

OIL AND GAS REGULATORY AUTHORITY

Islamabad

EXPRESSION OF INTEREST (EOI)

HIRING OF MANAGEMENT CONSULTANT/FIRM FOR MANAGEMENT/DETAIL SUPERVISION OF OGRA MAIN OFFICE BUILDING PROJECT DURING CONSTRUCTION PHASE.

Oil and Gas Regulatory Authority (OGRA) will construct its Main Office in Mauve Area, Sector G-10/4, plots No. 37&39, Islamabad. The brief description of the proposed building is given as under;

Size of plots:	200 X 140 ft
Proposed Covered Area:	103,400 Sft. approx.
No. of Storeys:	2-Basements+ G.F+ 4-Floors
Scheduled period of completion:	30 months
Project Cost:	Rs. 680.10 million as per PC-I

2- OGRA invites reputed Management Consultants/Firms registered with Pakistan Engineering Council (PEC) having minimum experience of ten (10) years in aforesaid similar assignments to submit the expression of interest. The consultant firm while applying shall submit the following information.

- a) Full name with location of Head Office and each branch office of Firm along with postal address, telephone, fax, E-mail , details of administrative setup and local office in Islamabad / Rawalpindi, if any supported by documentary evidence.
- b) Firm's valid registration with Income Tax/Sales Tax Deptt., NTN / Sales Tax No. & Certificate, Income Tax, during last three financial years. Annual turnover for the last five years.
- c) Managerial and technical expertise of Firm including list of technical staff (who will be involved in supervision of this Project) employed by the Firm along with CV, CNIC, qualification, experience, designation including PEC Reg. Nos. and their proof of employment with Firm.
- d) List of relevant works/projects "supervised" and "in hand" in the last ten years by the Firm.
- e) Work plan and methodology to be adopted by firm for completion of the assignment.
- f) An original and latest undertaking / Affidavit on Judicial paper that the Firm and its employees have never been blacklisted by any Government, Semi-Government, Autonomous or State Owned Organization and their cases regarding blacklisting are not under trial by any court of Law.
- g) List of past and present litigation / arbitration / disputes (if any) against any Client, Government, Semi-Government, Autonomous or state owned organization showing its extent and results supported by documentary evidence.
- h) Any additional information with documents in addition to the above that the Firm might like to furnish in support of their application.

- 3- The consultant/firm should submit a single package containing two separate sealed envelopes in accordance with Rule 36(b) of PPRA Rules, 2004. Each envelope shall contain separately the technical proposal and financial proposal. The envelope shall be marked as “Technical Proposal” and “Financial Proposal” in bold letters to avoid any confusion.
- 4- The TORs and evaluation criteria etc. can be obtained from office of the undersigned or downloaded from the websites of OGRA (www.ogra.org.pk) and PPRA (www.ppra.org.pk).
- 5- The Consultant/firm is required to quote a lump sum amount in the financial bid for the said assignment.
- 6- Sealed bids are required to be delivered to the office of the undersigned latest by 11:00 a.m on May 22, 2014. The Technical Proposals will be opened in the first instance for evaluation at 11:30 a.m on the same day in the presence of the bidders or their authorized representatives, who may like to be present. The Financial proposals of the bidders whose technical proposal are accepted will be opened in the presence of consultant firm on a date and time to be communicated to them in advance.
- 7- OGRA reserves the right to accept any or cancel/reject all offers, as per Public Procurement Regulatory Authority Rules, 2004.

Executive Director
(Building Project)
Oil and Gas Regulatory Authority
Ph: 051-9212193/9213910

Term of Reference

Hiring of Management Consultant firm for supervision of construction of OGRA Main Office Building

1-Preamble

- a) OGRA was established in 2002 under OGRA Ordinance 2002 to foster competition, increase private investment and ownership in midstream and downstream petroleum industry, protecting the public interest, while respecting the individual rights and provide effective and efficient regulations and for matters connected therewith.
- b) In pursuance of the OGRA Ordinance the Authority is independent in the performance of its functions and can acquire and hold properties both moveable and immovable. The Authority can also hire experts, consultants and advisors on such terms and conditions as it may deem fit.

2- Scope of Services

The Management Consultant firm will be required to provide the following services.

- a) The Consultant/firm shall perform the services and carry out their obligations with all due diligence, efficiency and economy in accordance with generally accepted professional techniques and practices and shall observe sound management practices and employ appropriate advanced technology and safe methods.
- b) To effectively manage the construction of OGRA Main Office Building Project and coordinate with Design Consultant and Contractor(s) for timely execution of the Project, with full time site supervision of the construction of the Project from inception stages to commissioning, handing over, defect liability period & final accounts. To recommend release of payments to project contractors/firm(s)
- c) To monitor/oversee the entire project development process/activities & lead, direct & manage the Contractor(s)/firms.
- d) Management and full time supervision of the Project during construction phase till its completion.
- e) To establish & maintain consistent project management policies & guidelines for the Project.
- f) Administration of contracts, cash flows, HSE & document control systems of the OGRA Building Project.
- g) Responsible for verification of construction work & recommendations of payments to Contractor(s)/firms.

- h) Maintain complete record of Expenditure of the Project vis-à-vis Contract Amount(s), for the completion of the project.
- i) To prepare monthly progress reports of the project activities for submission to Client & ensure that the Project stays within budget & is being implemented according to design, quality standards and timelines also assist the client in preparation of PC-III & IV etc. of the Project.
- j) To Check/verify the quality & standard of construction work & identify gaps in quality standards during the construction of the building.
- k) Resolve any bottlenecks & constraints in the execution of the Project.
- l) Propose any necessary amendments to Contract drawings & specifications, in order to optimize the Project.

3- Obligations of the Client (OGRA)

The client shall use its best efforts to provide the documents/information to Management Consultant /firm keeping in view the standard form of contract Engineering Consultancy services of Pakistan Engineering Council.

4- Duration of Services/Assignment

The period of assignment shall be thirty (30) months which is the proposed time for completion of the project.

5- Proprietor Rights

All documents prepared by the Management Consultant/firm shall become and remain the sole property of OGRA. Management Consultant/firm shall not during the term of contract (contract shall be as per standard form of contract of Pakistan Engineering Council for lump sum assignment) or after expiration, disclose any propriety or confidential information relating to the services, or the Authority's business or operations.

6- Location

All relevant correspondence and meetings will be convened in the office of OGRA located at plot No. 54-B, Fazal-e-Haq Road, Blue Area, Islamabad.

7- Counter Parts

Mr. Muhammad Yasin, Executive Director (Building Project/Mr. Imran Aslam, Project Engineer, OGRA provide day to day co-ordination for the assignment.

Evaluation Criteria

The Technical Proposals of the Firms would be evaluated based on the following evaluation criteria:-

1.	Specific experience of the firm	10 Points
2.	Work Plan and Methodology	20 Points
3.	Competence of Key Personals	70 Points

(Minimum Points required for technical qualification =70)