

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)

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.

2. Scope of work, Terms of Reference (TORs) and evaluation criteria can be obtained from the website of OGRA (www.ogra.org.pk) and Public Procurement Regulatory Authority (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 **“TECHINICAL 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 **28-12-2020** 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

15 cm x 4 col (16cm)

اظہار دلچسپی

آئل اینڈ گیس ریگولیٹری اتھارٹی (اوگرا) میں انٹرپرائز ریسورسز پلاننگ سلوشن (ای آر پی) کی پروکیورمنٹ اور عملدرآمد کے لیے اظہار دلچسپی مطلوب ہے۔

اگر اگوا اپنے اکاؤنٹس کی مینجمنٹ کے لیے ای آر پی سوفٹ ویئر سسٹم، کوآن سائٹ استعمال کرنے، لاگو کرنے اور ترتیب دینے کی سہولت رکھنے والے مجاز اور مستحکم سپلائرز، سوفٹ ویئر بنانے والی کمپنیوں یا ڈسٹریبیوٹرز جو این ٹی این / سیلز ٹیکس رجسٹریشن کی حامل ہوں اور ایف بی آر کی فعال ٹیکس دہندہ فہرست میں شامل ہوں سے پیشکشیں مطلوب ہیں۔ آئی ٹی فرم / خدمات فراہم کرنے والی کمپنیاں سوفٹ ویئر بنانے والی کارپوریٹ باڈیز ہونی چاہئیں۔ فرمز / سپلائرز پیشکش کردہ مالی شہرت یافتہ برانڈ کے اور بجٹل ای آر پی ایکویپمنٹ مینوفیکچر کے مجاز شراکت دار ہونے چاہئیں۔ فرم کے پاس کم از کم 10 درمیانے درجے کے اداروں میں سوفٹ ویئر کامیابی کے ساتھ عملدرآمد کا تجربہ ہونا چاہیئے۔ بولی دہندگان کے پاس اسلام آباد میں آئی ٹی سروس انفراسٹرکچر لازماً ہونا چاہیئے۔

2۔ کام کا سکوپ، ٹرمز آف ریفرنسز اور اولوایشن کا معیار اوگرا ویب سائٹ (www.ogra.org.pk) اور پبلک پروکیورمنٹ اتھارٹی ریگولیٹری اتھارٹی کی ویب سائٹ (www.ppra.org.pk) سے حاصل کیا جاسکتا ہے۔

3۔ بولی دہندگان سنگل ٹیکج میں دو علیحدہ علیحدہ سربراہان لگانے جمع کروائیں گے۔ ایک لفافے میں ٹیکنیکل پیشکشیں اور دوسرے میں فنانشل پیشکشیں ہونی چاہئیں۔ لفافوں پر واضح طور پر ٹیکنیکل پیشکش اور فنانشل پیشکش لکھا ہونا چاہیئے۔ فنانشل پیشکش میں کل رقم پاکستانی روپے میں بمعہ تمام چارجز اور ٹیکسز ہونی چاہیئے۔ مشروط پیشکشیں قبول نہیں کی جائیں گی۔ کامیاب بولی دہندگان فنانشل پیشکش کے 10 فیصد کے برابر پرفارمنس گارنٹی بھی جمع کروائیں گے۔

4۔ پیشکشیں درج ذیل پتہ پر 28 دسمبر 2020 دن 11:00 بجے یا پہلے موصول ہو جانی چاہئیں۔ پیشکشیں اسی روز 11:30 بجے فرمز کے نمائندگان کی موجودگی میں کھولی جائیں گی۔ اوگرا زیر تحت پیپرا قوانین 2004، پیشکش کو منظور یا جملہ تجاویز کو منسوخ / مسترد کرنے کا حق محفوظ رکھتا ہے۔

ایگزیکٹو ڈائریکٹر (اکاؤنٹس)

آئل اینڈ گیس ریگولیٹری اتھارٹی

پلاٹ نمبر B-54، فضل حق روڈ، بلیو ایریا، اسلام آباد

فون نمبر 051-9244338

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Plot No. 54-B, Fazal-e-Haq Road, Blue Area, Islamabad
Ph No. 051-9244338

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. OGRA intends to acquire six application user licenses.

3. Existing System Currently

Currently, OGRA prepare/maintains its accounting records in MS Excel.

4. Requirements

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 following: -

4.1 Financial Reporting. This area covers the financial and regulatory reporting requirements of the Authority. The Authority intends to use this as its main tool/system for financial reporting. New system will be integrated/replace the existing MS Office application as mentioned in section 3.

Key requirements:

- a. Trial Balance.
- b. Financial Statements along with all disclosures.
- c. Management Reports.

4.2 GL Module:

- a. Multi-level Chart of Accounts
- b. Drill down facility

- c. Journal Entries
- d. Customizable reporting
- e. Withholding tax Calculations/ deduction and reporting
- f. Unlimited Voucher Types
- g. Control of Account Periods
- h. Trial balance
- i. Financial Statements Generator
- j. Flexible Excel Interface for user-defined reports

4.3 Fixed Assets

- a. Assets Register/ categories management
- b. Assets History
- c. Financial & Taxation Depreciation
- d. Multiple Asset books
- e. Disposal
- f. Revaluation

4.4 Accounts Payable

- a. Net or gross accounting method
- b. Bulk Invoice Payments
- c. Payable to GL reconciliation
- d. Vendor/Licensees Management
- e. Automatic generating recurring invoices
- f. Transactions posted in summary or detail
- g. Automatic check for duplicate invoices
- h. Complete Payment History of vendors/licensees
- i. Advance Payment Management
- j. Disbursement /Check Processing
- k. Aged Trial Balances
- l. Establishing expense ceiling for employees
- m. Payments to third party inspectors

4.5 Advances

- a. Advances to employees
- b. Prepayments
- c. Advances to suppliers and contractors

4.6 Receipts/Income

- a. Recording of receipts/fee deposited by licensees under various heads
- b. Bifurcation of certain receipts into income & liability.
- c. Vendor/Licensees Management.

4.7 Cash Management & Budgeting

- a. Complete Daily Cash Management Activities.
- b. Loading of Bank Statements.
- c. Reconciliation of Bank Statements.
- d. Cheque Printing.
- e. Accounting for investments and loans given to employees.
- f. Budget Tracking and Variance analysis.

4.8. Pay roll Management

- a. Maintaining record of up to 300 employees
- b. Processing of pay roll
- c. Taxation matters of the employees
- d. System generated pay slips directly delivered to employees through emails
- e. System generated employees' tax deduction certificates
- f. Provident Fund Accounting.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. Counterpart

Mr. Bilal Ahmed Sherpao

JED (Accounts)

Oil & Gas Regulatory Authority

Plot No. 54-B, Fazal-e Haq Road, Blue Area Islamabad

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TECHNICAL EVALUATION CRITERIA

| A | Clause | Description | Points |
|--------------|----------------------------|---|------------|
| I | Relevant Experience | Specific and relevant Experience for development and implementation of Accounting software. | 30 |
| II | Manpower | 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"> • Qualification • Experience | 15 15 |
| III | Work Protocol | i) Description of the methodology and work plan for performing this assignment clearly identifying the timeline to be followed. | 25 |
| Total | | | 100 |

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