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**OIL & GAS DEVELOPMENT COMPANY LIMITED**



**TENDER ENQUIRY NO. PROC-SERVICES/LCB/HSEQ-5157/2021**

**HIRING OF SERVICES TO CONDUCT IEE STUDY OF  
KHEWARI EAST**

# **TERMS OF REFERENCE (TOR)**

**(AND APPLICATION FORM FOR COMPETITIVE BIDDING MODE)**

## **SCOPE OF WORK**

1. IEE STUDY FOR EXPLORATION, DRILLING & PRODUCTION ACTIVITIES IN **KHEWARI EAST E.L.**, DISTRICT KHAIRPUR, **SINDH** (1451.23 SQ. KM)

### **Important:**

- a. Responsive Bidder with the Lowest Financial Bids will be awarded the specific IEE Study.
- b. Bids claiming payment on reimbursement basis and/or quoting open ended charges and/or seeking deviation to the given payment terms will be declared Non-Responsive.
- c. NO ADVANCE PAYMENT OR MOBILIZATION CHARGES shall be made to the Contractor.
- d. OGDCL may call the Consultant for submission of IEE Application to respective EPA on behalf of proponent; presenting any part of the study or the entire study itself before clarifying/ processing the invoice(s) at any stage/ phase.
- e. OGDCL will NOT pay any other charges OTHER THAN the lump sum cost as quoted in the Financial Bid.
- f. Deductions will be made from the invoices in case of delay in conducting the study, engaging sub-standard team of consultants, late submission of the report and/or poor quality of the IEE Report.
- g. Financial Evaluation/comparison will be made on study basis
- h. It is MANDATORY for the bidders to commit workload ON PARALLEL BASIS they wish to quote.
- i. INCOMPLETE BIDS WILL BE REJECTED.
- j. Prices should be inclusive of all applicable taxes & levies but EXCLUSIVE of Provincial Sales Tax on services, where applicable shall be borne by OGDCL.
- k. Provincial Sales Tax on services if applicable should be mentioned separately for reference purpose only.

## **SCOPE OF WORK -I** **(IEE Study)**

The purpose of hiring services for Initial Environmental Examination (IEE) Study is to take into account all environmental work necessary for the appropriate local environmental regulatory review and approval of the proposed exploration and production/ project activities.

OGDCL is interested in obtaining regulatory approval to commence the work on ASAP basis at these areas. Maps of the proposed working areas showing the geographical positions will be available to the successful bidders only.

**1. KHEWARI EAST E.L.**

- Seismic: - 2D/ 3D seismic data will be acquired. Still plan to be finalized, subject to Operator/ JVP's approval.
- Future wells expected: Yes (02)

**2. Scope of Work:**

Reference to relevant World Bank/ International Financial Corporation Guidelines and country's applicable Federal and Provincial laws & regulations, Scope of Work to fundamentally address, without limitation, the following:

- Conduct INITIAL ENVIRONMENT EXAMINATION (IEE) STUDIES through extensive surveys and consultation process, based upon established primary data collection methods.
- Take clearances under Federal/ Provincial Environmental Regulations through review meetings/ physical presentations to respective provincial Environmental Protection Agency(ies) on site or at their office(s) with due diligence.
- Track and expedite the approval process to obtain the environmental clearances from the RESPECTIVE PROVINCIAL ENVIRONMENTAL PROTECTION AGENCY(IES).

The IEE Reports shall together comprise description of the proposed operations, assessment of existing environmental quality status based on available secondary data supplemented by collection of primary data for the region; Initial Environmental Examination incorporating identification, prediction and evaluation of impacts and delineation of environmental management plan.

CONSULTANT WILL BE REQUIRED TO ATTEND EPA QUERIES & OBTAIN ENVIRONMENTAL CLEARANCES AND APPROVALS FROM THE RESPECTIVE PROVINCIAL ENVIRONMENTAL PROTECTION AGENCY(IES) EMPLOYING ITS OWN RESOURCES.

*Note: Consultant must provide its detailed understanding on the scope of work and explain how the environmental clearance shall be obtained in the form of execution plan/activity chart with respect to the activity envisaged by OGDCL.*

**3. Timeframe for Deliverables:**

**Contract Completion Time (Duration):**

Thirty eight (38) weeks from the date of award of contract.

**Timeframe for Deliverables:**

- **Submission of IEE Study:**  
*Four (04) weeks from the date of award of contract.*
- **Acquisition of NOC:**  
*Twenty (20) weeks from the date of award of contract.*

Consultant may quote its best timeframe and provide the activity chart/ Gantt Chart in the proposal.

**4. Work Program**

The work program will include the following:

**A. Baseline Environmental Quality Status:**

- Measurement and collation of data on climate/ weather, hydro-geography and air quality (lab. test required) in the region including noise environment.
- Assessment of physico-chemical characteristics of surface/ ground water (lab. test required).
- Assessment of biological characteristics of water, soil components (lab. test required) of environment and wild life.
- Assessment of primary and secondary productivity in the study regions.

**B. Initial Environmental Examination:**

- Prediction of adverse impacts due to projects' disturbances.
- Assessment of environmental risks due to noise.
- Assessment of adverse impacts on ecological resources in the region.
- Assessment of adverse impacts on socio-economic/human interests.

**C. Environmental Management Plan:** Propose appropriate measures to prevent/ minimize the adverse impacts due to the projects' operations on various components of environment.

**D. Emergency Response (ER) Plan:** Emergency Response (ER) Plans to be developed including all scenarios (fire, spill, leakage, etc.), emergency evacuation, casualties handling and post incident management.

**E. Waste/ Pollution Management Plan:** Waste/ Pollution Management Plans to be developed considering solid, liquid (effluents), and gaseous waste – both hazardous and non-hazardous in nature.

**5. Inputs from Company:**

Resources as already used in the similar E&P operations in the company.

**6. Responsibilities of Environmental Contractor:**

After the submission of deliverable(s), the Consultant shall obtain environmental clearances / approvals from the RESPECTIVE ENVIRONMENTAL PROTECTION AGENCY(IES) on urgent basis.

**7. Deliverables for Each IEE Report:**

- |                                       |  |
|---------------------------------------|--|
| - IEE Report                          | - 06 <u>colored copies + 06 b/w copies</u> |
| - Soft copy (CD)                      | - 02 copies                                |
| - Executive Summary                   | - 10 Copies                                |
| - Presentation (soft copy PPT format) | - 02 Copies                                |
- or as required, whichever is higher.

**8. Mode of Payment:**

The total contract amount should be INCLUSIVE of charges related to TAXES, DUTIES, TRAVEL and ACCOMMODATION, consultation and technical meetings (except ICT/PST, where applicable shall be borne by OGDCL) to be incurred during study(ies). These shall be payable by the OGDCL to the Consultant in following manner viz a viz all items mentioned in the Scope of Work:

- First Installment: 40% of the total contract amount (of each study) after submission of two (02) softcopies, twelve (12) hardcopies of Final IEE Report and ten (10) copies of Executive Summary of the project, subject to endorsement by OGDCL.
- Second Installment: 60% of the total contract amount (of each study) on receipt of NOC from respective federal/provincial ENVIRONMENTAL PROTECTION AGENCY(IES).

**9. Technical Bid Details**

Please check Annexure YY.

10. **Financial Bid Details / Comparative Statement Format**

**IEE STUDY-1:**

**EXPLORATION, DRILLING & PRODUCTION ACTIVITIES IN KHEWARI EAST E.L.**

Phase-wise bid details	Unit Rate [PKR]	Quantity (Sample)	Total
1. Software / Graphics / Mapping Charges		1	
2. Laboratory / QC Charges ... Drinking Water Testing (Twenty parameters; Bacterial, Physical, and Chemical)		3 sample points	
3. Laboratory / QC Charges ... Soil Analysis (Five parameters; pH, Electrical Conductivity, Lead, Arsenic, Zinc)		3 sample points	
4. Laboratory / QC Charges ... Ambient Air Monitoring (Five parameters; SO <sub>x</sub> , NO <sub>x</sub> , SPM, Lead, and CO)		3 sample points	
5. Environmentalist Charges		1	
6. Wildlife Expert Charges		1	
7. Biologist & Botanist Charges		1	
8. Cost of Travelling/ Accommodation / Public Consultations		1	
9. Documentation / Report Charges		1	
10. Overheads during meetings with EPA Officials		1	
<b>Total Bid Price (PKR) for 01 IEE Study Report</b>			

PS: All above detail must be addressed appropriately.

# Application Form (IEE Studies)

## 01 General

**Name and address of company:**

**Type of Contractor:** (Consortium, Public limited liability, private, limited, private practice, wholly owned subsidiary, sole proprietary, etc.) (Provide Valid Evidence)

**Date established:** (Provide Certificate of Incorporation)

**Last annual turnover:** (Provide Valid Evidence/ Audited Accounts for Last 03 Years)

**Name and address of Contractor's (Lead Consortium Company's or Firm's) Bankers:**

**Names and addressed of Consortium Member Companies:**

**Is Contractor registered with Income Tax Department?** (Provide Valid Evidence)

Registration No:

VAT/ NTN/ STRN No.:

**VAT/ Sales Tax Deposit Amount:** (Provide Valid Evidence for last 03 Years)

**CEO / Managing Director:**

**Contact/ Focal Person:**

**Telephone numbers:**

**Fax number:**

**Email Address:**

**Notes:**

- Evidence of certificate of incorporation/ company registration certificate required.
- Evidence of Active Tax Payer and attested copy of last 03 years tax returns required.
- If a Consortium is applying for prequalification, then only the Lead Consortium Company should participate in the prequalification process as potential applicant.
- Lead Consortium Company must provide the copy of Consortium Agreement including the Responsibility Matrix delineating the rights and obligations of each Consortium Member Company must be submitted along with the prequalification application.
- Affidavit on stamp paper, declaring that Contractor is not blacklisted by any Government agency/authority (Original required).

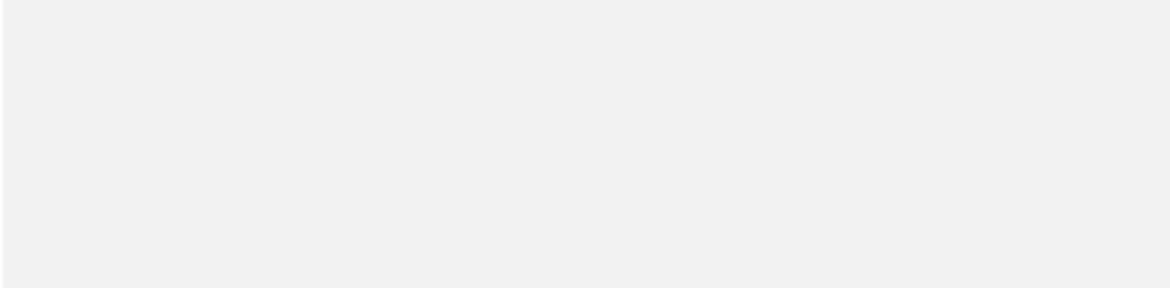
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## **02 Experience (IEE Studies)**

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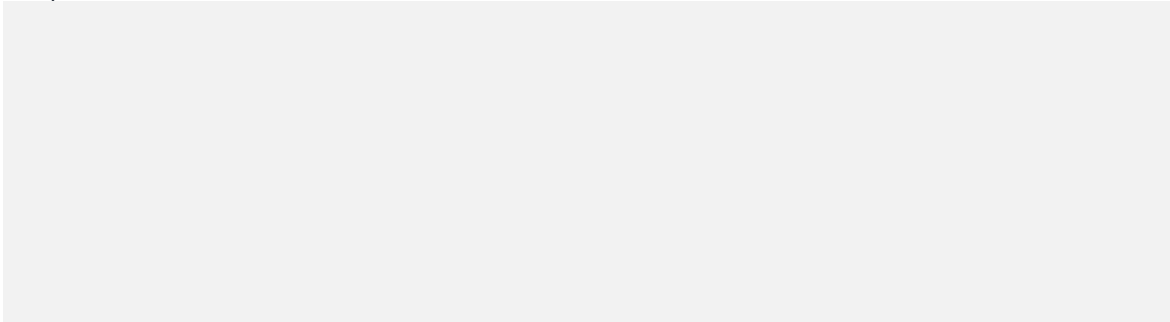
### **Non-E&P IEE Studies conducted by you since 2015.**

Attach the Clientele List showing Study Title, Client's Address and Tel. No., Number of Team Members, and Duration of Study.



### **IEE Studies for oil and gas exploration & production operations conducted by you since 2015.**

Attach the Clientele List showing Study Title, Client's Address and Tel. No., Number of Team Members, and Duration of Study.



**03 List of Experts** (Attach complete profiles and portfolios)

#	Name of Expert and Designation	Professional Qualification	Certifications / Registrations	Employed with you since	Total Experience in years
<b>List of Experts Petroleum and Chemical Engineers (Oil &amp; Gas sector)</b>					
1.					
2.					
<b>List of Chemists and Environmental Analysts</b>					
3.					
4.					
<b>List of Wildlife Experts</b>					
5.					
6.					
<b>List of Socio-Economists</b>					
7.					
8.					
<b>List of Hydrologists</b>					
9.					
10.					
<b>Others</b>					
11.					
12.					



**List of Visiting Experts** (Domain Experts on visiting and/or contractual basis)

(Provide Valid Evidence like NOC)

#	Name of Expert and Designation	Professional Qualification	Certifications / Registrations	Employed with you since	Total Experience in years
<b>List of Experts Petroleum and Chemical Engineers (Oil &amp; Gas sector)</b>					
1.					
2.					
<b>List of Chemists and Environmental Analysts</b>					
3.					
4.					
<b>List of Wildlife Experts</b>					
5.					
6.					
<b>List of Socio-Economists</b>					
7.					
8.					
<b>List of Hydrologists</b>					
9.					
10.					
<b>Technical Writer</b>					
11.					
12.					

**04 Testing/ Inspection Capabilities**

(Mention detail of the field and laboratory tests performed by you.)

<b>Field Apparatus</b>				
#	Name of Field Apparatus	Type of Tests Performed (Capability)	Standard Test Method	Reference NEQS, Radioactive, etc.

<b>Laboratory Equipment</b>				
#	Name of Lab Apparatus	Type of Tests Performed (Capability)	Standard Test Method	Reference NEQS, Radioactive, etc.

**05 EPA Registrations** (Provide Valid Evidence)

Registration/ Enrolment/ Enlistment with EPA

#	Name of EPA	Type / Scope of Registration/ Enrolment/ Enlistment	Date of Registration/ Enrolment/ Enlistment	Registration/ Enrolment/ Enlistment Number
1.				
2.				
3.				
4.				
5.				

**06 Technical Qualification Criterion**

Evaluation Aspect		Min. Marks	Max. Points
Experience of conducting IEE Studies	Number of non E&P IEE Studies conducted since 2015; (Minimum requirement is 07 studies, 01 mark for each study; provide complete list of clientele with addresses & contact numbers)	07	28
	Number of E&P IEE Studies conducted for Seismic & Drilling; Oil & Gas Processing Plants since 2015; (Minimum requirement is 07 studies, 03 marks for each study; provide complete list of clientele with addresses & contact numbers)	21	
Qualification, competence and experience of Experts	Petroleum and Chemical Engineers (Minimum requirement is 01 Professional)	3.5	21
	Wildlife Experts (Minimum requirement is 01 Professional)	3.5	
	Socio-Economists (Minimum requirement is 01 Professional)	3.5	
	Chemists/ Environmental Analysts (Minimum requirement is 01 Professional)	3.5	
	Hydrologists (Minimum requirement is 01 Professional)	3.5	
	Biologists (Minimum requirement is 01 Professional)	3.5	
Laboratory Status	Range of Lab Equipment and Capabilities: Physical existence of lab. and equipment for monitoring of emissions/ ambient air quality, effluents, & noise (Own lab. = 15; Outsource lab. operations = 10.5]	10.5	15
Registrations	Registration/ Enrolment/ Enlistment with any Federal/ Provincial EPA Valid Registration = 15 marks Applied for registration/ enrolment/ enlistment = 10.5 (provide valid evidence, duly attested)	10.5	15

**Minimum qualification marks (technical) are 70% of which financial bids will be opened.**

**Note:** Firm has to submit Legal Affidavit showing that it has complete professional ability to carry out PARALLEL IEE Studies in OGDCL's onshore/ offshore Blocks (Leases) at one point of time in different provinces including ex. FATA & other tribal areas.

## **OTHER IMPORTANT INFORMATION**

### **BIDDING METHOD:**

Bids against this tender are invited on 'Single Stage Two envelop'

### **AMOUNT OF BID BOND:**

Bid Bond /Bid Security amounting to **PKR 30,000/-** is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

### **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 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**