

ANNEXURE – A

(TO BE ATTACHED WITH FINANCIAL BID)

SCHEDULE OF REQUIREMENT

Description: Hiring of Short Term Consultant for preparation of Request For Proposal (RFP) Documents for Nashpa Greater Water Supply Scheme District, Karak (KPK)

Tender Enquiry No. CSR-7754 /2020

Attachment (if any) (No)

Evaluation Criteria Full Consignment

Sr. No.	Description	Quantity	Unit of Measurement	FOR Unit Price (PKR) Incl. of all applicable taxes Exclusive of ICT/PST	ICT/PST Rate (%)	FOR Unit Price Incl. of all applicable taxes Exclusive of ICT/PST	FOR Total Price (PKR) Incl. of all applicable Exclusive of ICT/PST	Discount Offered (If any) (%/ Amount)	FOR Net Price (PKR) Incl. of all applicable. Exclusive of ICT/PST le taxes
	A	B	C	D	E	F = D X E	G = C X F	H	I = G - H
1.	Hiring of Short Term Consultant for preparation of Request For Proposal (RFP) Documents for Nashpa Greater Water Supply Scheme District, Karak (KPK)	01	No.						

- Project Completion period: 30 days from placement of delivery.
- Payment terms: Payment after completion of job successfully.
- Bid validity period: 120 days.

Name, Designation, Signature & Seal of the authorized official of the bidder: _____

OIL & GAS DEVELOPMENT COMPANY LTD



**Hiring of Short Term Consultant for Preparation of
Request for Proposal (RFP) Documents**

for

**Nashpa Greater Water Supply Scheme, District Karak
(KPK)**



TERMS OF REFERENCE

Hiring of Short Term Consultant for Preparation of Request for Proposal (RFP) Documents for Nashpa Greater Water Supply Scheme, District Karak (KPK)

Dear Sir,

1. OGDCL intends to acquire services of short term consultant for preparation of Request for Proposal (RFP) documents for Nashpa Greater Water Supply Scheme, District Karak.
2. Technical & Financial proposals shall reach at the address as mentioned in tender notice, on the date and time given in the notice. Single Stage One envelope procedure shall be followed as per PPRA for this tender. Technical evaluation shall be made as per criteria given in the TOR. Financial Evaluation shall be made on Least Cost Method under clause 3 (C) (i) of procurement of consultancy services regulation- 2010 by PPRA.

The Terms of Reference for required services are as under:

01. The Individual consultant / expert shall prepare, make amendment / modification / correction as advised by employer and submit the following deliverables:-
 - I. To Prepare Complete set of Request for Proposal (RFP) documents for Nashpa Greater Water Supply Scheme, District Karak (KPK), in hard and soft copies.**

It shall meet the following:-

- a. The intent of this consultancy is to engage short term consultant to prepare RFP documents as per Employer's requirements.
- b. RFP documents shall include but not limited to Instruction to Consultants, Data Sheet, Technical and Financial Proposal forms, Terms of Reference, Person –Months and Activity Schedule, Client's requirements from the Consultants, Copy of model agreement and any other required documents.
- c. Short term consultant shall be responsible to communicate with Irrigation department KPK, Public Health Engineering department KPK, local administration and other departments (if any) at his own risk and cost for seeking inputs for preparation of RFP documents.
- d. The Consultant is required to submit an implementation plan & narrative outlining the method of performing its obligations.

- e. After approval of the draft Request for Proposal Documents, Consultant will prepare the 10 (ten) sets (hard copies) to be supplied to OGDCL along with the soft copy of computerized version. Cost of these sets shall be included in consultant's quoted cost.
 - II. Completion Period (for above work-I = 30 days from date of signing of contract agreement.

02. The consultant is required to quote his cost as per Annexure-A for preparation of the subject Request for proposal (RFP) documents. Bid price shall be inclusive of all taxes, duties, levies, charges etc. except ICT sale tax on services.

03. The consultant is bound to submit draft of RFP documents within 23 days and Final RFP documents within further 07 days once approval of the draft RFP documents is given. The time required by OGDCL for review and approval will be on OGDCL part. In case of delay by Consultant the OGDCL standard clause for Liquidated Damages will be applicable.

04. Payment

The payment shall be made through cross cheque in 100% Pak rupees, against verified invoices.

05. Other Clauses

5.1 If required, short term consultant will be bound to provide any other documents related to basic scope of this project without any additional charges.

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

5.3 Amount of Bid Security shall be Nil and amount of Performance Security shall be Nil. The standard bid documents (available on website) clause regarding bid security and performance security will remain intact except for the amount as stated in this clause.

06. Bid Evaluation Criteria

6.1 Short term consultant is required to meet the following requirements to be declared as technically responsive.

- i. Valid PEC Registration.
- ii. Having experience of preparation of Request for Proposal documents for similar water supply schemes, water reservoirs including distribution network for atleast 05 (five) projects.
- iii. NTN Certificate is also mandatory.

Thanking you.

Annexure-A

OIL & GAS DEVELOPMENT CO., LTD.

SCHEDULE OF PRICES

Item No.	Description	Contract Price (PKR)
A	All inclusive Lump sum fee except PST/ICT sales tax for preparation of Request for Proposal (RFP) Documents For Nashpa Greater Water Supply Scheme, District Karak (KPK)	
	Grand Total	

Other important Information

Payment Terms:

Payment shall be made through cross cheque in 100% Pak Rupees, against verified invoices.

(This clause will be prevailing instead of Master Tender document "ITB" clause #07 'PAYMENT').

Bid Price:

i. Bid price shall be all inclusive on lump sum basis including all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) in Pakistan.

ii. The prices should be quoted in PKR.

(This clause will be prevailing instead of Master Tender document "ITB" clause # 06(ii) 'BID PRICE')

iii. The prices quoted by the successful bidder for required services shall remain firm and final throughout contract period. The price charged by the successful bidder for required services shall not vary from the prices quoted by the service company.

The master set of tender documents (services) uploaded on OGDCL's website (www.ogdcl.com) is the integral part of this TOR.

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

Following is the link for Master Set of Tender Documents for Services:

<https://logdcl.com/sites/defaultfiles/Tender%20Document%20Services%20Press%20for%20Webloading%20dated%2018-03-2019-N.pdf>

Consultant sign & seal