

CDERS-48 90/2020

# OIL & GAS DEVELOPMENT COMPANY LTD



## TERMS OF REFERENCE

FOR

HIRING OF CONSULTANT FOR OBTAINING NOCS / APPROVALS FROM DIFFERENT DEPARTMENT AS PER REQUIREMENTS OF CANTONMENT BOARD CLIFTON (CBC) AS PREREQUISITE FOR APPROVAL OF DETAILED DESIGN / DRAWINGS FOR OGDCL HOUSE AT CLIFTON KARACHI.



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### HIRING OF CONSULTANT FOR OBTAINING NOCS / APPROVALS FROM DIFFERENT DEPARTMENT AS PER REQUIREMENTS OF CANTONMENT BOARD CLIFTON (CBC) AS PREREQUISITE FOR APPROVAL OF DETAILED DESIGN / DRAWINGS FOR OGDCL HOUSE AT CLIFTON KARACHI.

#### INTRODUCTION.

Oil & Gas Development Company Ltd (OGDCL) hereinafter referred to as "EMPLOYER" is constructing a building project "OGDCL House Karachi" on Plot No. D-35, Block-9, KDA Scheme-5, KDA, in Clifton Karachi. OGDCL has already carried out detailed design and prepared complete drawings for the said building as per guidelines provided by Cantonment Board Clifton (CBC) Karachi. Now OGDCL intends to acquire services of a consultant for obtaining NOCs / Approvals from all relevant departments as required by Cantonment Board Clifton (CBC), through open bidding as per Single Stage One Envelope (SSOE) procedure. The proposed building comprises of one floor Basement, Ground Floor, 1<sup>st</sup> to 4<sup>th</sup> Floor for Parking and 5<sup>th</sup> to 13<sup>th</sup> Working Floors (Total 15 Floors).

#### TERMS OF REFERENCE

1.1. The consultant shall arrange and provide all NoCs / Approvals required by Cantonment Board Clifton (CBC) Karachi as prerequisite for approval for detailed design of OGDCL House Clifton Karachi but not limited to the following:

- i. Water Board.
- ii. Sewerage Board.
- iii. Civil Defence Department (Fire).
- iv. Preparation of EIA report from S.E.P.A.
- v. Survey of Pakistan.
- vi. Civil Aviation Authority (CAA).
- vii. Air Traffic Services, Air Head Quarter Islamabad.
- viii. Traffic Study Impact Report from Traffic Management Plan (TMP).
- ix. Other applicable departments (if any) as per requirements of Cantonment Board (CBC). Consultant to acquired itself all information regarding departments from which NOCs / approvals are required by CBC for consideration of detailed design approval for OGDCL House Clifton Karachi.

The consultant will be responsible for all type of documentations, communication and

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other activities required for completion of these services.

1.2. The intent of this consultancy is to engage a Consultant who will apprehend Employer's requirements with respect to NOCs / Approvals from different Departments as required by Cantonment Board Clifton (CBC) and arrange / provide the aforesaid NOCs / Approvals for the project. The consultant will be responsible for arranging and providing required NOCs / Approvals complete in all respect as acceptable to Cantonment Board Clifton (CBC).

1.3. It is mandatory for participating consultants to visit / examine the Site and drawings available with OGDCL 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.

1.4. 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.

1.5. Arranging and Providing NOCs and Approvals from different departments as required by Cantonment Board Clifton (CBC) shall be responsibility of the consultant, however, any fee for such purpose deposited to such departments will be reimbursed to consultant on provision of original receipts. It is mandatory that the consultant must be registered as firm with registrar of firms or Federal / Provincial Government.

  
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Cantonment Board Clifton

## 2.0 PROJECT STATISTICS.

Employer	: Oil & Gas Development Company (OGDCL)
Project Title	: Construction of OGDCL House Karachi.
Location	: Plot No. D-35, Block-9, KDA Scheme-5, KDA, Karachi.
Plot Dimensions	: Length: 120 ft (Front) Width 75 ft (1000 sq yard)
Venue for Submission of Proposals	: GM (Supply Chain Management), OGDCL House, Blue Area, Jinnah Avenue, Islamabad. Tel: 051-920023795, Fax.051-_____ Email: <a href="mailto:irshad_muhammad@ogdcl.com">irshad_muhammad@ogdcl.com</a>
Due Date for Submission of Proposals	: As per press advertisement.

## 3.0 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:

## 4.0 SCOPE OF SERVICES.

- 4.1 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.
- 4.2 In accordance with TOR, the Scope of Services shall be in the following stages:
- 4.2.1. The consultant is required to visit the site and examine the drawings available with OGDCL.
- 4.2.2. Consultant is required to visit office of Cantonment Board Clifton (CBC) and obtain information regarding all department from which NOCs / approvals are prerequisite for approval of detailed design / drawings for OGDCL House Clifton, Karachi.

  
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Chief Engineer (Mechanical)  
OGDCL



- 4.2.3. Consultant will further obtain information, forms and other details from all such department from which NOCs are required.
- 4.2.4. Based on the information from CBC and other departments consultant will prepare applications with all necessary / required documents for submission to such departments for obtaining NOCs.
- 4.2.5. OGDCL will provide necessary assistance regarding documents pertaining to subject project.
- 4.2.6. Consultant will submit applications for NOCs / Approvals to all such departments and actively pursue with them for timely issuance of such NOCs as required by Cantonment Board. If any NOC is not acceptable to CBC, the consultant will do needful action and arrange NOC as required by CBC.
- 4.2.7. Any observations / comments by concerned departments raised during issuance of NOCs, consultant will be required to make compliance accordingly to address such observations.
- 4.2.8. Any official fee for such NOCs deposited to these departments will be reimbursed to consultant on provision of actual payment receipt.
- 4.2.9. Consultant will quote his services charges as per schedule of prices which will include all applicable taxes except Sindh Sale Tax which will be borne by OGDCL.
- 4.2.10. Consultant is required to arrange and provide / submit all required NOCs / Approval within scheduled completion period.
- 4.2.11. Further information if needed may be obtained from Tariq Sharif Chief Engineer (Administration) on telephone No. 051-9209872.
- 4.2.12. Administrator Regional Office Karachi at Karachi Cell No.021-34141341, 34141343 will provide necessary assistance at site if required.
- 4.2.13. Consultant will submit all NOCs / approval in original and shall be property of OGDCL. Consultant is required to not disclose any information / documents / data / drawings to anyone. All such documents if available with him after completion of assignment, may be returned to OGDCL.
- 4.2.14. Consultant will ensure provision of NOCs / approvals from all relevant departments as per contract agreement / bid documents signed between employer & consultant.
- 4.2.15. All documentation, transportation, visit of officials, charges for telephone, fax, use of office, stationary and liaison will be sole responsibility of Consultant during obtaining NOCs / Approvals from all departments as required by CBC.

  
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- 4.2.16. Consultant will ensure to obtain and provide all NOCs and Approval within scheduled completion period.
- 4.2.17. Consultant will monitor and appraise progress of obtaining NOCs / Approvals for timely completion of assignment.
- 4.2.18. OGDCL is entitled to withdraw the award of these services if found not satisfactory and cancel the contract with proper prior notice and subject to payment of NOCs if already provided.
- 4.2.19. The consultant will quote fee as lump sum against each item in the schedule of prices'

**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 SCHEDULE OF PRICES**

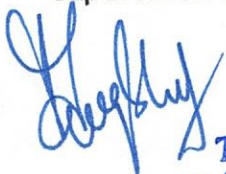
Item No.	Description	Contract Price (PKR)
A	Lump sum fee for obtaining NOCs / Approvals from different departments as required by Cantonment Board Clifton (CBC) for approval of detailed design of OGDCL House Clifton Karachi at Plot No. D-35, Block-9, KDA Scheme-5, KDA, Karachi. as under:-	
A (i)	Water Board.	
A(ii)	Sewerage Board.	
A(iii)	Civil Defence Department (Fire).	
A(iv)	Preparation of EIA report from S.E.P.A.	
A(v)	Survey of Pakistan.	
A(vi)	Civil Aviation Authority (CAA).	
A(vii)	Air Traffic Services, Air Head Quarter Islamabad.	
A(viii)	Traffic Study Impact Report from Traffic management Plan (TMP).	
A(ix)	Other applicable departments (if any) as per requirements of Cantonment Board (CBC). Consultant to acquired itself all information regarding departments from which NOCs /	

  
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	approvals are required by CBC for consideration of detailed design approval for OGDCL House Clifton Karachi.	
		<b>Grand Total A(i) to A(ix)</b>

- 5.2 NOC / Approval from K-Electric and SSGC have already been obtained by OGDCL itself. Consultant to exclude these from his proposal and cost.
- 5.3 Arranging and Providing NOCs and Approvals from different departments as required by Cantonment Board Clifton (CBC) shall be responsibility of the consultant, however, any official fee for NOC / Approval purpose deposited to such departments will be reimbursed to consultant on provision of original receipts.
- 5.4 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 and Final Bill.
- 5.5 The above Fee is fixed for the scope of Services as detailed under relevant clauses of this TOR 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.
- 5.6 Bid price shall be inclusive of all taxes, duties, levies, charges etc. except Sindh Sale Tax on services, as per relevant clause of contract agreement. If contractor fails to include the taxes as per ToR, the rates will be considered as inclusive of the taxes.
- 5.7 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.



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## 5.8 SCHEDULE OF PAYMENT AGAINST NOCs / APPROVALS.

Payment Schedule for arranging / obtaining and providing of NOCs / Approvals is given as under:

S. No	Work Package	Weight Factor
1	On submission of proof for filing of application for NOC / Approval with relevant department as required by Cantonment Board Clifton (CBC).	10 % of quoted cost for such NOC / Approval.
2	On submission of original documents of NOCs / Approvals from relevant department as required by Cantonment Board Clifton (CBC).	60 % of quoted cost for such NOC / Approval.
3	Acceptance of NOCs / Approvals of all department by Cantonment Board Clifton (CBC), when submitted with detailed design / drawings of OGDCL House Clifton Karachi .	30% of quoted cost for all such NOC / Approval.

## 6.0 TIME FOR COMPLETION.

- 6.1 Duration for arranging / obtaining of NOCs / Approvals from all departments as required by Cantonment Board Clifton (CBC) shall be 60 calendar days commencing after one week of the issuance of Notice to Proceed by the Employer for obtaining of NOCs / Approvals. Consultant will be required to file application for NOCs / Approvals with all departments within initial 15 days and thereafter actively pursue with these departments to obtain NOCs / Approvals from all departments within 45 days.
- 6.2 The time required by OGDCL for review / approval of NOCs shall not be included in the Completion Period.
- 6.3 If the project is delayed at consultant part, LD will be imposed on consultant as per relevant clause of contract agreement.

## 7.0 VARIATIONS.

  
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7.1. The Employer shall have the right to add and / or omit the NOCs / Approvals of relevant departments 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 mutually considering the scope involved.

7.2 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.

8.0 **LIQUADATED DAMAGES.**

As per draft Contract clause No.12.

9.0 **GOVERNING LAW.**

9.1 This Contract shall be construed, interpreted and governed by the laws of the Islamic Republic of Pakistan.

10. **ELIGIBILITY OF THE CONSULTANT & STAFF REQUIREMENT:**

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

10.2 The Consultant is required to have within his team all necessary expertise as is required to discharge fully the Services as per TOR.

10.3 The Consultant must provide full details/CVs of his whole team working with the Consultant.

11.0 **MISCELLANEOUS/ GENERAL PROVISIONS.**

11.1 The Consultant will follow local Laws in performance of its services.

  
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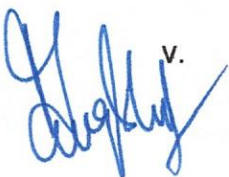
- 11.2 Submission of bid will mean that the Consultant; after visiting the site, reading carefully and having examined all terms and conditions referred above, is agreed to undertake the Works, if awarded.
- 11.3 In Case of any dispute, the Arbitration Act 1940 shall be followed for resolution of disputes. Place of arbitration will be Islamabad.
- 11.4 If required, you will be bound to provide any other documents for the scope of work without any additional charges.
- 11.5 The drawings and other documents prepared in connection with the project shall be the property of OGDCL and copyrights therein shall vest with OGDCL.
- 11.6 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.
- 11.7 No escalation shall be allowed on account of fluctuation in market rates, delay in approval of design on OGDCL part or any other reason.
- 11.8 All bills shall be paid, as per OGDCL procedure and in time as required by OGDCL and no interest for delay in payment of running bills or Final bill is applicable.

12.0 **BID EVALUATION CRITERIA.**

- 12.1 Single Stage One-envelope procedure shall be adopted as procurement procedure for this work under PPRA rules. Technical Evaluation Criteria is given below, however, financial bids shall be evaluated on Least Cost Method under clause 3(C) of procurement of Consultancy Services Regulations 2010.


The firm / bidder is required to meet the following requirements to be declared as technically responsive.

- i. Registration with Registrar of firm or Federal / Provincial Government.
- ii. Sale Tax Registration No for Sindh Sale Tax.
- iii. National Tax No Certificate.
- iv. Having 05 years of experience as a firm in providing different services. List of clients and services provided.  
(Contract agreements or work order etc)
- v. Undertakings for being not blacklisted.





12.2 The decision as to the successful bidder will be made based upon evaluation of all of the items listed in these TOR and will be in the sole discretion of OGDCL.



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## **OTHER IMPORTANT INFORMATION**

### **BIDDING METHOD:**

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

### **Bid Security:**

Bid Security amounting to PKR:150,000/= must be attached with the bid

### **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 WITH INCOME TAX CERTIFICATE
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 with the bid.**

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

**<file:///C:/Users/OGDCL/AppData/Local/Temp/Tender%20Document%20Services%20Press%20for%20Webloading-Discout%20clause%20added%20dated%2011-08-2020.pdf>**