



**OIL & GAS DEVELOPMENT COMPANY LIMITED**  
**PROCUREMENT DEPARTMENT (LOCAL), ISLAMABAD**  
**SCHEDULE OF REQUIREMENT**

Material : **MINERAL DRINKING WATER**

Tender Enquiry No: **PROC-LC-ADMIN-18159**

EVALUATION WILL BE CARRIED OUT ON FULL

**Due Date:**

Bid Bond Value : RS.400,000/-

Attachment(if any) : YES

Sr No	Description	Quantity	Make/Brand offered	Unit	Unit Price (PKR) Inclusive Of All Taxes Except GST	Unit Price (PKR) Inclusive of GST	Total Price (PKR) Inclusive of GST	Delivery Period Offered	deviation from Tender Spec. If Any
1	SUPPLY OF DRINKING WATER FOR HEAD OFFICE PREMISES AND COMPANY'S SATELLITE OFFICES WITHIN RAWALPINDI/SALAMABAD 0.5 LITERS BOTTLES	57600		Number					
2	SUPPLY OF DRINKING WATER FOR HEAD OFFICE PREMISES AND COMPANY'S SATELLITE OFFICES WITHIN RAWALPINDI/SALAMABAD 19 LITER BOTTLES	60000		Number					

**Special Note:** The prospective bidders also download the master set of Tender Document  
- The prospective bidders may keep in touch with OGDCL web site for downloading the clarifications/amendments (if any) issued by OGDCL.  
- AS PER ATTACHED TOR



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**Mandatory Checklist**

Please confirm the compliance of the following mandatory information along with the bid(s) (failing which bids(s) will not be accepted)

Documents	To be Attached with the Technical/Financial Bids	Compliance	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Original Bid Bond	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of NTN Certificate	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of GST Certificate	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Confirmation that the Firm is appearing on FBR's Active Taxpayer List	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped <b>Annexure-A (Un-priced)</b>	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-B</b>	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-D</b>	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-L</b> on Company's Letterhead	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped <b>Annexure-M</b> on Company's Letterhead	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped <b>Annexure-N</b> on Non-Judicial Stamp Paper duly attested by Notary Public	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-A (Priced)</b>	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-C</b>	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped <b>Annexure-E</b>	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>



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For the Vendors/Contractors who opt to submit Bank Draft/Call Deposit/Pay order against Bid Bond/Performance Bond, our Accounts Department has finalized an arrangement for online payment to such Vendors/Contractors, which will be processed through (IBFT & LFT) for which following information is required:

i.	IBAN No. (International Bank Account Number 24 Digits)	
ii.	Vendor Name as per Title of their Bank Account	
iii.	Contact No. of Company's CEO/ Owner (Mobile & Landline)	
iv.	Bank Name.	
v.	Bank Branch Name and Code	

Name, Sign and Stamp of the authorized official of the Bidder(s) \_\_\_\_\_



## Terms of Reference for Supply of Drinking Water at OGDCL

## **Terms of Reference for Supply of “Drinking Water” at OGDCL**

### **Terms of Reference**

1. Registered Firms / Companies having NTN & GST numbers supplying Drinking Water in Pakistan and having their office premises, are invited to quote their competitive rates for supply of Drinking Water as mentioned in the TOR at different locations of OGDCL in Islamabad and Rawalpindi mentioned below:

#### **Location-1**

OGTI / Hostel Buildings, Base Store, TDL, G&R Lab, Wire Line Logging Workshop, DA Lab - Sector I-9, Medical Centre F/8, Islamabad and Rawalpindi Medical Centre.

#### **Location-2**

OGDCL House Jinnah Avenue, Blue Area, Islamabad.

2. Companies / Firms offer business directly i.e without the involvement of distributors must be given preference.
3. Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
  - a. Received without bid security
  - b. It is received after the time and date fixed for its receipt
  - c. The offer is ambiguous
  - d. The offer is from a black listed firm
  - e. The offer is not conforming to specifications indicated in the TOR.
  - f. Any additional terms & conditions added by the Firm
4. Bid will remain valid for a period of 180 days from the date of opening the tender. Contract will be enforced for a period of 01 year. No Escalation will be permissible during whole contract period. Contract will be awarded to the bidder with lowest quoted price.
5. If two or more bidders quoted the same financial proposals, then the contract will be awarded to the one who has scored highest marks in technical evaluation.

### **Terms of Reference for Supply of “Drinking Water” at OGDCL**

6. The interested companies / firms may submit their Financial Bids with following requisite documents:
  - i. The Mode of Procurements shall be Single Stage Two Envelope. Separate Technical & Financial proposal to be sealed and submitted in a single envelope.
  - ii. Minimum 05 years experience of supplying Drinking Water.
  - iii. Complete business location with phone, fax and e-mail / postal addresses.
  - iv. Companies with more than PKR 15 (Fifteen) million Annual Turn-over for the last three (03) years should participate (less may not apply).
  - v. NTN and GST/PST Registration Number with Certificate.
  - vi. Audited Accounts (last 03 years).
  - vii. List of reputed clients.
  - viii. Undertaking on non-judicial stamp paper to the effect that the firm has never been blacklisted by any Government / Semi-Government Department.
  - ix. Bid Bond for a sum of **Rs. 400,000/-** (Rupees Four Hundred Thousand Only) shall be required with **Technical Bid**.
  - x. The firm must be registered with their current Provincial Sales Tax deptt.
  - xi. Complete details to be provided along with dates of the different contracts completed/ongoing with job description/scope of work regarding supply of Drinking Water only.
  - xii. Only those contracts will be considered for evaluation purposes where the firm has supplied Drinking Mineral Water.
  - xiii. The employees of the Firm/Company must be above 18 years of age having CNIC. If employees of the contractor are not performing his duty satisfactory, the contractor shall on intimation by Principal Admin Officer/Sr. Admin Officer (Gen. Admin), remove the employees from the job, immediately.
  - xiv. The contractor will be bound to have its staff/employees insured/registered against any and all applicable social security schemes/institutions including Employees Old Age-benefits Institution (EOBI). Employees Social Security Institution (ESSI) or any other government scheme under any other law without owning responsibility to OGDCL.
7. The successful bidder shall also furnish 10% PGB of the contract value within 15 days of issuance of LOI.
8. Price is inclusive of all taxes, duties (except GST, Provincial/Capital Sales Tax).

## **Terms of Reference for Supply of “Drinking Water” at OGDCL**

9. Technical proposals will be evaluated as per the criteria laid down at Annex-A. All the supporting documents deemed necessary to assess the responsiveness of the firm must be attached with Technical Proposal on the prescribed formats.
10. The Contractor shall always be responsible to indemnify Company for any act of commission or omission by their workmen or employees, which results in loss or injury to man, material or property of Company.
11. Submission of medical fitness certificate for deployed workers at OGDCL premises before commencement of the job and thereafter, on annual basis
12. The Contractor shall arrange security clearance of all deployed workers within the premises of OGDCL.
13. The Contractor shall always undertake the job at his own risk and cost. The Company shall not be responsible for any injury / loss to the men and material of the Contractor during the course of performing the services.
14. The contractor will be responsible to make good any loss of the company caused due to negligence of their workers.
15. OGDCL shall have the right to impose financial penalty up to 5% (Five percent) on the monthly invoiced amount to the contractor in case the contractor failed to provide the required services effectively/efficiently. The decision in this regard shall be taken by Manager (Admin). However, the Contractor may appeal in writing to General Manager (Admin) within 07 (seven) days of imposition of penalty. The decision of GM (Admin) shall be final.
16. Payment at actual on monthly basis against duly verified invoices by authorized presentative of Admin Department.

## Terms of Reference for Supply of “Drinking Water” at OGDCL

### **General Requirements and Instructions**

a). **PLANT CAPACITY/FACILITIES**

The Bidder has to provide the complete detailed of the facilities available at the Plant for processing of raw water. The details will include but not limited to the following:-

- i. Raw Water Source, Extraction Method, its composition, quality etc.
- ii. Filtration Media and Filtration Techniques
- iii. Softening Techniques
- iv. Chlorination Facilities
- v. Disinfectants and Disinfection Process
- vi. Ozonation and UV Treatment
- vii. Processing and Production Rate.
- viii. Storage and Transportation Procedure.

b). **LABORATORY FACILITY**

The bidder will provide the detailed of the lab facilities along with the sampling and test procedure and frequency. The bidder will have to attach the test reports of the water samples conducted at their lab for raw and processed water and will give the detail list of the equipment and methodology used in the laboratory.

c). **FILLING TECHNIQUES**

The bidder will explain the technique used for filling the bottles, whether manual or automatic filling.

d). **CERTIFICATION /REGISTRATION**

The Bidder will provide registration Certificate including ISO, OHSAS, HACCP, PSQCA etc.

e). **EMPLOYEES/SUPERVISORY STAFF**

The bidder will provide the list and detailed CVs of all the employees working in the firm showing their qualification, experience, years with the firm, job description in the firm and shift pattern etc.

### **Clarifications:**

- In case of any queries or clarifications following official may be contacted during office hours.

Mr. Sajid Ali  
Sr. Admin Officer (GA)  
Land Line # 051-920022295  
Email: [sajid\\_ali@ogdcl.com](mailto:sajid_ali@ogdcl.com)



# Technical Proposal

**Terms of Reference for Supply of “Drinking Water” at OGDCL**

**Technical Proposal (Data Sheet)**

<b>Description</b>	<b>Detail</b>
Year of Establishment	
No. of Contract / Jobs Completed to date	
No. of Contract / Jobs in Hand	
Bank Statement for Financial Soundness	
Audited Account Statement for last 03 years	
IBAN Number	

Date \_\_\_\_\_

Signature & Stamp \_\_\_\_\_

Name

**Terms of Reference for Supply of “Drinking Water” at OGDCL**

**Annexure “A”**

**Technical Evaluation**

<b>Sr No</b>	<b>Description</b>	<b>Marks</b>	<b>Max. Marks</b>
1	<b>Plant Capacity /Facilities</b> Raw Water source quality and quantity Raw Water storage, filtration, softening disinfectant, chlorination, ozonation, UV treatment. Back up for Electricity (upto maximum of 20 marks)	05 10 05	20
2	<b>Certification</b> PSQCA ISO 9001/OHSAS 18001/EMS 14001 HACCP. (upto maximum of 05 marks)	02 02 01	05
3	<b>Supervisory Staff</b> Food Technologist Chemist Quality Control Specialist Supervisory Staff (upto maximum of 15 marks)	02 04 03 06	15
4	<b>Sampling/testing frequency</b> After each hour After each batch Weekly Monthly. (upto maximum of 10 marks)	10 07 04 02	10
5	<b>Lab Facility</b> Sophisticated Lab with calibrated instruments/standardized chemical along with qualified chemist/analysts Normal Lab without qualified chemist and limited parameters detection. (upto maximum of 10 marks)	10 5	10
6	<b>Filling Technique</b> Automatic & confined/isolated Automatic & open Manual & open. (upto maximum of 10 marks)	10 07 04	10
7	<b>Market Availability</b> easily available & publically acceptable Limited Access & Less famous Not available in market but have clients. (upto maximum of 10 marks)	10 05 03	10
8	Similar Job/Contracts related to supplying of Drinking Mineral Water (Completed to date or in hand and should not be below the amount of Rs. 15 Million per anum) <b>Each Contract will be awarded 05 Marks, where Drinking Mineral Water is being provided.</b> (upto maximum of 20 marks)		20
	<b>Total Marks</b>		100

**Note: Bidder will have to secure minimum 50 % Marks in each category and 70 % as a whole to be technically qualified.**

**Terms of Reference for Supply of “Drinking Water” at OGDCL**

**Form A**

**Details of Contracts of Similar Nature (Completed)**

Use a separate sheet for each Client /Contract/Work Order-

1	Name of the Project/Client/Contract /Work Order
2	Name of Employer
3	Employer Address
4	Value of the Contract on Annual Basis
5	Date of Award
6	Date of completion
7	Any other detail

**Note:** Copies of Satisfactory Completion Certificate(s) must be attached, if available.

(Signatures, Name & Official Seal)

**Terms of Reference for Supply of “Drinking Water” at OGDCL**

**Form B**

**Details of Contracts of Similar Nature (In Hand)**

Use a separate sheet for each Client /Contract/Work Order-

1	Name of the Project/Client/Contract /Work Order
2	Value of the Contract on Monthly Basis. (Calculated per annum)
3	Date of Award
4	Any other detail

**Note:** Copies of contract awards must be attached.

(Signatures, Name & Official Seal)

**Terms of Reference for Supply of “Drinking Water” at OGDCL**

**Financial Bid Form**

**To be attached with Financial Bid**

**Financial Bid:** Rate must be quoted excluding PST/ICT.

Sr.No	Bottle Size	Unit price inclusive all taxes except GST/PST/ITC	Quantities per month	Total
i.	19 Liter	Rs.	5000 bottles	
ii.	0.5 Liter	Rs.	4800 bottles	

- Payment shall be made on monthly basis against invoices, duly verified by the Admin Department.
- Bidder/suppliers shall exclusively depute minimum 06 persons/ workers, having Security clearance as per requirement of OGDCL and submission of medical fitness certificate for deployed workers before commencement of the job and thereafter, on annual basis to receive/install water bottles from to the dispensers point and to collect empty bottles from all OGDCL location at Islamabad, making sure that the persons so deployed are getting minimum net wages as per directives by the Govt. of Pakistan.
- OGDCL shall pay @ Rs.500/- per bottle for the lost, damage bottle on yearly jointly inspection.
- The bidder will have to properly maintain the dispensers already installed by the Company and all the dispensers will be cleaned/maintained and kept hygienically safe and in perfect working condition/position.
- The number of bottles to be supplied as mentioned above may be increased or decreased depending upon the seasonal consumption/requirements.