



TENDER ENQUIRY # PROC-SERVICES/CB/CSR-4224/2019

HIRING OF VEHICLES FOR REGIONAL OFFICE SUKKUR

TERMS OF REFERENCE (TOR)
OTHER TERMS & CONDITIONS

1- TYPE / NATURE OF CONTRACT:

- i. Rate Running Contract (as and when required basis)

2- BIDDING METHOD:

Bids against this tender are invited on 'single stage single envelop'

(This clause will be prevail instead of Master Tender document clause # 09 'BIDDING METHOD').

3- CONTRACT DURATION / COMPLETION PERIOD:

- i. **Contract Duration:**

The initial term of this Contract shall be One (01) year from the date of signing of contract (or otherwise mentioned in TOR) unless earlier terminated under the provisions hereof. Any extension in the term of Contract will be subject to mutual consent of both the parties.

4- AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to **PKR 50,000/-** is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

5- PAYMENT TERMS:

Payment shall be made through cross cheque in 100% Pak Rupees, against verified invoices.

(This clause will be prevail instead of Master Tender document "ITB" clause # 07 'PAYMENT').

6- BID PRICE:

- i. Bid price shall be inclusive of all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) in Pakistan.

- ii. The prices should be quoted in PKR otherwise the bid will be rejected.

(This clause will be prevail instead of Master Tender document “ITB” clause # 06 ‘BID PRICE’)

- iii. The prices quoted by the successful bidder (contractor) for required services shall remain firm and final throughout contract period.

Note:-

The master set of tender documents (services) uploaded on OGDCL’s website (www.ogdcl.com) is the integral part of this TOR.

SCOPE OF WORK

OGDCL is providing services at various fields located in Sindh, Punjab, KPK and Baluchistan Provinces. OGDCL is in the need of different kind of vehicles on rental basis to meets its requirements. In this regard tender is to be floated for hiring of good condition vehicles to meet the requirements of OGDCL Regional Office Sakkur, on rate running contract on as and when required basis. The initial term of this Contract shall be One (01) year and extendable with mutual consent. Contractor have to provide required numbers and types of vehicles which will be deployed as per requirement for regional office of OGDCL in Sindh.

Contractor must have at least 05 year experience of providing rental vehicles of all categories to Government or public sector or private organizations. Types and estimated number of vehicles required on rate running contract as & when required basis are as under.

| S.No. | Vehicles Type | Estimated Number of Vehicles Required |
|--------------|---|--|
| 1 | Toyota Double Cabin Vigo (4X4) “ 2800 CC Engine or equivalent Model 2014 or above | 1 |
| 2 | Toyota Hilux Revo 3000 CC Engine or equivalent Model 2014 or above | 1 |

TERMS OF REFERENCE FOR HIRING OF VEHICLES

1. Mandatory Requirement:

- 1.1 The bidder should be a registered company inside Pakistan. Provide documents for registration.
- 1.2 The company shall have minimum registration period of 01 Year.
- 1.3 All bidders must give “Clean acceptance” of OGDCL terms and conditions and withdraw all exceptions if any, to become eligible for technical evaluation.
- 1.4 Confirm that none of the Directors of bidder is blacklisted. Affidavit on non-judicial stamp paper is required.
- 1.5 The bidder should be income tax/ sales tax registered company. Provide NTN / STN certificate and last year tax returns.

2. General Terms and Conditions:

- 2.1 The Bidder shall be active Tax payer having valid identity/CNIC with sound

- financial profile capable to provide rental vehicles as per requirement of OGDCL.
- 2.2 Contractor/Company must have established office/s. Details to be provided with the technical bid.
 - 2.3 The contractor/company shall confirm that the vehicles are well maintained and are in excellent condition in all respects.
 - 2.4 Model of vehicles to be supplied by the contractor/company must not be older than 05 years.
 - 2.5 All vehicles will be provided with drivers by the contractor/company. The driver must be literate with sound mental and physical health and must have valid CNIC, valid driving license and security clearance from the respective police station.
 - 2.6 Contractor/company shall immediately replace the vehicles with same model and condition in case of any break down on first simple and written notice without any arguments or litigation.
 - 2.7 OGDCL may install vehicle tracking system on each vehicle and contractor shall have no objection on it. The trackers will be retrieved after de-hiring of vehicles.
 - 2.8 The vehicle with driver will have to perform duty round the clock including holidays/gazetted holidays.
 - 2.9 Vehicles may be deployed throughout the country for temporary assignments under administrative control of location In-charge where required, in all terrain (i.e. hilly, desert, river catchment area, plains and cultivated areas).
 - 2.10 The contractor/company shall ensure that the documents of vehicles (registration, road permit, tax and insurance documents / fitness certificate etc.) are complete in accordance with applicable Government Laws. All cost related to the aforesaid shall be the responsibility of the contractor.
 - 2.11 OGDCL shall not be responsible for any sort of mishap, accident, injury, death, force majeure or any unforeseen, theft, kidnapping, destruction/loss and damage to the vehicles or driver. The contractor shall also be responsible/pay in case of traffic challan and in any case payment of fine etc.
 - 2.12 Upon unsatisfactory performance, behavior or involvement in illegal or immoral practices, contractor/company will immediately replace the driver.
 - 2.13 HSD for the vehicles will be provided by OGDCL. In case fuel consumption of HSD is higher than set/allowable mileage limit, deduction will be made according to the prevailing market fuel rates at the time of payment to the contractor. Location's incharge will decide the monthly fuel average keeping in view the load, terrain, traffic conditions etc. All type of repair, maintenance and replacement of filters, engine oil and others lubricants shall be responsibility of the contractor.
 - 2.14 OGDCL will provide free accommodation. Messing facility shall be provided on payment basis to the driver prevailing rate in the staff mess.

- 2.15 The rates quoted by the contractor/company shall be on monthly rental basis for vehicles inclusive of salary of driver, lube oil and all applicable taxes/ levies charges except ICT/PST as per draft contract clause-5.
- 2.16 While submitting invoice(s) for payment, contractor shall submit a certificate from FBR to the effect that contractor has cleared its provincial tax liability
- 2.17 Vehicles should be in compliance with HSEQ standards and be equipped with the following essentials:
 - a. First aid kit.
 - b. Serviceable spare wheel.
 - c. Seat belt on all seats for all occupants in front & back.
 - d. Tool kit including jack and wheel nut spanner (Lug wrench).
- 2.18 Contract period for hiring of vehicles shall be initially for 12 Months from the date of agreement which may be extended with mutual consent for further period.
- 2.19 The contractor can provide its own/third party vehicles to meet the requirement of OGDCL. However, the contractor has the sole responsibility of the third party hired vehicles. In case of third party vehicles, copy of the JV partnership agreement have to be provided with the technical bid.
- 2.20 The contractor has to provide its own or third party hired vehicle within 45 days of issuance of LOI otherwise bid bond will be confiscated.
- 2.21 Payment shall be made on monthly basis subject to tax deduction as per Government rules, based on actual availability of vehicle during the month as verified by the in-charge transport under provision of the contract agreement. No advance payment will be admissible. Payment shall be made in the name of the contractor through cross cheque only. No cash payment is allowed.
- 2.22 The number of vehicles are tentative; the number of vehicles may increase or decrease as per actual requirement. If requirement increases the Contractor have to provide the additional vehicles at same rates/ terms and conditions.
- 2.23 OGDCL reserves the right to accept or reject any/all bid (s) or annul the entire bidding process at any time prior to award of (Contract) without taking any responsibility of the affected bidder(s) and is not bound to justify the reasons to the affected bidder(s).

TECHNICAL EVALUATION CRITERIA

| SR# | DESCRIPTION | MARKS | MAX. MARKS | |
|--------------------|---------------------------------------|---|------------|----|
| 1 | Required Documents | | 28 | |
| | i. | Registration Certificate | | 4 |
| | ii. | NTN Certificate | | 4 |
| | iii. | Professional Tax Certificate | | 4 |
| | iv. | Satisfactory Bank Account Certificate | | 4 |
| | v. | Last year sales tax paid form | | 4 |
| | vi. | Company Profile with Offices detail in Pakistan | | 4 |
| | vii. | Company Owned Vehicles (Provision of Registration Books) | | 4 |
| 2 | Commitment to provide vehicles | | 30 | |
| | i. | Commitment to provide all vehicle within 20 days of issuance of LOI | | 30 |
| | ii. | Commitment to provide all vehicle within 30 days of issuance of LOI | | 25 |
| | iii. | Commitment to provide all vehicle within 45 days of issuance of LOI | | 20 |
| 3 | Financial Status | | 15 | |
| | i. | Tax Returns of Last Year | | 05 |
| | ii. | Bank Statement of Last Year | | 05 |
| | iii. | Bank Statement worth > Rs. 10 million | | 05 |
| 4 | Experience | | 20 | |
| | i. | 05+ Year Experience with Govt./Semi Govt./Autonomous bodies/Private | | 20 |
| | ii. | 05 Year Experience with Govt./Semi Govt./Autonomous bodies/Private | | 15 |
| 5 | Oil Industry Experience | | 7 | |
| TOTAL MARKS | | | 100 | |

Minimum Qualifying Criterion:-

Minimum 65% marks are required for technical qualification.

FINANCIAL BID FORMAT:

1. Financial TOR:

- 1.1 Bidder must strictly follow and quoted prices as per financial bid format. Unconditional Bid will be submitted as per OGDCL terms & conditions without any exception. Any deviation found in the bid will be treated as non-responsive. Just incorporate all prices in main financial bid format.
- 1.2 Payment shall be made on monthly basis subject to tax deduction as per Government rules, based on actual availability of vehicle during the month as verified by the in-charge transport under provision of the contract agreement. No advance payment will be admissible. Payment shall be made in the name of the contractor/ company through cross cheque only. No cash payment is allowed.
- 1.3 Contract will be awarded to technical responsive and financial lowest bidder.

FORMAT FOR RATES AND FINANCIAL EVALUATION **CRITERIA**

| Sr. No. | Vehicles Type | Monthly Rent/Vehicle Rs. | Number of Vehicles Required | Annual Rent Rs. |
|----------------|---|---------------------------------|------------------------------------|------------------------|
| 1 | Toyota Double Cabin Vigo (4X4) “ 2800 CC Engine or Equivalent Model 2014 or above | | 1 | |
| 2 | Toyota Hilux Revo 3000 CC Engine or Equivalent Model 2018 or above | | 1 | |
| | | | | |

Note: Financial evaluation shall be carried out on package wise.