

**OIL AND GAS DEVELOPMENT COMPANY LIMITED**

Appendix - C

Consultancy Services for Relocation of Kunnar LPG Plant to Daru-Central Facility**DOCUMENT SUBMISSION CHECKLIST**

| SR. NO. | DOCUMENT TITLE | Yes | No | Notes |
|---------|---|-----|----|-------|
| 1 | Affidavit confirming all documents, particulars and information given with its tender documents are true. | | | |
| 2 | Previous Relocation Projects Work order / Project Completion certificate / Satisfaction certificate for each listed project | | | |
| 3 | Previous oil and Gas Projects Work order / Project Completion certificate / Satisfaction certificate for each listed project | | | |
| 4 | Undertaking for unconditional compliance to all terms and Conditions of Tender document | | | |
| 5 | Affidavit confirming bidder/JV partners/consortium has never been blacklisted by OGDCL or not been involved in litigation with OGDCL | | | |
| 6 | Affidavit confirming non-affiliation in corrupt, fraudulent or collusive practices. | | | |
| 7 | Affidavit confirming bidder/JV partners/consortium has never been blacklisted by any Government / Semi-Government or Autonomous Body | | | |
| 8 | Integrity and Ethics Undertaking | | | |
| 9 | Copy of Registration with Pakistan Engineering Council along with applicable codes for Civil, Mechanical and Electrical | | | |
| 10 | Statment of willingness to register with PEC / Valid PEC Certificate of Local JV partner (Applicable to Foreign Bidders Only) | | | |
| 11 | Bidder's Profile highlighting experience and capability of the Bidder | | | |
| 12 | Bidder Execution Plan along with Execution Schedule | | | |
| 13 | Employment Record of Qualified Personnel | | | |
| 14 | CV of Qualified Personnel | | | |
| 15 | Certifications and Accreditations relevant to the project (If Any) | | | |
| 16 | Organization chart alongwith functional units | | | |
| 17 | Sequence of Procedures for development of Engineering Documents (P&IDs, Plot Plans etc.) | | | |
| 18 | List of office Facilities / Equipment/ Computers/ Printers etc. | | | |
| 19 | List of Licensed Design Engineering Softwares | | | |
| 20 | Audited Statement of accounts for the last Three (03) years | | | |
| 21 | Evidence of Tax Returns for last three (03) years | | | |
| 22 | Evidence of Conducted HAZOP studies for Gas Processing Facilities | | | |
| 23 | Evidence of Conducted Risk Analysis for Gas Processing Facilities | | | |
| 24 | Evidence of Conducted Emergency Escape Route and Muster Point Evaluation studies for Gas Processing Facilities | | | |
| 25 | Evidence of Conducted Consequence Modelling studies for Gas Processing Facilities | | | |
| 26 | Evidence of Conducted Radiation and Dispersion Modelling of Hydrocarbon and Toxic Mixture studies for Gas Processing Facilities | | | |
| 27 | Detailed HSE Policy / HSE Management System | | | |
| 28 | Manual & Procedures being followed during Design of Project | | | |
| 29 | HSE Certification ISO 14001 / ISO 18000 / OHSAS | | | |
| 30 | ISO Certification 9001:2008 | | | |
| 31 | Form of Tender or Bidding Form (Annexure – I) (for Joint Venture/ Consortium in accordance with Clause 1.5 Eligibility Requirements) | | | |
| 32 | Original Bid bond for an amount of in Pak Rupees as per format given (Annexure-III) | | | |
| 33 | A power of Attorney certified by Notary Public (Applicable for Joint Venture/ consortium Bids). | | | |
| 34 | Corporate & Financial information of Bidder and its consortium/joint venture partners as per format given in (Annexure – I). | | | |
| 35 | A power of Attorney certified by Notary Public (Applicable for Joint Venture/ consortium Bids). | | | |
| 36 | Provide a comprehensive list and details as per (Annexure – II) of executed projects during last 10 years of Natural Gas Processing Plants (Covering Gas processing units) and Re-location projects) being executed by Applicant's organization along with project schedule. Only those projects whose certificates are attached would be considered in eligibility requirement of the bidder/company. | | | |
| 37 | Details of project management, procurement and quality control system being used as per format given in (Annexure – I) | | | |
| 38 | List of computer software & hardware available with your organization. | | | |
| 39 | Duly initialed and stamped copy of Form and Conditions of Contract and Scope of work and Specifications | | | |
| 40 | Details of project management, procurement and quality control system being used as per format given in (Annexure – I) | | | |
| 41 | Prepare list of Documents and Provide details of each Documents and record asked in (Appendix-B) Technical Qualification Basis | | | |
| 42 | Letter of Authorization in favor of Officer signing the Bid. | | | |
| 43 | A statement of total compliance with the technical and commercial requirement of Tender Document on company letter head. | | | |
| 44 | Confirmation letter for bid validity of 180 days. | | | |