

OIL & GAS DEVELOPMENT COMPANY LIMITED



TENDER ENQUIRY NO: SERVICES/CB/ADMIN-6400000141/2023

**CONSULTANCY SERVICES FOR INTERIOR RE-DESIGNING OF
GROUND FLOOR AND ONE TYPICAL FLOOR OF OGDCL HOUSE
ISLAMABAD**

Note:

- i) Tender is to be processed on **single stage two envelope bidding procedure.**
- ii) **Bid bond of PKR: 84,000/- (Pak Rupees Eighty-Four 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.


Faris Sharif
Chief Engineer Mechanical
Extn: 3611

DESIGN GUARANTEE


1. This is to confirm that We M/S _____ undertake and certify that the Consultancy Services for INTERIOR RE-DESIGNING OF GROUND FLOOR AND ONE TYPICAL FLOOR OGDCL HOUSE 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.

Your's Sincerely,

Dated:- _____

M/S _____
NIC

NO. _____


Tariq Sharif
Chief Engineer Mechanical
Extn 367

TERMS OF REFERENCE (TOR) / SCOPE OF WORK

HIRING OF CONSULTANCY SERVICES FOR INTERIOR RE-DESIGNING OF GROUND FLOOR AND ONE TYPICAL FLOOR OF OGDCL HOUSE ISLAMABAD

which includes

- i. Preliminary Interior Design & Drawings.
- ii. Detailed Interior Design & Drawings, preparation of BOQ / Estimate and tender documents including technical specifications and complete set of construction drawings.

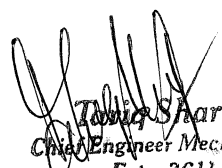
1. OBJECTIVE

1.1 To transform the space and interior of the entire floor into a decent attractive look with efficient planning for smart work areas and cubicles of all towers of said floors to set up a standardized theme / design for future implementation at all floors. Tasks to be carried out by the consultant includes but not limited to the following:

1.2 Oil & Gas Development Company Ltd (OGDCL) hereinafter referred to as "EMPLOYER" intends to acquire Consultancy Services for Interior Re-design of Ground Floor and one Typical Floor OGDCL House Islamabad through open bidding as per single stage two envelope procedure. The proposed building is comprised of four towers. The proposed Ground Floor and one typical floor will include entire area of all towers including offices, passages, washroom area, lift and stairs. Plan of GF and typical floor with measurement are attached at Schedule-A.

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

- i. Verification of measurement and preparation of As Built plan for GF and one typical floor.
- ii. Pre-design study of existing floor and manpower requirements.
- iii. Interior Space Designing.
- iv. Furniture & fixtures designing.
- v. Floor, wall and ceiling Considerations in interior design.
- vi. Selection of appropriate materials w.r.t interior design.


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- viii. Detailed interior design of selected option.
- ix. Preparation of Tender documents including BOQ.
- x. Cost estimate (Engineering Estimate).
- xi. Technical specification and material specifications.
- xii. Detailed working drawings of furniture & fixtures along with their 3D's.
- xiii. Construction drawings of Interior Design

2. **PROJECT STATISTICS.**

Employer	: Oil & Gas Development Company (OGDCL)
Project Title	: Construction of OGDCL House Karachi.
Location	: OGDCL House, Plot No. 3013, F-6/G-6, Jinnah Avenue, Blue Area Islamabad.
Plot Dimensions	: Length: 200 ft (Front) Width 160 ft (3555.56 sq yard)

3. **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:

4. **SCOPE OF WORK**


4.1 **RELIMINARY INTERIOR DESIGN / DRAWINGS PHASE**

- i. 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, 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


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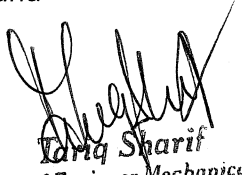
information, and to have been satisfied before submitting the proposal. All cost in this respect shall be at the consultant's own expense.

- iv. Consultant will conduct complete survey of the site.
- v. Consultant will establish client's requirements, regarding output specifications and functional requirements complete with schedules of accommodation, areas and special requirements.
- vi. Consultant will collect data of the existing conditions of proposed floors including location and capacity of existing utilities.
- vii. Consultant will conduct study on the convenience and feasibility of the premises to be renovated as smart offices/ conference Room/ corridor area/ Bath room.
- viii. Consultant will give an attractive interior design according to the requirements of the employer.
- ix. Consultant will provide options for interior design including smart sitting areas / cubicles & furniture.
- x. Preparation of basic layouts and furniture layout designs along with 3D Visualization.
- xi. The consultant scope will also include redesigning of interior for Lavatory block (Washrooms).
- xii. Designing should be in 2D & 3D Modeling as per latest architectural standards of designing smart work places.
- xiii. Consultant is required to prepare complete set of preliminary drawings showing 3 different options/ theme to OGDCL for selection.**
- xiv. Design for necessary Mechanical, Electrical, plumbing, public health / sewerage, drainage as per site requirements and regulations.
- xv. Proposed selection of materials using material charts.
- xvi. The Consultant is required to submit an implementation plan.
- xvii. 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.
- xviii. Consultant must have a valid PCAT-P registration certificate in relevant category and in case of JV, all JV partners must have valid PCAT-P registration certificate.


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4.2.1 DETAILED INTERIOR DESIGN / DRAWINGS AND TENDER DOCUMENTS PHASE.

- i. Consultant will carry out detailed design of existing Ground and one typical floor as per preliminary design approved by OGDCL. The existing structural elements, electrical & plumbing networks and mechanical installations may be taken care of in the detailed design.
- ii. Consultant will provide complete set of architectural and interior design / drawings for proposed floors including cubicles & furniture with complete technical specifications for construction work.
- iii. Drawings will include architectural / interior plans, elevations, cross sections, schedule of finishes, detail of furniture / fixtures & 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.
- iv. Consultant will submit cost estimation as per market rates along with tender BOQ.
- v. Complete set of required Mechanical, Electrical, plumbing drawings as required shall be prepared and submitted by consultant.
- vi. After approval of Detailed Design, consultant will submit draft Tender Documents along with Bill of Quantities (BOQ) for the scope of works as approved in the "Detailed Design" based on PEC standard bidding documents & OGDCL requirements and shall comprise of the following.
 - a. Description of work.
 - b. Conditions of contract all as per PEC standard bid documents & OGDCL requirement.
 - c. Bill of quantities (BOQ) to accuracy of +/- 5%.
 - d. Material and work specifications shall cover all items of the work.
 - e. Any other documents, necessary for implementation and execution of project i.e., variation / revision of drawings without additional charges
 - f. After approval of the draft tender documents, contractor/consultant will submit 05 hardcopy of final design / drawings, BOQ / Cost estimate and tender documents with specifications and soft copy of these documents in two formats i.e., PDF format and CAD / 3D format.


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5. TIME FRAME:

5.1 The Completion period will comprise as under: -

- i. Preliminary Interior Design Stage - Eight (08) weeks
- ii. Detailed Interior Design & Drawings and Tender Document stage - Eight (08) weeks.

(Preparation of BOQ, Estimate and tender documents including technical specifications and complete set of construction drawings is included in detailed design & tender documents stage).

5.2 OGDCL will review Preliminary Interior Design and Detailed Interior Design in 2-3 weeks after submission. Time required by OGDCL for review and approval of design will not be included in above mentioned time frame of consultant.

6. Delay in Delivery:

6.1 The consultant is bound to submit all deliverable within the scheduled completion time. In case of delay OGDCL management reserves the right to impose penalty as per OGDCL standard clause.

7. FEE PROPOSAL / FINANCIAL BID FORMAT

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

ITEM NO.	DESCRIPTION	QUOTED PRICE (PKR)
(i)	<p>Lump sum fee for consultancy services as per TOR for interior re-designing of Ground Floor and one Typical Floor of OGDCL House Islamabad.</p> <p>(Quoted amount shall be inclusive of all applicable taxes, overheads, profits etc. however exclusive of PST/ICT Sales Tax on services)</p>	

- 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.


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- iii. Bid price shall be inclusive of all taxes, duties, levies, charges etc. except PST/ICT Sale Tax on services.
- iv. In the event that the Consultant is required to perform any additional services; the Consultant and the Employer shall mutually agree any adjustment that may be required to the fees on a lump sum basis or by utilizing the rates of supervision staff.

8. SCHEDULE OF PAYMENT.

8.1 Payment Schedule for the Consultancy Services shall be as under:

S. No	Stage	Weight Factor
1	On submission and approval of preliminary Interior design / drawings with all deliverables as per TOR	35 %
2	On submission and Approval of detailed design / drawings with all deliverables as per TOR.	35 %
3	On submission and approval of Tender documents including BOQ, estimate, technical specifications and construction drawings as per TOR	30%

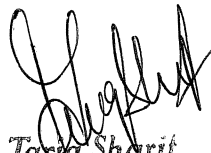
Payment for each stage will be made after submission and approval of required deliverables as per TOR against verified invoices.

9. VARIATIONS

- 9.1 The Employer shall have the right to add and or omit the works at his sole discretion and Consultant shall execute and be bound by each Variation. In case of any variation constituting additional scope, the time of completion and financial impact shall be evaluated with Employer's consent considering the contract documents and actual man-hours spent in performance of such work under variation.
- 9.2 No such variation shall vitiate or invalidate the Contract, but the value of such variations will be determined by the Employer and will be mutually agreed with the Consultant.

10. ELIGIBILITY OF CONSULTANT AND STAFF REQUIREMENT

- 10.1 The Consultant shall undertake to assign capable and experienced Architect & Interior Designer to discharge the Services under TOR, and not sub-contract any of the Services without the prior written consent of the Employer.


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10.2 The Consultant is expected to have within his team all necessary expertise as is required to discharge fully the Services under this consultancy.

11. MISCELLANEOUS/ GENERAL PROVISIONS.

11.1 Consultant will follow local Laws (CDA) in performance of its services and regarding Safety/Security & Insurance of its workers.

11.2 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.

11.3 In Case of any dispute, the arbitration act 1940 may be followed for resolution of disputes.

11.4 Successful bidder will be required to present design / options to OGDCL management, as advised.

11.5 If required, successful bidder will be bound to provide any other documents related with scope of work without any additional charges.

11.6 The drawings and other documents prepared in connection with the project shall be the property of OGDCL and copyrights therein shall vest with OGDCL.

11.7 Additional services if required (other than the services mentioned in the scope of services) will be paid on the rate mutually agreed by both the parties hereafter.

11.8 No escalation shall be allowed on account of fluctuation in market rates, delay in approval of design on OGDCL part or any other reason.

11.9 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.

12. Bid Evaluation Criteria

12.1 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 as per consultancy service rules-2010.

12.2 Technical Evaluation will be carried-out as per following "Technical Evaluation Criteria"


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Extra Duty

Technical Evaluation Criteria		
<u>CONSULTANCY SERVICES FOR INTERIOR RE-DESIGNING OF GROUND FLOOR AND ONE TYPICAL FLOOR OF OGDCL HOUSE ISLAMABAD.</u>		
EVALUATION CRITERIA	Max. Marks	Firm-1 Marks
I. Firms Experience	50	
a) General Experience of the firm For General Experience No of year of the firm in business will be considered. 1 mark/ year and Max. 10 marks.	10	
b) Relevant Experience of the firm For Relevant Experience of Firm 10 Similar Nature projects (Interior Designing of offices) will be considered for evaluation. Each Project carry 04 marks.	40	
II. Personnel (Areas of Expertise)	50	
a) Architect (Enlisted with PCATP)	25	
Qualification (B.Sc.Arch)	Mandatory	
Experience Relevant Exp = 10 Years, Max 05 marks. (01 mark / 02 year),	05	
No of projects as Lead Architect in interior Design Projects = 10 Nos, Max 20 Marks, (Two (02) mark / project).	20	
b) Interior Designer	25	
Bachelor in Interior Designing or Bachelor in Architecture + Diploma / Certificate in Interior Designing	Mandatory	
Experience Relevant Exp = 10 Years, Max 05 marks. (01 mark / 02 year),	05	
No of projects as Interior Designer = 10 Nos, Max 20 Marks, (Two (02) mark / project).	20	
TOTAL	100	
<i>Technical Evaluation shall be decided on the basis of Pass/Fail basis. The applicant must secure at least 50% score in each category (Firm experience, and Personnel (Area of Expertise) whereas, the overall minimum aggregate qualifying marks shall be 60 %.</i>		

Note:

(1) Detailed CVs of personnel, mentioning the required data for evaluation as per criteria be attached.


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(2) To assess firm's experience work order / contract documents and completion certificates are required.

(3) Note. Joint Ventures of firms will be evaluated as per standard procedure of bid evaluation.

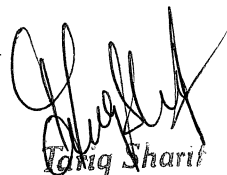
13. HSE COMPLAINTS

13.1 Consultant is required to select all materials which are in compliance to HSE standard with respect to minimum hazards in construction and during use.

13.2 All office / cubicles spaces, open areas and passage corridors / circulations shall be in compliance to HSE requirements.

13.3 Consideration of Emergency Evacuation plan may be kept in planning stage.

13.4 Consultant to follow safety & emergency requirements mentioned in CDA building regulations and as per OGDCL HSE protocols.


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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: 84,000/- (Pak Rupees Eighty-Four 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

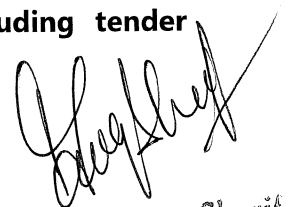
For online payment to vendors/contractors through (IBFT & LFT). Following info is required from your company: -

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)
<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


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Schedule - A (ii)

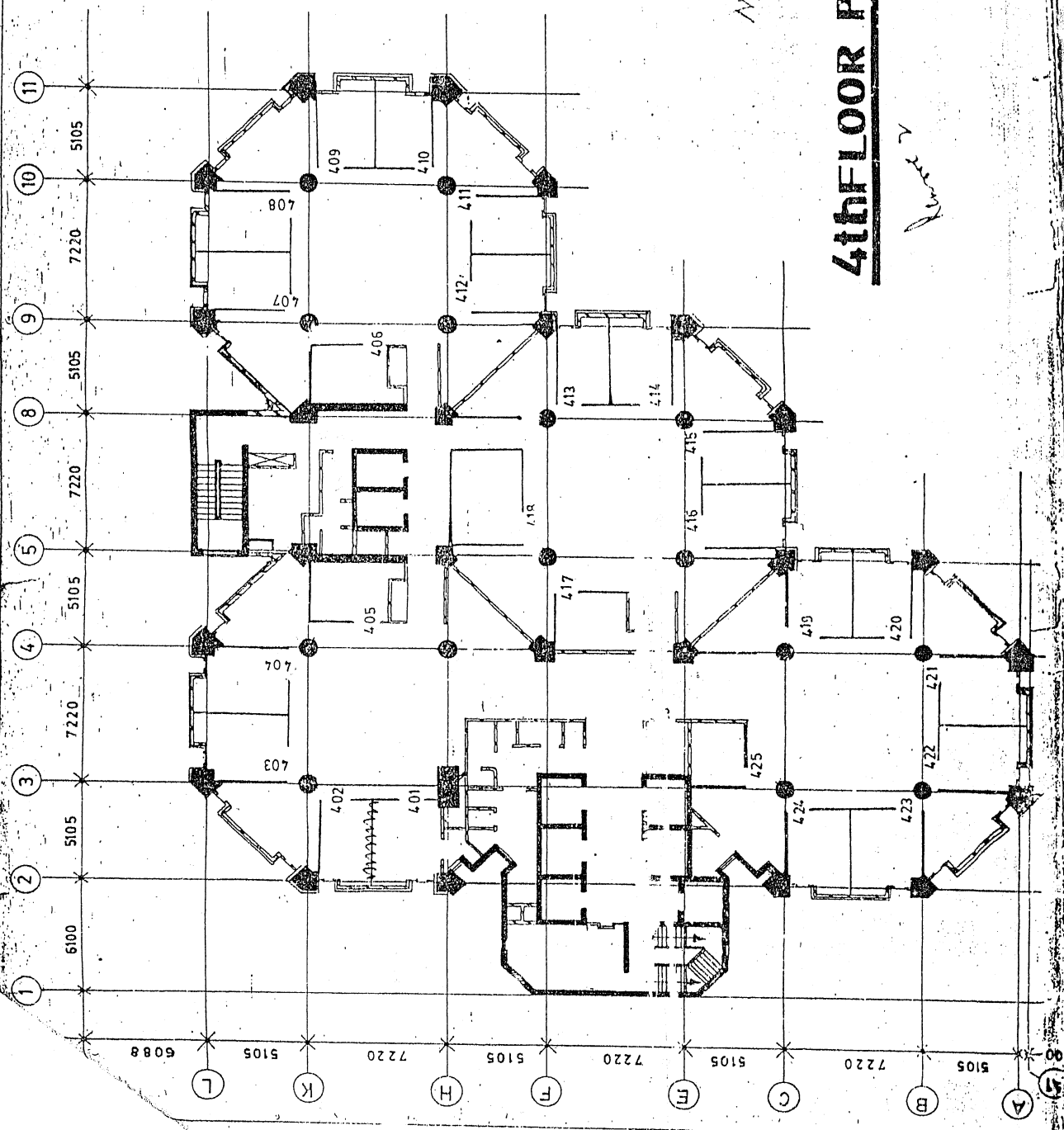
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No of door plate req. = 26

4th FLOOR PLAN

Handwritten mark



Tariq Sharif

Schedule A (ii/i)

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