

## EXPRESSION OF INTEREST

### Inviting Expression of Interest (EoI) for Accounting Software for Oil & Gas Regulatory Authority (OGRA)

1. EOI is invited from software houses for licenced Accounting software. The selected firm will provide following services:-
  - Provision of an updated accounting software fulfilling PC requirements
  - Installation/implementation of the software along with necessary training for the staff
2. Terms of Reference (TOR) can be downloaded from the websites of Oil and Gas Regulatory Authority (OGRA) and Public Procurement and Regulatory Authority.
3. All the bidders are required to follow PPRA Guidelines for preparing their documents. The technical and financial offers/ proposals should be submitted in two separately/ clearly marked and sealed envelops. The financial proposals shall only be opened of those firms who qualify for the job. The proposals should reach the following address on or before 03-12-2013 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.
4. OGRA reserves the right on its sole discretion to accept or reject any/ or all the bids without justifying any reason thereof before accepting any bid.

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## **TERMS OF REFERENCE**

### **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 licenced Accounting Software in order to provide better services and utilization of resources.

#### **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 limit 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. Preparation of Trial Balance, Final Accounts viz. Receipts & payment Account, Income & Expenditure Account and Balance Sheet under the prescribed format on real time basis.
- e. Facility to print cheques for the payments through the system
- f. Payroll with detail of types of employees for creating provisions for Contributory Provident Fund.
- g. Assets Register and its monitoring and preparation of Asset Schedule forming part of Balance Sheet.
- h. Interbank Fund Transfer
- i. MIS Reports
  - i. Monthly Progress of expenditure and cumulative expenditure
  - ii. Payment details, component/subcomponent-wise
  - iii. Beneficiary payment details etc.
- j. Report on payment effected on returned cases where BRV has been generated.

- k. Review of chart of accounts
- l. Withholding Tax Reports including
  - i. Report on Tax Deduction on Salary, Rent, Professional Charges, Payment to Contractors etc.
  - ii. Quarterly/ Annual Return of Tax Deduction on Salary, Rent, Professional Charges, Payment to Contractors etc.
- m. Provision of flexible Report Writer allowing the user to design financial statements at their own e.g. Profit and Loss, Balance Sheet, etc
- 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. Summary report to be generated on outstanding balances of advances.
- r. Facility to access BPV, BRV, & JV from ledger itself
- s. 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.
- t. Variance analysis budget vs actual
- u. Provision of flexible Report Writer allowing the user to design financial statements at their own e.g. Profit and Loss, Balance Sheet, etc
- v. Ageing analysis - Receivables/ Payables
- w. Generation of Tax Deduction challan based on monthly Tax Deduction report.
- x. System Audit Module
- y. Audit Modules to facilitate audit.

#### 4. Information to Agency/ Deadlines

- a. The service provider will be responsible for Installation/implementation of the software along with necessary training for the staff.
- b. The service provider will provide Handholding support for 2 years after implementation of the project and onsite maintenance Support after 2 years
- c. At any time before the submission of proposals, Authority may, for any reason, whether at its own initiative or in response to a clarification requested by an

invited firm, amend the scope of work. Any amendment shall be issued in writing to the bidders and shall be binding on them.

## 5. Term/Duration of Assignment:

The software shall be completed within 90 days of the award of the contract.

## 6. Propriety Rights

The software and all documents prepared by the service provided 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. Expression of Interest (EoI) submitted by those companies/firms/organizations who meet the following eligibility criteria and proofs of the same shall be submitted along with the EoI
- b. The company should have executed similar projects in reputed organizations.
- c. The company should have minimum 05 years of experience in the relevant field and supporting documents to that effect should be furnished.
- d. Expertise, skill-sets, and the manpower strength to be indicated in the Expression of Interest (EoI).
- e. Expression of Interest (EoI) furnished will be short-listed by Authority
- f. The firms, short-listed on the basis of evaluation of the experience, may be asked to make technical presentation before evaluation committee. In this regard, a separate communication will be sent to all the short listed firms.
- g. The short-listed firms will be asked to submit the technical as well as financial bids. Financial bids will be opened only in the case of firms, which are found to be technically qualified.
- h. Financial bids of the firms, which do not qualify technically shall be returned unopened.

## 9. Contents of Expression of Interest (EoI)

- a. Expression of Interest (EoI) must address the Selection & Evaluation Criteria as mentioned in section 3 above along with the following additional information:
- b. Detailed background and structure with brief profile of the company; year of establishment etc.

- c. Details of similar projects executed and the Contact name, addresses, telephones and facsimile numbers etc.
- d. Description of the methodology and work plan for performing this assignment.
- e. Time frame for completion of the assignment; and any other information that would be relevant for the project.
- f. Documentary evidences with regard to technical claims and financial strength are to be submitted.
- g. Any Expression of Interest (EoI) received after the closing time for submission shall be returned unopened.
- h. 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. The Authority will decide on the Expression of Interest (EoI) within this period. If Authority wishes to extend the validity period of the proposals, the bidders who do not agree, have the right not to extend the validity of their proposals.

## 10. Counterpart

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