

آئل اینڈ گیس  
ریگولیٹری اتھارٹی  
حکومت پاکستان



Oil & Gas  
Regulatory Authority  
Government of Pakistan

## EXPRESSION OF INTEREST

### INVITATION OF EXPRESSION OF INTEREST (EOI) FOR PROCUREMENT OF ENTERPRISE RESOURCES PLANNING SOLUTION (ERP) AND ITS IMPLEMENTATION IN OIL AND GAS REGULATORY AUTHORITY (OGRA)

1. Proposals are invited from authorized well-established suppliers, Software Developing Companies or distributors having NTN / Sales Tax registration with active ATL Status in FBR record along with facilities for onsite deployment, implementation and configuration of "ERP Software System" for maintenance of Accounts of OGRA. The IT firm/service provider should be a corporate Body engaged in Software Development. It should be an authorized partner of an International brand of Quoted ERP Original Equipment Manufacturer (OEM). The firm should have successfully implemented the software in at least 10 medium level organizations. The Bidder must have IT service infrastructure at Islamabad / Lahore.
2. Scope of work, Terms of Reference (TORs) and evaluation criteria can be obtained from the website of OGRA ([www.ogra.org.pk](http://www.ogra.org.pk)) and Public Procurement Regulatory Authority ([www.ppra.org.pk](http://www.ppra.org.pk)) (PPRA).
3. The bidders should submit a single package containing two separate sealed envelopes. One envelope should contain the Technical Proposals and the other envelope should contain the Financial Proposal. The envelopes should be clearly marked as "**TECHNICAL PROPOSAL**" and "**FINANCIAL PROPOSAL**". The Financial Bid should contain a lump sum figure in Pak rupees, inclusive of all charges and taxes. Conditional bids will not be accepted. The successful bidder shall also submit a performance guarantee equivalent to 10% of financial bids.
4. The proposals should reach the following address on or before **06-01-2020 at 11:00 am**. The proposals will be opened in the presence of the representatives of the firms on the same day at **11:30 am**. OGRA reserves the right in its sole discretion to accept or reject any/ or all the bids without justifying any reason thereof before accepting any bid.

**Executive Director (Accounts)**  
Oil & Gas Regulatory Authority  
Plot No. 54-B, Fazal-e-Haq Road, Blue Area, Islamabad, Ph No. 051-9244338

"SAY NO TO DRUGS"



PAKISTAN  
POLDO  
ERADICATION  
PROGRAMME

15x4

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## اظہار دلچسپی

انٹرنیٹ ریسورسز پلاننگ سلیوشن (ERP) کے حصول اور آئل اینڈ گیس ریگولیشن اتھارٹی (OGRA)

میں اس کے اطلاق کیلئے دعوت برائے اظہار دلچسپی

- 1- اوگرا کے اکاؤنٹس کی مینٹی نینس کیلئے "ERP سافٹ ویئر سسٹم" کی سائٹ پر ڈیٹا انٹرنسٹ، اطلاق اور کنٹریبولیشن کی سہولیات کے ساتھ مجاز مستحکم طور پر قائم پلاٹ فارمز، سافٹ ویئر ڈیولپمنٹ کمپنیز یا ڈسٹری بیوٹرز جو NTN/ سٹریٹجک ریسرچ اینڈ ڈیولپمنٹ کے ایف بی آر کے ریکارڈز میں ایکٹیو ATL حیثیت کے حامل ہوں سے تجاویز مطلوب ہیں۔ آئی ٹی فرم / سروس پرووائیڈر کو سافٹ ویئر ڈیولپمنٹ میں معروف ایک کارپوریٹ باڈی ہونی چاہئے۔ اسے درج کردہ انٹرنیشنل برانڈ ERP اور بیٹل ایکویٹمنٹ مینوفیکچرر (OEM) کا مجاز پارٹنر ہونا چاہئے۔ فرم نے کم از کم درمیانی سطح کے 10 اداروں میں سافٹ ویئر کا اطلاق کامیابی سے کیا ہو۔ بڈرز کو اسلام آباد / لاہور میں آئی ٹی سروس انفراسٹرکچر کالاز ماہل ہونا چاہئے۔
- 2- کام کا دائرہ کار، ٹرم آف ریفرنس (TORs) اور تجزیہ کا معیار اوگرا کی ویب سائٹ [www.ogra.org.pk](http://www.ogra.org.pk) اور پبلک پروکیورمنٹ ریگولیشن اتھارٹی کی ویب سائٹ [www.ppra.org.pk](http://www.ppra.org.pk) سے حاصل کئے جاسکتے ہیں۔
- 3- بڈرز دو علیحدہ سربراہی لفافوں پر مشتمل ایک واحد کیلک جمع کرائیں گے۔ ایک لفافہ ٹیکنیکل تجویز پر مشتمل اور دوسرا مالی تجویز پر مشتمل ہونا چاہئے۔ لفافوں پر واضح طور پر "ٹیکنیکل تجویز" اور "مالی تجویز" درج ہونا چاہئے۔ مالی پیشکش پاکستانی روپوں میں بشمول تمام واجبات اور ٹیکسز مجموعی طور پر ایک رقم پر مشتمل ہونی چاہئے۔ مشروط پیشکشیں قبول نہیں کی جائیں گی۔ کامیاب بولی دہندہ مالی پیشکش کے 10 فیصد کے مساوی پرفارمنس گارنٹی بھی جمع کروائے گا۔
- 4- تجاویز کو ذیل میں درج پتہ پر مورخہ 06-01-2020 صبح 11:00 بجے یا اس سے قبل پہنچ جانا چاہئے۔ تجاویز اسی دن 11:30 بجے صبح فرمز کے نمائندوں کی موجودگی میں کھولی جائیں گی۔ اوگرا کسی پیشکش کی منظوری سے قبل کسی بھی وجوہ کی وضاحت کے بغیر کلی طور پر اپنی صوابدید پر کسی ایسا تمام پیشکشوں کو منظور یا مسترد کرنے کے حقوق محفوظ رکھتا ہے۔



ایگزیکٹو ڈائریکٹر (اکاؤنٹس)

آئل اینڈ گیس ریگولیشن اتھارٹی، پلاٹ نمبر B-54، فضل حق روڈ، بلیو ایریا، اسلام آباد فون: 051-9244338

"SAY NO TO DRUGS"

15x4

**TERMS OF REFERENCE (TORs)**  
**Inviting Expression of Interest (EoI) for Accounting**  
**Software for OGRA**

## 1. Introduction

Oil & Gas Regulatory Authority (OGRA) is an autonomous organization incorporated to safeguard public interest through efficient and effective regulation in the midstream and downstream petroleum sector.

## 2. Objective

OGRA desires to implement licensed Accounting Software for better management of financial system, improved accuracy, internal controls and operational efficiency.

## 3. Project Details – Functional Specifications

This project is for the development and implementation of a new Financial Accounting System in OGRA after a thorough study of the entire financial functions and processes followed in the Authority with the functionalities which include but not limited to the following:

- a. Voucher Creation and Approvals at different levels to facilitate payments and receipts both in cash and cheque/draft.
- b. Cash book, Bank book, Journal, General Ledger, Sub-ledgers,
- c. Day Closing
- d. Employees /department - wise tracking of expenditure;
- e. Preparation of Trial Balance, Final Accounts viz. Receipts & payment Account, Income & Expenditure Account and Balance Sheet under the prescribed format on real time basis.
- f. Facility to print cheques for the payments through the system
- g. Payroll comprising salary preparation, tax deductions, recoveries & tax credit etc.
- h. Generation of pay slips in respect of each employee from pay roll.
- i. Provident Fund Accounting, Provisions for leave encashment and Gratuity.
- j. Assets Register and its monitoring and preparation of Asset Schedule forming part of Balance Sheet.
- k. Interbank Fund Transfer

**Reporting parameter: -**

- l. MIS Reports
  - i. Monthly Progress of expenditure and cumulative expenditure
  - ii. Payment details, component/subcomponent-wise
  - iii. Withholding Tax Reports on Tax Deduction on Salary, Rent, Professional Charges, Payment to Contractors etc.
  - iv. Provision of flexible Report Writer allowing the user to design financial statements at their own e.g. Profit and Loss, Balance Sheet, etc.
  - v. Summary report to be generated on outstanding balances of advances.
  - vi. Report on payment effected on returned cases where BRV has been generated.
- m. Detail of payments/receipts in respect of each licensee i.e. subsidiary ledger of each licensee;
- n. Providing a robust account and access management to the system administrator to create user accounts and access levels commensurate with the user roles and responsibilities
- o. Automatic Bank Reconciliation Process on a daily/monthly basis as per requirement.
- p. Separate module for investments and short term deposits bank-wise
  - i. should be flexible to change period & rate of interest
  - ii. interest should be calculated automatically. Provision for calculating interest accrued on deposits
- q. Facility to access BPV, BRV, & JV from ledger itself
- r. Provision to define budget against each head of account and analysis codes created in the system with a capability of revision of budget in a calendar year.
- s. Variance analysis budget vs actual
- t. Ageing analysis – Receivables/ Payables
- u. Audit Modules to facilitate audit.

#### **4. Information to Agency/ Deadlines**

- a. The service provider will be responsible for feeding/entering the accounts data of the preceding one year and will generate proper reports accordingly.

- b. The service provider will be responsible for Installation/implementation of the software along with necessary training for the staff.
- c. The service provider will provide training and handholding support for 1 year after implementation of the project.

## 5. Term/Duration of Assignment:

The software shall be implemented within 90 days of the award of the contract. The Authority may, however, extend the timeline up to one month only in case plausible justifications for extension are submitted by the firm 15 days before expiry of contract term.

## 6. Propriety Rights

The software and all documents prepared by the service provider shall become and remain the sole property of the Authority. The service provider shall not, during the term of the contract or after expiration, disclose any propriety or confidential information relating to the services, or the Authority's business or operations.

## 7. Location:

All relevant correspondence and meetings will be convened in the office of Oil and Gas Regulatory Authority, currently located at Plot No. 54-B, Fazl-e-Haq Road, Blue Area, Islamabad, Pakistan.

## 8. Selection, Eligibility and Evaluation Criteria

- a. The company should have successfully implemented similar projects in at least 10 medium level reputed organizations, detail of such projects shall be provided.
- b. The company should have minimum 10 years of experience in the relevant field and supporting documents to that effect should be furnished.
- c. Expertise, skill-sets, and the manpower strength to be indicated in the Expression of Interest (EoI).
- d. Description of the methodology and work plan for performing this assignment clearly identifying the timeline to be followed.

9. The firms, short-listed on the basis of evaluation of the experience, may be asked to make technical presentation before the evaluation committee. In this regard, separate communication will be sent to all short-listed firms.

10. The Expression of Interest (EoI) must remain valid for at least 3 months after the submission date. During this period, the bidder is expected to keep available the professional staff proposed for the assignment.

## 11. Counterpart

**Mr. Bilal Ahmed Sherpao**  
JED (Accounts)

Installation/ Implementation of Accounting Software for OGRA

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Oil & Gas Regulatory Authority  
 Plot No. 54-B, Fazal-e Haq Road, Blue Area Islamabad  
 Phone: 051-9244049  
 Cell: 0334-5063955  
 email: bsherpao@ogra.org.pk

**TECHNICAL EVALUATION CRITERIA**

A	Clause	Description	Points
I	<b>Relevant Experience</b>	i.) General Experience for development and implementation of software;	10
		ii.) Specific and relevant Experience for development and implementation of Accounting software	30
II	<b>Manpower</b>	i) CV's of the Key Personnel, giving Name, background, qualification, employment records and detailed professional experience of each expert relevant to the software development.	15
		ii) Key staff to be deployed on the assignments on permanent basis having relevant experience <ul style="list-style-type: none"> <li>• Qualification</li> <li>• Experience</li> </ul>	15 15
III	<b>Work Protocol</b>	i) Description of the methodology and work plan for performing this assignment clearly identifying the timeline to be followed.	15
<b>Total</b>			<b>100</b>

**NOTE: Minimum requirements for pre-qualification shall be 60 points.**