



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	Statmenet 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.			