



OIL & GAS DEVELOPMENT COMPANY LIMITED
Construction & Engineering Support Services Department



**HIRING OF DESIGN CONSULTANCY SERVICES FOR CONSTRUCTION OF EXTERNAL
EMERGENCY EXIT STAIRS AT OGDCL HOUSE ISLAMABAD.**

TENDER ENQUIRY NO. PROC-SERVICES/CB/C&ESS-5075/2021

MINUTES OF PRE-BID MEETING DATED 16th July 2021

Pre-Bid Meeting was conducted on 16.07.2021 1130 hrs at meeting room in OGDCL House Islamabad. Following officials participated in meeting

- | | | |
|------|---------------------|--------------------------------------|
| I. | Mr. Salim Baz Khan. | GM (CSR) / Chairman Stairs Committee |
| II. | Mr. Tariq Sharif | C.E (Mechanical) |
| III. | Mr. Mohammad Alam | A / C.E (Contracts) |
| IV. | Mr. Nasir Ilyas | DCPO(SCM)Services |
| V. | Mr. Shuja ur Rahman | CSR Officer |
| VI. | Mr. Muhammad Umair | A.E (Civil)-Contracts |

02. Following bidders has participated in Pre-bid meeting

- I. M/s NESPAK Lahore.
- II. M/s Zishan Engineers Pvt Ltd, Karachi.

03. Meeting was started by opening remarks and welcome note from Mr. Salim Baz Khan (GM(CSR) / Chairman Stairs Committee). He further briefed the participants on TOR for this project. Following are the proceedings of the pre-bid meeting:

| Sr.# | Queries raised by Prospective Bidders | Reply from OGDCL |
|------|--|---|
| 01 | There is no clarification on pre-qualification of Contractor, bid evaluation in TOR. A clarification is required in this whether it is included in the scope of Consultant or not? | Consultant will be required to evaluate technical bids and financial bids of bidders against the construction tender of the subject work. See revised clause No.1.2 (xvi) and added clause 4.1.1.21 attached herewith. BoQ S.No 1 has also accordingly been revised. Revised BOQ is attached. |
| 02 | Resident supervision is not part of TOR. Please re-confirm. | Resident Supervision is not part of the TOR. |



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| 03 | <p>In clarification no.1, dated: 07.07.2021, it is stated that OGDCL, earlier, has carried out a study wherein 02 numbers of external emergency stairs were proposed. However, our expert team analyzed the location and has reservation on the suggested locations and design of emergency stair case because it will affect the building elevation, architectural aspects and beatification.</p> <p>The different options can be explored in preliminary stage regarding the location of staircase, if Client decides to proceed with same exposed exit steel staircase.</p> | <p>Consultant can explore different options but as clarified in clarification No.1, the quote / BOQ shall be for 02 No. of staircases. It is encouraged that consultant should visit the site to ascertain the constraints and limitations due to different installations on the back side of the building and towards UBL side.</p> |
| 04 | <p>The evaluation of complete building will be required for this project as emergency exit staircase is proposed on Tower A and Tower C.</p> <p>The layout at all floors will be changed / modified in order to make clear emergency evacuation path/area. However, in order to do so, some onsite testing (i.e. Destructive and non-destructive testing) will be required to assess the in-place compressive strength of RC structural members. No discussion is seen in TOR regarding that.</p> | <p>Yes evaluation of the complete building will be required for this project. Layout of floors to the effect of providing clear and undisturbed pathway to exit point at each floor will be changed.</p> <p>Table-A regarding the type, numbers, unit rate and cost of Destructive and Non-Destructive Testing's has been included in the TOR and its total amount has been carried forward to BOQ accordingly. See Table No. A and BOQ S.No 3 and clause No. 4.3 attached herewith. The time required for tests and its report will not be included in consultant completion period. Clause 5.1 (iii) has been revised and attached herewith.</p> |



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| 05 | As the building interior layout will change, the fire alarm systems and active fire resistance arrangements i.e. (fire extinguishers, water sprinklers) shall also be needing review/re-modeling / re-location. TOR is missing these studies. | Water Sprinklers are not installed in OGDCL building. Further expected change in locations of fire extinguishers is less. Review of fire fighting plan including fire alarm, extinguishers etc is not included in consultant scope. |
| 06 | In section 12 of TOR i.e. Bid evaluation criteria; Firms experience; relevant experience of firm point iii; external emergency / fire escape stairs, it is to clarify that in every latest building design project which NESPAK is undertaking, have fire escape stairs. No separate head is required for this. The evaluation criteria may be reviewed. | No, it is required as OGDCL House is constructed in 1998 and at that time there was no requirements of external emergency stairs for high rise buildings. Now it can be done in steel structure therefore it is made part of criteria. |
| 07 | The contract document / work order / service order of projects is the property of the Client with whom our company is having Non-Disclosure Agreement (NDA). So please review the evaluation criteria of technical bid in this regard. | Technical Evaluation Criteria has been reviewed and now "The project with <u>contract documents / work order / services order OR completion certificate</u> will be considered for full marks. See revised Technical Evaluation Criteria attached herewith. |
| 08 | Refer to TOR-5075, Section 4.1.1.4 (Sh. 5 of 22), we understand that OGDCL intends to use existing structure/building for the structural connection with the proposed emergency stairs. Accordingly evaluation of complete existing structure (including modifications, if required) will be performed by the Consultant. Please confirm. | Yes evaluation of complete building will be required with respect to additional of loads, stresses and deflection etc on account of proposed external emergency stairs. |
| 09 | To check stability of the existing building, live loads (floor wise) including any other additional/special loads (lifts, equipment, etc.) shall be provided by OGDCL after award | Consultant can take dead load of installed equipment and lift loads from manufacturer specifications. OGDCL will co-operate in this regards, Further |



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| | of contract. Please confirm. | regarding live load consultant shall assume it as per prevailing code during 1995-1997 at the time of designing of the building. Floor wise use of building mentioning the crowded portions / towers / floor of the building will share with consultant when required. |
| 10. | Fee for services for obtaining NOC / Approval from CDA for Detailed Design / Drawings as per clause 4.2 will include all expenses and expenditure pertaining to NOCs? | Yes. It will include the inputs of the consultant for submission of design / drawings to relevant directorates of CDA, any clarification / additional info / documents required by CDA thereafter, follow up for approval / NOC and other expenditures shall be calculated by the bidder along with their all overheads and applicable taxes as per TOR and quote. The official fee of CDA for approval will be reimbursed to consultant on provision of receipt, as per TOR clause 4.2.2. |
| 11 | Clause No. 1.2(vi) is revised? | Yes. Please see revised clause 1.2 (vi) attached herewith. |

03. All changes / additions / omissions made vide above minutes to be treated as addendum to the original TOR / bid documents. Consultant are required to take into effect this clarification for preparation their bid.

(SALIM BAZ KHAN)

G.M (CSR) / Chairman Stairs Committee

TERMS OF REFERENCE

1.1. Oil & Gas Development Company Ltd (OGDCL) hereinafter referred to as "EMPLOYER" intends to hire services of a consultant for "**Designing of External Emergency Exit Stairs (Steel Structure) at OGDCL House, Jinnah Avenue, Blue Area, Islamabad**" through open bidding as per single stage two envelope procedure with Quality and Cost Based Selection (QCBS) (70% Technical & 30% Financial) under clause 3(B) of procurement of consultancy services regulation-2010 by PPRA. The consultant will be required to check Structural Stability of existing OGDCL building to take the loads of proposed emergency stairs and subsequent Detailed Design, Preparation of Construction Drawings, BOQ, Detailed Estimate and Tender Documents including Terms & Conditions and Technical Specifications for Construction of External Emergency Exit Stairs (Steel Structure) at OGDCL House Islamabad.

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

- i. Necessary topographic survey,
- ii. Study available geotechnical investigations and carryout additional geotechnical investigations if required,
- iii. To check Structural stability of existing OGDCL building for taking loads of proposed stairs. It will include study of existing structure members, its structural & architecture drawings, subsequent developing / running computer model with respect to impact of proposed stairs.
- iv. Certification of Structural stability of existing OGDCL building with respect to taking loads of proposed numbers of External Emergency Exit Stairs.
- v. Design of reinforcement measures for existing structural members (if required) to take loads of the proposed stairs.
- vi. **Designing of External Emergency Exit Stairs**
- vii. Complete Design for anchoring of proposed stairs to existing building.
- viii. Complete Design of Footing for proposed stairs.
- ix. Reinforcement measures of existing Lower Ground floor slab (if required) to

- place footing of proposed stairs.
- x. Amendment / Modification works required to clear the route toward exit points of emergency stairs at each floor and subsequent reinstatement of modification works.
- xi. Design of Emergency Lighting System for proposed stairs.
- xii. Design of sign board / directional lighting system at each floor.
- xiii. Complete preliminary design,
- xiv. Complete detailed design,
- xv. Preparation of tender documents including BOQ, estimate, technical specifications and construction drawings.
- xvi. Preparation of Technical & Financial valuation Criteria and carryout evaluations (Technical & Financial) thereof.

1.3. The intent of this consultancy is to engage a Consultant who will apprehend Employer's requirements and carryout structural stability of the existing OGDCL building for taking loads of the proposed external emergency exit stairs and will carryout subsequent detailed designing of proposed external emergency exit stairs. Consultant shall also be responsible for preparation of construction drawings, tender documents comprising of terms & conditions, technical specifications, BOQ and estimate for the project. Obtaining NOC from CDA will also be the responsibility of the consultant.

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

- viii. Drawings of Push bar doors.
- ix. Orientation and placement plan.
- x. Details of earthing system.
- xi. Preliminary drawings of all members showing relevant dimensions as required.
- xii. Use of such materials as per code which are easily available within the country will be encouraged subject to no compromise on quality.
- xiii. Drawings showing details of Foundations of Columns, Columns, beams at all levels, bracings, flights, platforms at all levels, Plates, railing, anchorage with members of the existing building.
- xiv. Architectural plans, elevations, perspective views and X-Sectional details of stairs.

4.1.1.21. Consultant will be required to evaluate technical bids and financial bids of contractors against the construction tender of the subject work. The cost of evaluation of technical and financial bids of contractors will be included in consultant cost as mentioned at S.No 1 in BOQ of this revised TOR.

4.1.2 DETAILED DESIGN STAGE.

After approval of the preliminary design / Draft Design by the OGDCL, Detail design will be carried out by the consultant and will include but not limited to the following,

- 4.1.2.1 Complete Design Report showing all calculations, loads, stresses and moments.
- 4.1.2.2 Based on approved preliminary drawings, detailed drawings showing details of all members but not limited to Foundations of Columns, Columns, beams at all levels, bracings, flights, platforms at all levels, thread widths, Plates, railing, anchorage with members of the existing building.
- 4.1.2.3 Based on approved preliminary drawings, detailed architectural plans, elevations, perspective views and X-Sectional details of all members of stairs.
- 4.1.2.4 Layout Plan showing required bench marks, if any. And relevant details with respect to location, orientation, Maximum travel distance to staircase etc

- 4.2.3 The inputs of the bidder (consultant) for submission of design / drawings to relevant directorates of CDA, any clarification / additional info / documents required by CDA thereafter, follow up of approval and other expenditure shall be calculated by the bidder along with their all overheads and applicable taxes as per TOR and quote in BOQ accordingly.

4.3 The consultant is required to fill Table-A regarding the type, numbers, unit rate and cost of Destructive and Non-Destructive Tests required for determining the strength of existing reinforced members. The number of tests are tentative and may increase or decrease as per site requirements. Prior approval for carrying out such tests will be sought from employer and payments shall be made against the actual no of test carried out at site. Consultant shall not claim any amount of tests which are not conducted or not required at site. The total amount of Table-A may be carried forward to BOQ S.No 3 for calculating total quoted cost of the bidder. The test reports thereof shall be the property of OGDCL and consultant will submit it accordingly.

5 COMPLETION PERIOD.

5.1 Completion period for design stage is 150.days as under:-

- i. Completion Time for Preliminary Design stage will be 60 Calendar days after commencement as per TOR.
- ii. The Completion Time for Detailed Design will be 60calendar days from the date of go ahead for detailed design.
- iii. The time taken by OGDCL for approval of preliminary and detailed drawings shall not be included in the allotted completed period and shall be on OGDCL part. Further the time involved in Destrutive testing and Non-Destructive testing and its report in laboratory will not be included in consultant completion period.
- iv. Upon approval of detailed drawings by OGDCL, the consultant shall proceed for submission of design /drawings complete in all respect as required for obtaining NOC from CDA (Emergency & Disaster Management Directorate & Building Control Directorate).
- v. Simultaneously Consultant will prepare Construction Drawings, BOQ/Detailed Estimate and Tender Documents including Technical Specifications within 30 Calendar days after approval of detailed design by OGDCL.

6 PAYMENT.

A. Design Services

The payments are to be made in 03 stages.

- i. Preliminary Design Stage (4.1.1)

Upon approval of Prelimjnary Design / Drawings.

= 40 % of quoted Consultancy fee by Consultant.

OIL & GAS DEVELOPMENT COMPANY LTD,

Schedule of Prices

| SR NO | NAME OF WORK | QUOTED FEE / CHARGES |
|----------|---|----------------------------|
| 01. | FEE FOR DESIGN SERVICES (AS PER CLAUSE 4.1) (Lump sum) (It includes preliminary design stage, detailed design stage, preparation of construction drawings, estimate /BOQ, tender documents including technical specifications and evaluation of technical bids and financial bids of contractors) Quoted cost will include consultancy fee, overheads, profits and all applicable taxes excluding ICT Sale Tax. | Rs. <hr/> - |
| 02 | FEE FOR SERVICES FOR OBTAINING NOC / APPROVAL FROM CDA FOR DETAILED DESIGN / DRAWINGS (AS PER CLAUSE 4.2) (Lump sum) (Obtaining approval of Design / Drawings from Capital Development Authority (CDA) (Emergency & Disaster Management Directorate and Building Control Directorate) shall be responsibility of the consultant, The inputs of the bidder (consultant) for submission of design / drawings to relevant directorates of CDA, any clarification / additional info / documents required by CDA thereafter, follow up of approval and other expenditure shall be calculated by the bidder along with their all overheads and applicable taxes as per TOR and quote here. The official fee of CDA for approval will be reimbursed to consultant on provision of receipt, as per TOR clause 4.2.2) Quoted cost will include consultancy fee, overheads, expenditures, profits and all applicable taxes excluding ICT Sale Tax. | Rs. <hr/> - |
| 03 | Cost of onsite & Lab tests (As per Clause 4.3) Destructive and Non-destructive tests including consultant fee, overheads, expenditures and all applicable taxes excluding ICT sale tax. (Carried forward from Table No.A for onsite / Lab tests) | |
| 04 | TOTAL OF FEE FOR DESIGN SERVICES, COST OF ONSITE / LAB TESTS AND OBTAINING NOC / APPROVAL FROM CDA (01)+(02)+(03) Quoted cost will include consultancy fee, overheads, profits and all applicable taxes excluding ICT Sale Tax. | Rs. _____ <hr/> |

(RUPEES _____)

_____ ONLY)

(CONSULTANT)

TABLE-A**COST OF ONSITE AND LABORATORY TESTS**

Tests required for checking of compressive strength of existing reinforced members and determining the reinforcing rebars etc.

| S.No | Type of Tests | Tentative No of tests | Unit | Unit cost of test (including consultant fee, overheads, expenditures and all applicable taxes excluding ICT sale tax) | Amount (including consultant fee, overheads, expenditures and all applicable taxes excluding ICT sale tax) | Remarks |
|------|---------------------------------|-----------------------|------|---|--|---------|
| 1 | Core Testing | 30 | No | | | |
| 2 | Rebound Hammer testing | 50 | No | | | |
| 3 | Ferro scanning | 80 | No | | | |
| 4 | Surface Resistivity | 30 | No | | | |
| 5 | Corrosion analysis | 30 | No | | | |
| 6 | Petro graphic studies | 10 | No | | | |
| 7 | Ultra Sonic Pulse Velocity Test | 30 | No | | | |
| | Total | | | | | |

The evaluation shall be done based on the following personnel, however, cost of other required professionals shall be built in the quoted cost of the consultant.

| Technical Evaluation Criteria | |
|--|--|
| Consultancy Services For Designing of External Emergency Exit Stairs (Steel Structure) at OGDCL House, Jinnah Avenue, Blue Area, Islamabad | |
| EVALUATION CRITERIA | |
| I. Mandatory Requirements | |
| a) Valid Registration with Pakistan Engineering Council (PEC) as Consulting firm / Engineer | |
| 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. | |
| c) Valid PEC registration certificates of the Design Engineers (Structural Engineer & Electrical Engineer for this project) | |
| d) Enlistment of the firm / Design Engineer (Structural Engineer) with CDA | |
| e) Complete Detailed CV of the proposed Design Engineers (Structural Engineer & Electrical Engineer for this project) duly signed by them. CV must show all relevant works which the firms wants to submit for evaluation purpose of their Design Engineer. | |
| f) 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. | |

| I. Firms Experience | 60 |
|--|-----------|
| <p>a) General Experience of the firm For General Experience No of year of the firm in business will be considered. 01 (one) mark per 02 year and Max. 10 marks.</p> | 10 |
| <p>b) Relevant Experience of the firm</p> | 50 |
| <p>i. Designing of Conventional Buildings. 10 No of completed Projects @ 02 marks / project. Structural Designing of projects / buildings with 10 No of Floors will be considered.</p> | 20 |
| <p>ii. Designing of Steel Structures. 10 Nos of completed Projects @ 02 marks / project. Designing will include any steel structure designed in compliance to National / international codes.</p> | 20 |
| <p>iii. External emergency / fire escape stairs (Steel structures). a. 02 projects with minimum G+10 floors = 10 marks (05 marks/project) OR b. 02 projects with minimum G+5 floors = 05 marks (2.5 marks / project)</p> | 10 |
| <p>(The project with <u>contract documents / work order / services order</u> OR <u>completion certificate</u> will be considered for full marks.</p> | |

| II. Personnel (Areas of Expertise) | | 40 |
|--|--|------------------|
| a) Design Engineer | | 30 |
| Qualification (M.Sc Structural Engg. – 5; B.Sc Civil Engg – 3) | | 5 |
| Experience General Exp=Max 5 marks. (01 mark/ 04 years), Relevant Exp in design of multistory structures (RCC + steel) =Max 10 marks. (01 mark / 01 year), No of steel structure projects completed as Design Engineer = Max 10 Marks, 01 project =01 marks | | 25 |
| b) Electrical Design Engineer | | 10 |
| Min Qualification (B.Sc Elect / Electronics) | | <i>Mandatory</i> |
| Experience Relevant Experience as Electrical Design Engineer for building projects / multistory structures =Max 10 marks. (01 mark / year) | | 10 |
| TOTAL | | 100 |
| <p>Note. 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.</p> <p>Joint Ventures of firms will be evaluated as per standard procedure of PEC for bid evaluation.</p> | | |