



Application Form

PROC-SER/CB/PQ/C&ESS-3020/2017

**FOR PRE-QUALIFICATION OF BIDDERS FOR HIRING OF
VEHICLES FOR C&ESS DEPT FOR NORTH ZONE**

INTRODUCTION & TERMS AND CONDITIONS

1. INTRODUCTION / SCOPE OF WORK

Oil & Gas Development Company (OGDCL) is the largest Exploration & Production Listed Company in Pakistan. The Company intends to Pre Qualify bidders for Aviation Services

1.1 Invitation of Applications

Applications are invited from potential firms having requisite capability, experience and expertise for Aviation Services.

2. SUBMISSION OF APPLICATIONS.

- 2.1 The pre-qualification application shall be submitted in duplicate (one marked "ORIGINAL" and the one marked "COPY") in a sealed envelope clearly marked as: "**APPLICATION FOR PRE-QUALIFICATION OF BIDDERS FOR HIRING OF VEHICLES FOR C&ESS DEPT FOR NORTH ZONE against Pre-Qualification Notice No. PROC-FD/CB/PQ/C&ESS-3020/2017**

not later than **(as per press advertisement)** hours on **(date as per press advertisement)** at the address given below:

**Manager (Supply Chain Management) Services
OGDCL House, Plot No. 3013, Jinnah Avenue Blue Area,
Islamabad, Pakistan
Phone: +92-051-920023540, Fax: +92-051-9215090**

- 2.2 The sealed envelope shall indicate the name and address of the Applicant.

- 2.3 All the pages of application shall be signed and stamped by Applicant's authorized Representative(s).

2.4 Language of Application

The Application must be prepared and submitted in English language. Supporting documents and attachments furnished by the Applicant must also be in English language.

2.6 Cost of Pre-Qualification.

The Contractor shall bear all cost associated with the preparation and submission of application for Pre-Qualification. OGDCL shall under no circumstances be responsible or liable for such cost regardless of the out-come of the application process.

2.7 Deadline for Submission of Application

- 2.7.1 The original application, together with the required copies must be delivered not later than **(as per press advertisement)** Hours of dated **(as per press advertisement)** at the address specified in clause 2.1.

- 2.7.2 OGDCL may, at its discretion extend the deadline for the submission of applications by amending the Pre-Qualification documents in which case all rights and obligations of the OGDCL and Applicants previously subject to the deadline will thereafter be subject to the deadline as extended.
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2.8 **Late Submission of Applications**

Any Application received after deadline for submission of Applications prescribed by the Company pursuant to Clause-2 will be rejected and returned unopened to the Applicant.

2.9 **Clarification of Applications.**

To assist in the examination, evaluation and comparison of Applications the Company may at its discretion, ask the Applicant for a clarification of its application.

2.10 **OGDCL'S Right to Accept or Reject any or All Applications.**

The Company reserves the right to accept or reject any application or to annul the Pre-Qualification process and reject all Applications at any time without thereby incurring any liability to the effected Applicant or any obligation to justify the affected Applicant or Applicants of the grounds for the Company's action.

2.11 **Affidavit**

The Applicant shall provide an affidavit that his firm has never been blacklisted. In case the Applicant is in litigation or dispute or has involved in litigation or dispute with Company (OGDCL), details and nature of litigation and dispute may be indicated.

(Ejaz Abbas Rizvi)
Manager (SCM)Services

TERMS OF REFERENCE (TOR)
PRE-QUALIFICATION OF BIDDER FOR HIRING OF VEHICLE SERVICES TO OGDCL C&ESS DEPARTMENT FOR NORTH REGION (MULTAN, LAHORE, RAWALPINDI ISLAMABAD, KOHAT/PESHAWAR).

Terms and Conditions

- 1- OGDCL prequalify the firms for the period of 03 years.
 - 2- The vehicles to be supplied by the contractor shall not be more than 05 years old model. Locally manufactured vehicles shall be preferred. The bidder must specify the model/ year of manufacture of the vehicle to be supplied as mentioned in Schedule- A.
 - 3- The contractor company should have valid NTN and sale tax registration.
 - 4- All types of repair, maintenance and replacement of Filters/engine oil shall be responsibility of the contractor.
 - 5- Contractor shall replace the vehicle in case of its break down on first simple and written notice without any arguments or litigation and failure to replace the broken down vehicles shall be dealt as per liquidated damages clause.
 - 6- Only diesel shall be provided by OGDCL. Running of vehicles on CNG or LPG will not be allowed and any such report may lead to termination of contract with the contractor.
 - 7- The Vehicles used for, shall be in hygienic perfect mechanical and satisfactory working conditions. The contractor shall also ensure that the vehicles are well maintained and their appearance both in interior and exterior is in excellent condition. All fittings and accessories should be in working condition.
 - 8- Drivers shall be hired for vehicles by the contractor. The drivers must be literate with sound mental and physical body health & of good moral character, and must have valid CNIC and Driving License. Cost of driver shall be at the contractor's part however boarding to the drivers at field will be provided by OGDCL. Drivers shall be available round the clock with the vehicle.
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- 9- The contractor shall ensure that the papers of vehicles (Registration, road permit, tax and insurance documents and pollution / fitness certificate etc) are complete in all respect in accordance with government laws.
 - 10- Contractor is required to use insured vehicles. Contractor shall be responsible for any theft, accident or any fault in vehicle. No responsibility in this regard shall be at OGDCL part.
 - 11- OGDCL shall not be responsible and no payments shall be made against any sort of road mishap, accident, injury, death, force majeure or any unforeseen, loss and damage to the vehicles and driver /contractor employees.
 - 12- The contractor shall be responsible for commissions and omissions of any act, thing or deed of their employees, workmen etc and any claim arises to the company or of third party shall be satisfied by the contractor and in case of refusal of contractor to do so the company shall deduct the amount involved from any such payment which may be due to the contractor.
 - 13- The vehicle will be used in the respective area of the Field Units or by the instruction of Location In-charge where required with in the country.
 - 14- Contractor shall be responsible for safety and security of his vehicles / and staff during movement in the entire contract period.
 - 15- Contractor shall be responsible for violation of traffic rules & misconduct of the drivers. OGDCL shall have the right to demand replacement of a driver in case of misconduct or repeated violation of traffic rules.
 - 16- Firm must maintain a log book for each travel containing complete travel details with mileage and locations. The complete travel must be signed by OGDCL employee in the log book, these details must be provided to OGDCL along with invoice. Payment shall be made on monthly basis verified by the Transport officer / Admin Officer.No advance payment will be admissible.
 - 17- Payment shall be made in the name of the contractor through cross cheques only. No cash payment is allowed.
 - 18- The contract may be terminated on a notice of one month, after award and during contract period, if the services are no more required or the
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contractor fails to abide or violates the same or do not follow the instruction of the location in-charge or take no remedial / correction measures after receiving written notice from the location-in-Charge. Similarly the contractor shall give a notice one month before to withdraw the vehicle.

- 19- All pages of TOR and other documents must be stamped and signed by the contractor or his authorized representative who have authority letter in this regard. The Bid on behalf of a Joint venture shall be signed by all the partners or by a authorized partner who have authority letter in this regard.
- 20- OGDCL reserves the right to accept any or reject any or all bids. No claim shall be made by the bidders participated in the bidding in this regard as per PPRA rule-33.
- 21- Type of vehicles required for North Region.

S/N o.	Description of Vehicles	Tentative Requirement	Remarks
1	Land cruisers.4x4. 2700 Cc or up A/C	03	
2	D/Cabin Pickups Hilux Loaded. 4x4. A/C 2700 cc or up	10	
3	single cabin Pickups. 2700 CC. 4x2. A/C.	06	
4	Hi-Ace van, 13 seater, 2700 CC or up, A/C.	04	
5	Hi-Ace Van4 x 2 ,A/C Converted into Ambulance, with all accessories as per medical SOPs.	03	
6	Mini trucks Like Shahzor, Hyundai, Mazda or equivalent etc 3000- 3500 CC.	03	
7	Water bouzer having capacity of 14000 Ltrs, fitted on a vehicle with 200Hp engine or above.	03	

Eligibility Criteria

The rental vehicle providers fulfilling criteria may participate in prequalification process. Failing to fulfill the following eligibility criteria will not be considered for the further prequalification process.

1. Minimum 03 years of experience of providing vehicles on rental basis business, preferably with government / semi government / autonomous bodies. (Experience letters or purchase orders should be attached which prove the tenure of working)
 2. Currently working with at least 03 clients handling same nature of contractual job. (attach copies of purchase orders)
 3. GST and Income Tax registered company. (Attach copies of certificates).
 4. Firm should not be black listed from any government / semi government / autonomous body. (affidavit on stamp paper)
 5. Firm should have its branch offices at least in a major metropolitan cities of North Zone of the Pakistan, Islamabad, Peshawar, Lahore Multan and Faisalabad as well. (Company profile with addresses of offices should be attached)
- 22- Performance Bond shall be in the Shape of Bank Guarantee @ 10 % of the bid price and valid till completion of services. Performance Bond to be provided by the successful contractor within 10 Days of issuance of LOI. Performance Bond will be liable to forfeiture under default of the contractor.
- 23- The contractor company should have the fleet of more than **15** vehicles. No individual contractor will be accepted. The contractor should provide the list of available vehicles along with all relevant information.
- 24- Contractor may provide more vehicles at same terms and conditions (If agreed), if running projects are increased and OGDCL requires more vehicles during the contract period.
- 25- If the bidder completely fails to provide the rental vehicle a day after prescribed period of delivery, the CDR will be forfeited and on frequent delays of service, bidder may be declared as "Black Listed".
- 26- The following procedures shall be permissible for bidding/proposal;
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TECHNICAL EVALUATION CRITERIA

Name of Firm-----

Sr. No	Description	Category points	Total points	Documents required
1	Qualification		10	
1.1	Offices of rental vehicle service in South Zone of Pakistan	5		Company profile with addresses of offices in Islamabad, Lahore, Multan, Faisalabad.
1.2	Legal entity	5		Attach copies of letter of registration /incorporation.
2	Experience with government/semi government/Autonomous bodies.		10	Copies of work orders with govt; semi govt; organizations.
2.1	1-10 Years experience.(01 number for each year experience)	10		
3	Relevant contractual experience		10	Copies of work orders and letter of own firm registration.
3.1	1-10 Years experience.(01 number for each year experience)	10		
4	Capabilities of personnel.		10	Complete list of staff with names.
4.1	No of staff drivers 5- 10.	5		
4.2	No of staff drivers. > 11.	10		
5	Capabilities of vehicles.		35	
5.1	No of 2700 Cc Land cruisers.4x4. A/C	5		Complete list of all vehicles with their details, brand names, model, year of production.
5.2	No of D/Cabin Pickups Loaded. 4x4. A/C.	5		
5.3	No of single cabin Pickups. 2700 CC. 4x2. A/C.	5		
5.4	No of Hi-Ace van, 13 seater, 2700 CC, A/C.	5		
5.5	No of Hi-Ace Van, 2700 CC,A/C Converted into Ambulance, with all accessories as per SOPs.	5		
5.6	No of Mini trucks Like Shahzor, Hyundai, Mazda or equivalent etc 3000- 3500 CC.	5		
5.7	Water bouzer having capacity of 14000 Ltrs, fitted on a vehicle with 200Hp engine or above.	5		
6	Financial status		20	
6.1	Last three years Sales Tax paid form(Mandatory)	10		Copies of last three years tax returns. Bank account certificate, and bank
6.2	Satisfactory bank account	5		

	certificate			statement.
6.3	Bank Statement worth >Rs. 10 M	5		
7	Managerial Capability		05	
7.1	Organogram or complete list of company employees from top to bottom of the organization.	5		Copy of organogram or complete list of employees from top to bottom.
		Total	100	

The above required documentary evidence will take part in prequalification evaluation. 65 points are required towards prequalification of contractors for providing of rental vehicles.