

EXPRESSION OF INTEREST

Selection of HR Consulting Firm to Recruit the most Suitable Manpower

Oil and Gas Regulatory Authority intends to hire HR Consulting Firm to conduct recruitment of most suitable manpower for its already 6x advertised posts of different pay scales of law background.

The scope of services will be as under:

- To conduct written test and interview of the preliminary shortlisted candidates as per the technical requirements of the posts and also to evaluate their interpersonal, legal competencies and management skills etc.
- To shortlist top 05 suitable candidates against each post which shall be finally interviewed by the Organization's Management.

The assignment is required to be completed within 30 days from signing of contract. Reputable HR consulting firms (preferably Islamabad based) having a minimum experience of 5 years are invited to apply.

The documents containing detailed information, terms and conditions etc are available on the websites of PPRA (www.ppra.org.pk) and OGRA (www.ogra.org.pk). The documents can also be obtained from office of the undersigned on cash payment (non-refundable) of Rs. 200/- on any working day.

Expression of Interest must be delivered to the address below by not later than January 13, 2012.

Executive Director (Admn/HR)

OIL AND GAS REGULATORY AUTHORITY
ZTE Building, Plot # 54, Fazal-e-Haq, Road, Blue Area, Islamabad
Tel: 051-9221715-18, Fax: 051-9221714

**EXPRESSION OF INTEREST
DOCUMENTS**

Selection of HR Consulting Firm to Recruit the most Suitable Manpower

Oil and Gas Regulatory Authority intends to hire HR Consulting Firm to conduct recruitment of most suitable manpower for its already six (06) advertised posts of different pay scales of law background.

General Terms and Conditions:

- 1). The HR consulting firm should submit a single package containing two separate sealed envelopes. One envelope should contain, the Proposal (Annexure-I) and the other envelope should contain the Financial Proposal (Annex-II), both indicating the Expression of Interest enquiry No. 01/2012-13. The envelopes should be marked as "COMPANY PROFILE PROPOSAL" and "FINANCIAL PROPOSAL".
- 2). The firm should be registered with Income Tax Departments (Registration Number should be clearly mentioned and valid documentary evidence be attached).
- 3). The firm should have a minimum of five (05) years experience of similar assignment and should have a well-equipped setup, having proper office at Islamabad/Rawalpindi.
- 4). The proposals, duly sealed, are required to be delivered to the office of the undersigned by 03:00 p.m on January 14, 2013.
- 5). The Bid Opening Committee of OGRA will open the company profile proposals (Annex-I) in the first instance for evaluation per criteria given at Annex-III, on January 14, 2012 at 03:00 pm in the presence of firm authorized representatives, who may like to be present. Proposals not accompanied by the documents at serial. No. 2 & 3 above shall be declared as Non-Responsive and their financial proposals will be returned un-opened.
- 6). The Bid Opening Committee will open the financial proposals (**Annex-II**) of the firms whose proposals are accepted, on a date and time to be communicated to them in advance, in the presence of firm authorized representatives, who may like to be present.
- 7). The successful firm will be required to deposit a "Performance Bond" equivalent to 5% of the total contract value quoted by the firm, through a Pay Order in favour of OGRA, payable at Islamabad. In case the firm fails to deposit the bond within one week of the issuance of the letter awarding the job, the same shall be treated as cancelled and the performance bond shall be forfeited.
- 8). Payment of the bills will be subject to the deduction of government taxes.
- 9). OGRA reserves the right to extend the opening date of the Expression of Interest, accept/reject any or all Expression of Interest without assigning any reason.

(Anwar Ali Sheikh)
Executive Director (Admn)

COMPANY PROFILE

Particulars	Description	Attachments (Page Nos. or Annexure Nos.)
Name of the Firm		
Address (Telephone, Fax & E-mail)		
Year of Establishment (attach any documentary evidence or furnish a statement on Oath)		
National Tax No. (attach documentary evidence)		
Whether Pay Order equal to 5% of the total contract value quoted by the firm	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Banker's Name & Contact Details		
Experience related to the similar assignments		
Annual Turnover supported by sales or income tax return		
Enlistment Certificate (copy of certificate enlisted with Govt./Semi Govt. organizations etc if any)		
Assignments in Hand (Current)		
Clientage Attach as separate Annexure (if necessary)		
Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)		
Managerial/Technical Capability (Manpower) a). Total No. of Permanent Staff b). Total No. of Contract/Project Staff: (Attach as separate Annexure, if necessary)		
Type and No. of Machinery/Equipment		
Contact Person Date: _____	_____ <i>Name & Designation</i> _____ <i>Authorized Signature & Stamp</i>	

* Attached all the documents with proper **Annexure** or with easy **Reference**.

OIL AND GAS REGULATORY AUTHORITY
54 B, (Old ZTE Plaza), Fazal-e-Haq Road, Blue Area, Islamabad
PH: 051-9221715-18, FAX: 051-9221714

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FINANCIAL PROPOSAL

1. Name of the Firm & Address:
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2. The charges/rate for the subject Expression of Interest is
Rs. _____/- (Rupees _____only) (including all
taxes).

Authorized Signature with Stamp

Name : _____

Date (_____)

OIL AND GAS REGULATORY AUTHORITY

PH: 051-9221715-18, FAX: 051-9221714

Selection of HR Consulting Firm to Recruit the most Suitable Manpower**Assessment Criteria:**

The Expression of Interest will be evaluated as per the following criteria;

Sr. No.	Criteria	Marks	Upto	Remarks
1.	Experience related to the similar assignments		15	
2.	Experience with similar project authorities		10	
3.	Work experience in the kind of services(s) under consideration		30	
4.	Work Volume in monetary value over last 3-5 years		10	
5.	(Number and) qualification of permanent and associated staff		25	
6.	Presentation and language of profile		10	
	Total		100	

Name of Evaluator:

Date and Signature of Evaluator:

SCOPE OF WORK

- i). To conduct written test and interview of the preliminary shortlisted candidates as per the technical requirements of the posts and also to evaluate their interpersonal, legal competencies and management skills etc.
- ii). To shortlist top 05 suitable candidates against each post which shall be finally interviewed by the Organization's Management.

The following vacant positions were advertised on October 11, 2012 in the national newspapers.

<u>S. No</u>	<u>Position</u>	<u>Vacant Posts</u>	<u>Pay Scales</u>
1.	Assistant Registrar (Appeals)	1	E-2
2.	Law Officer	4	E-2
3.	Assistant Law Officer	1	E-1

S.#	GRADE	PAY SCALE
1.	E-2	36,700-2,080-78,300
2.	E-1	23,900-1,660-57,100
Allowances / perquisites		
House Rent Allowance		60% of the basic pay.
Professional Allowance		40% of the basic pay
Conveyance / Car Maintenance Allowance		15% of the basic pay
Utility Allowance		10% of the basic pay
Medical Allowance		15% of the basic pay subject to minimum of Rs. 2,500/- per month.
CP Fund contribution		7.5% of basic pay