

# OIL & GAS DEVELOPMENT COMPANY LIMITED



**TENDER ENQUIRY NO: PROC-SERVICES/CB/C&ESS-  
6400000093/2022**

**Hiring Services for  
CONSULTANCY SERVICES FOR DESIGNING OF RCC  
WORKSHOP SHEDS WITH STEEL TRUSS ROOF FOR  
MECHANICAL, ELECTRICAL & INSTRUMENT SECTION  
INCLUDING OFFICES AND ASPHALTIC ROADS AT NASHPA  
LPG PLANT**

**Note:**

- i) Tender is to be processed on **single stage two envelope bidding procedure.**
- ii) **Bid bond of PKR: 47,000/- (Pak Rupees Forty-Seven 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**  
**for**  
**CONSULTANCY SERVICES FOR DESIGNING OF RCC**  
**WORKSHOP SHEDS WITH STEEL TRUSS ROOF FOR**  
**MECHANICAL, ELECTRICAL & INSTRUMENT SECTION**  
**INCLUDING OFFICES AND ASPHALTIC ROADS AT NASHPA**  
**LPG PLANT**

**which includes**

- i. Preliminary Design & Drawings.**
- ii. Detailed Design & Drawings.**
- iii. Preparation of BOQ , Estimate and tender documents including technical**
- iv. Specifications and complete set of construction drawings**

**Design Guarantee**

1. This is to confirm that We M/S \_\_\_\_\_ undertake and certify that the DESIGNING OF RCC WORKSHOP SHEDS WITH STEEL TRUSS ROOF FOR MECHANICAL, ELECTRICAL & INSTRUMENT SECTION INCLUDING OFFICES AND ASPHALTIC ROADS AT NASHPA LPG PLANT., shall be handled and executed with due care and diligence. All possible efforts shall be made to make each and every elements 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 Your's,

Dated:- \_\_\_\_\_

\_\_\_\_\_  
M/S \_\_\_\_\_.  
NIC NO. \_\_\_\_\_

1.1. Oil & Gas Development Company Ltd (OGDCL) hereinafter referred to as "EMPLOYER" is constructing RCC Workshop Sheds with Steel Truss Roof For Mechanical, Electrical & Instrument Section Including Offices And Asphaltic Roads At Nashpa LPG Plant, Karak, KPK. OGDCL intends to acquire Consultancy Services for subject services through open bidding as per single stage two envelope procedure. Detail of workshops and other works is as under:

- I. Construction of Mechanical Workshop Shed of 115'x50' with 10 Ton overhead crane (Provision of brackets / rails for overhead crane). 02 rooms on ground floor with kitchen & bath and 02 rooms on first floor with kitchen & bath are also to be included in this workshop but clear space for workshop shall be 100'x50'. Clear height should be 32'-6" from FFL. 01 Steel Sliding gate of 20'x20' should be provided.
- II. Construction of Electrical workshop shed of 65'x50' with 02 Ton overhead crane (Provision of brackets / rails for overhead crane). 02 rooms for office purpose with kitchen & bath are also included in this workshop but clear space for workshop shall be 50'x50'. Clear height should be 32'-6" from FFL. 02 Steel Sliding gate of 20'x20' should be provided
- III. Construction of Instrument workshop shed of 65'x50' with 02 Ton overhead crane. 02 rooms for office purpose with kitchen & bath are also included in this workshop but clear space for workshop shall be 50'x50'. Clear height should be 32'-6" from FFL. 02 Steel Sliding gate of 20'x20' should be provided
- IV. Construction of 20' wide asphaltic road of length 600'.
- V. Construction of 30' wide asphaltic road of length 170'.

1.2. It is envisaged that the consultant shall undertake all aspects of designing but not limited to the following tasks:

- i. topographic survey,
- ii. geotechnical investigations,
- iii. Foundation design,
- iv. preliminary design i.e, Architecture, Structural, MEP & other utilities,
- v. detailed design,
- vi. preparation of tender documents including BOQ,
- vii. estimate,
- viii. technical specifications and
- ix. construction drawings

1.3. The intent of this consultancy is to engage a Consultant who will apprehend Employer's requirements and create the aforesaid Tender Document for the project and who shall be responsible for design.

1.4. 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.

1.5. 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 to have been satisfied before submitting the proposal. All cost in this respect shall be at the consultant's own expense.

1.6. The Consultant is required to submit an implementation plan & narrative outlining the method of performing its obligations. The narrative should indicate in detail and include but not be limited to the staffing Organogram, staff utilization schedule, the sequence of work items; complete with details of required resources for all activities.

1.7. The Consultant is required to submit complete details of its key personnel including but not limited to those mentioned in TOR. The employer reserves the right to interview the key personnel prior to signing of contract.

1.8. 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.

**2.0 PARTICULARS OF THE CONSULTANT**

Consultants shall indicate in the space provided; their full and proper addresses at which notices may be legally served on them and to which all correspondence in connection with their proposals and the Contract is to be sent.

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

### **3.0 SCOPE OF SERVICES.**

- 3.1 The Consultant will use its best efforts to provide professional services to the assignment described as under. The Consultant shall exercise all skill care and diligence in the discharge of its duties and performance in this regard and shall be in accordance with the prevalent practices.
- 3.2 In accordance with TOR, the Scope of Services shall be in the following stages:

#### **A. DESIGN AND TENDER DOCUMENTS STAGE**

##### **4.2.0. PRELIMINARY PLANNING & DESIGN PHASE.**

It will include all aspects of preliminary design but not limited to the following:-

- 4.2.1. Topographic Survey of the site and preparation of a contour map with 1 feet contour interval on suitable scale.
- 4.2.2. Complete survey work for the site.
- 4.2.3. Setting up of Benchmarks and reference points for layout & fixing the required levels.
- 4.2.4. Establish client's requirements, regarding output specifications and functional requirements complete with schedules of accommodation, areas and special requirements.
- 4.2.5. Data Collection of the Existing conditions including location and capacity of existing utilities, access to the site and constraints (if any).
- 4.2.6. Geotechnical investigations for foundation design.

- 4.2.7. Preparation of complete set of Preliminary drawings showing different options for the employer to select.
- 4.2.8. Layout plan / Master Plan of the building with location and its orientation with surroundings buildings and roads.
- 4.2.9. Preparation of cross sections of the proposed utilities at all important points
- 4.2.10. Submission of Geotechnical / Soil Investigation Report for designing of the buildings and related Infrastructure.
- 4.2.11. Architectural plans, elevations, perspective views and X-Sectional details of the subject workshops. Preliminary structural design / drawings, MEP design / drawing & other utilities.
- 4.2.12. Detail of earthwork / excavation with respect to NSL for workshops and infrastructure.
- 4.2.13. Party Chief EFP-III at Fateh Jang Cell No.0300-5550946 will be focal person for any coordination regarding clarification of scope of work and for any necessary assistance at site (if required).

#### 4.3.0 **DETAILED DESIGN PHASE.**

Detailed Design shall be carried out in light of the Geotechnical / Soil Investigation report conducted at your part and as per the latest Seismic Zones. Detailed architectural, structural and service / utilities drawings (Mechanical, Electrical, water supply, drainage, sewage disposal, etc.) based on approved preliminary drawings shall be prepared on suitable scale along with the larger scale detailed drawings suitable for construction. Such working drawings shall comprise of the following:-

- 4.3.1 Complete set of architectural drawings including architectural plans, elevations and cross sections including schedule of finishes. The finishes should be properly described and illustrated through photographs where necessary.
- 4.3.2 Complete set of structural drawings including structural plan, cross sections of each members, concrete outline of each members, reinforcement details, bar bending schedule along with design report / structural calculations.

4.3.3 Complete set of MEP drawings & drawings for other utilities.

#### 4.4.0 **CONTRACT DOCUMENT PHASE.**

4.4.1 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 and shall comprise of the following.

- i. Description of work.
- ii. Conditions of contract all as per PEC pattern & OGDCL requirement.
- iii. Bill of quantities (BOQ) to accuracy of +/- 5%.
- iv. Technical specifications.
- v. Cost estimates based on MES SOR 2021 applicable premium.
- vi. Any other documents, necessary for implementation and construction of project i.e. variation / revision of drawings without additional charges.

4.4.2 After approval of the draft tender documents you will prepare the following:-

- i. 05 (Five) sets (hard copies) of tender documents including terms & conditions, Soil Investigation Report, BOQ, estimate, technical specifications, complete tender drawings and 05 sets Construction Drawings to be supplied to OGDCL along with the soft copy of computerized version. Cost of these sets shall be included in your quoted cost.
- ii. The drawings and tender documents prepared in connection with the project shall be the property of OGDCL and copy right there in after shall rest with OGDCL.

#### 5.0 **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:



## 5.1 **FINANCIAL BID FORMAT SCHEDULE OF PRICES**

<b>Item No.</b>	<b>Description</b>	<b>Lump sum Contract Price inclusive of all applicable taxes, overheads, profits etc. and excluding PST / ICT Sales Tax (PKR)</b>
A	Lump sum fee for preparation of preliminary drawings, detailed drawings, tender documents including terms & conditions, BOQ, estimate, technical specifications, Construction drawings and conducting geo technical investigation & report thereof including direct cost of office, stationary and transportation etc.	

- 5.2 Time period for payment of the Consultant's approved IPCs/Final bill 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.
- 5.3 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.
- 5.4 Bid price shall be inclusive of all taxes, duties, levies, and charges etc. except Provincial Sales Tax on Services, as per clauses of Section 5 of contract agreement. If consultant fails to include the taxes as per TOR, the rates will be considered as inclusive of the taxes.
- 5.5 Overhead charges of design office of the Consultant (during performance of the Services) are deemed to be included in the quoted Fee given above.

## 5.6 **SCHEDULE OF PAYMENT FOR DESIGN & TENDER DOCUMENTS STAGE.**

Payment Schedule for design & tender document stage of the Consultancy Services is given as under:

<b>S. No</b>	<b>Work Package</b>	<b>Weight Factor</b>
1	On submission and approval of Soil investigation report, preliminary drawings / design with all deliverables as per TOR	40% of contract amount
2	On submission and approval of detailed drawings / design with all deliverables as per TOR	40% of contract amount
3	On submission and approval of Tender documents including BOQ, estimate, technical specifications and construction drawings as per TOR.	20 % of contract amount

## **6.0 Time for Completion**

- 6.1 Time for completion of entire consultancy services is 120 Calendar days effective from the date of kick off meeting with OGDCL after issuance of contract agreement.
- 6.2 Time taken by OGDCL for review and approval of deliverables will not be at consultant's part.

## **7. MISCELANEOUS/ GENERAL PROVISIONS.**

- 7.1 The Consultant will follow local Laws in performance of its services and regarding Safety/Security & Insurance of its workers.
- 7.2 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.
- 7.3 Single Stage two-envelope procedure shall be adopted as procurement procedure for this work under PPRA rules. Bids shall be evaluated on Least Cost Method under clause 3(C) of procurement of consultancy services regulations 2010.
- 7.4 Consultant will be required to present your design / options to OGDCL management, as advised.
- 7.5 The drawings and other documents prepared in connection with the project shall be the property of OGDCL and copyrights therein shall vest with OGDCL.

- 7.6 No escalation shall be allowed on account of fluctuation in market rates, delay in approval of design on OGDCL part or any other reason.
- 7.7 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.
- 7.8 Payment will be made as per schedule of payment as per clause 5.6 of TOR and no interest for delay in payment of running bills or Final bill is applicable.

### **8.0 BID EVALUATION CRITERIA.**

- 8.1 Single Stage two-envelope procedure shall be adopted as procurement procedure for this work under PPRA rules. Technical Evaluation Criteria is provided, however, financial bids shall be evaluated on Least Cost Method under clause 3(C) of procurement of consultancy services regulations 2010.

<b>Technical Evaluation Criteria</b>		
<b>EVALUATION CRITERIA</b>		<b>Max marks 100</b>
<p><b>I. Valid PEC registration as a Consultant firm / Engineer</b>  For valid registration  <b>Responsive</b>  If firm / Engineer is not registered with PEC / Non-valid registration  <b>Non-Responsive</b></p> <p>a) Valid Registration with Pakistan Engineering Council (PEC) as Consulting firm / Engineer</p> <p>b) Design Engineer (Structural Engineer for this project) to be mentioned in PEC certificate of the firm / JV as employed engineer by the firm or documentation with PEC for replacement will be required for such structural engineers whose name is not mentioned in PEC certificate of the firm.</p> <p>c) Valid PEC registration certificates of the Design Engineers</p> <p>d) Complete Detailed CV of the proposed Design Engineers duly signed by them. CV must show all relevant works which the firms wants to submit for evaluation purpose of their Design Engineer.</p> <p>e) Complete list with supporting documents (work order / services order/ contract agreement / performance certificate / completion certificate) for all relevant works which the firm wants to submit as the firm's experience.</p>	<b>Mandatory Requirements</b>	
<b>II. Firms Experience</b>		<b>60</b>
<p><b>a) General Experience of the firm</b>  For General Experience No of year of the firm in business will be considered.  1 mark/year and Max. 10 marks.</p>	10	
<p><b>b) Relevant Experience of the firm</b>  For Relevant Experience of Firm following will be considered for evaluation.  10 Projects for structural design of buildings. Each project will carry 02 marks (Total 10x2=20 marks)  10 Projects for structural design of sheds. Each project will carry 03</p>	60	

marks (Total 10x3=30 marks)	
<b>II. Personnel (Areas of Expertise)</b>	<b>40</b>
<b>a) Structural Design Engineer</b>	<b>30</b>
Qualification (M.Sc Structural Engg. – 4; B.Sc Civil Engg – 2)	4
Experience General Exp = 16 Years, Max 2 marks. (01 mark/ 08 years), Relevant Exp of building design= 12 Years, Max 9 marks. (1.5 mark / 02 year), Relevant Experience in design of sheds =10 projects, Max 15 marks (1.5 mark / Project)	26
<b>b) MEP Engineer</b>	<b>10</b>
Qualification (M.Sc. Mech. / Civil Engg.– 2; B.Sc.Mech / Civil Engg.– 1)	2
Experience General Exp = 16 Years, Max 2 marks. (01 mark/ 08 years), Relevant Exp = 12 Years, Max 6 marks. (01 mark / 02 years), Relevant Experience in design of Mechanical, Electrical and Plumbing works for projects will be considered for evaluation only.	8
<b>TOTAL</b>	<b>100</b>
<p><b>Note.</b> 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 Joint Ventures of firms will be evaluated as per standard procedure of PEC for bid evaluation.</p>	

## **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: 47,000/- (Pak Rupees Forty-Seven 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](http://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**