobilization.

Consultant would propose two CVs against each position. OGDCL would reserve the right to get alternate nominations subject to its satisfaction. OGDCL decision would be final in personal approval for site/Head office.

7. PROJECT DELIVERABLES:

- Project Management Plan
- Risk Management Plan
- Communication Plan
- Project Status Report (Daily, Weekly, Fortnightly) in the form of Presentation)
- Daily email DPR from site with copies to site team and Head Office Staff (Company and Consultant) is to be supported with documents and photographs if so required.
- Recording Minutes of Meeting
- Project Change Request
- Project Closure
- Project Cost Report

8. TIME FOR COMPLETION:

Duration of the execution of Consultancy Services shall be 5 months (150 Calendar Days) consecutive commencing after one week of the issuance of Notice to Proceed by the Company. Any extension in term of Contract will be subject to mutual consent of both the parties in writing.

9. MANDATORY CRITERIA:

- Only Pakistan based ENGINEERING Consultancy Company registered with Pakistan Engineering Council (PEC) as Consultant in 1235 and 1236 certificates are eligible to participate in this tender.

- Any inspection services company registered with PEC are also eligible for this supervision contract / tender, as above.
- Consultants to be registered with relevant federal & provincial tax authorities (PST/ICT), FBR registration, and valid copies to be attached with bid proposal.
- Resources like COVID & other mandatory Vaccinations, laptop computers, PPE's (safety shoes, CONSULTANT coverall with Night reflectors of over 4 foot / MONOGRAM, gloves, goggles, hard hat, ear muffs etc.), Wi-Fi connectivity, mobiles are to be confirmed and will be responsibility of Contractor.
- PEC and FBR certificate of incorporation to be included in the bid proposal.
- Consultant would submit two (for each of line items) CV's from the respective trade for OGDCL record with a table showing
 - 1) Date of employment
 - 2) PEC Reg.
 - 3) Mobile phone numbers must be provided for cross verification
 - 4) PMP certifications with valid copy (only head-office if applicable).
 - 5) Project roles with client name Client focal person name, company, and mobile number
- Data as above for all contact details are to be provided in a MS excel tabulated data sheet.
- One CD of the bid proposals are to be attached with bid.
- Conditional bids would be summarily rejected. Consultant to confirm any deviation in COVER LETTER with the bid, if any deviation to the bid is not provided in the cover letter, it would be deemed that bid is 100% in compliance to OGDCL specifications / tender.
- Bid must be flagged and ANNEXED for documentary evidence (and necessary papers / certifications / CV / Bank Statements / Audits Reports etc.) for PARA 10.0 and 11.0 (all line numbers) for evaluation purposes. OGDCL tender and TOR are to be signed and stamped at each page and submitted with bid.
- Work mythology at site and office(s) are to be provided with organogram / roles & responsibility with bid proposal.

10. TECHNICAL EVALUATION CRITERIA (ELIGIBILITY CRITERIA):

SUMMARY OF TECHNICAL EVALUATION CRITERIA FOR BIDDERS

The bidding shall be as per Single Stage Single Envelope Procedure. All bids received shall be opened and evaluated in the manner prescribed in the bidding documents and as per criteria hereunder: -

Responsiveness = 70%.

1	2	3	4	5	6	7	8
Sr . #	Name of Firm	Audited Accounts for last 3 years duly signed & stamped on each page by Chartered Accountant	General Experience Work Orders Or Completion certificate required	Relevant Experience Work orders and Completion certificate required	Personnel Required For Wali-01	Total	Remarks
		Max. Marks	Max. Marks	Max. Marks	Max. Marks	Max. Marks	
		20	10	40	30	100	
1							
2							
3							

11. DURATION OF CONTRACT:

The duration of the contract is 05 Months (150 Calendar Days) from the date of mobilisation. Any extension in term of Contract will be subject to mutual consent of both the parties in writing.

12. PAYMENT TERMS:

- The payments to the service company will be made through cross cheque in Pak Rupees, at actual attendance (man days), against verified invoices by section in-charges/ Party Chief /Engineer In-charge after completion 30 Days or each month subject to satisfaction of Person In-charge (OGDCL's), completion of assignment and or contract period (man-days).
- The prices quoted by bidder in financial bid should be in Pak Rupees. The quoted price should be fixed/firm and are inclusive of all applicable taxes, duties and levies etc. except Provincial Sales Tax/ICT Tax on Services.

13. MODE OF PROCUREMENT:

- Bids against this tender are invited on **"Single Stage Single Envelope Bidding Procedure"** through press tendering therefore, the bidders shall submit original and copy of their technical and one original financial bid. Soft copy of technical bids also to be submitted.
- Contract will be awarded to "Technically Responsive Financially Lowest Evaluated Bidder".

Note: The Master Set of Tender Documents for Services uploaded on OGDCL's website are integral part of this TOR.

14. FINANCIAL BID FORMAT

Rates for evaluation to be quoted in below table:

Sr. No	Description	Required Personnel No(s)	Man Days Approx. Days / person	Man Day Rate PKR/Day (in PKR) (inclusive of all taxes except PST/ICT)	Total Price (in PKR) (inclusive of all taxes except PST/ICT)
1	Project Management Consultant at Head office F-8 Islamabad	01	150		
2	Site Coordinator/Supervisor for project monitoring and Control at site location Wali District Lakki Marwat, KPK & for FGCP-1.	02	150		
A	Grand Total of items @ Sr # 01 to 02 Inclusive of All Applicable Taxes Exclusive of PST/ICT				
B	Rate & Amount of PST/ICT Sale tax on total amount mentioned at Sr.1 (Rs.) @ ____ %				
C	Rate & Amount of PST/ICT Sale tax on total amount mentioned at Sr.2 (Rs.) @ ____ %				
D	Grand Total Inclusive of All Applicable Taxes including PST/ICT (A+B+C) Rs.				

In words TOTAL: Rupees

16. INVOICING & BILLING

- i) Invoices are to be verified by OGDCL Party Chief or PM/FM or Site In-charge from/on front. Consultant would have to submit field verified invoices (with contract copy, Annexure C, and work order note) to I/C (P/L & Fab) Office, Masood Mansion, OGDCL Medical Center, F-8, Islamabad.
- ii) For site supervision services, man-day rates will also include air/rail/bus transportation charges on lump sum. Company may arrange pick up (on-request & subject to availability & situation) from nearest airport / railway station / bus stop to project site and vice versa only.
- iii) For site supervision services, messing, food, boarding & lodging and transportation at sites/within fields shall be provided by COMPANY.
- iv) For Head Office OGDCL Islamabad works, COMPANY will not extend any accommodation, meals or transport. All-inclusive man-day rate without any additional head is to be quoted on lump sum basis.
- v) Security and transportation from nearest airport, railway station or major City Bus Depot to the site location shall be provided by the COMPANY, as per OGDCL site conditions (availed by other OGDCL officers at respective site).

- vi) Site working hours shall be twelve (12) hours per day and at Head Office it would be 8-10 hours per day.
- vii) All the expenses including travelling, boarding and lodging for attending all meetings at Company Islamabad Head Office including progress review meetings, design review meetings, and any technical clarifications meeting will be borne by the Consultant under lump sum man-day rate.
- viii) Payment will be made on actual verified attendance from the OGDCL location Party Chief, In-charge / Field Manager.
- ix) Man-day rates would be calculated for actual days cost on unitary (on day rate) method for increase or decrease payments based on site attendance.
- x) For services at Company Head Office, 5 days in a week will be considered normal working days. For services at Projects' Site (field location), all calendar days will be working days. However, for performing any essential services or pressing work assignments which cannot in any case be suspended or delayed, the Company may issue special instructions to the concerned personnel accordingly.
- xi) Only limited emergency medical treatment for the Consultant's personnel is only to be provided at field locations with the existing/available medical facility, neither claim will be acceptable in this respect. No other facility like hospitalization or medicines are covered under this agreement.
- xii) All work, after the award of this contract, shall be carried out as per instructions and satisfaction of the Company's Engineer Incharge, Party Chief, Section Incharge and/or OGDCL designated focal person.
- xiii) The Consultant shall have no claims against the Company in respect of any work which may be withdrawn, deleted, reviewed, abandoned or postponed by the Company. In this context, the Consultant shall be paid for only such works as are actually completed in accordance with the contract and duly certified by the Company.

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: 86,000/- (Pak Rupees Eighty-Six 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) 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