

TERMS OF REFERENCE FOR HIRING OF VEHICLES

1. Mandatory Requirement:

- 1.1 The company shall have minimum registration period of 01 Year.
- 1.2 All bidders must give "Clean acceptance" of OGDCL terms and conditions and withdraw all exceptions if any, to become eligible for technical evaluation.
- 1.3 Confirm that none of the Directors of bidder is blacklisted. Affidavit on non-judicial stamp paper is required.
- 1.4 The bidder should be income tax/ sales tax registered company. Provide NTN /~~V~~NTN 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 Company reserves the right to increase or decrease No of vehicles to be hired as per operational requirement.
- 2.3 Contractor/Company must have established office/s. Details to be provided with the technical bid.
- 2.4 The contractor/company shall confirm that the vehicles are well maintained and are in excellent condition in all respects.
- 2.5 Model of vehicles to be supplied by the contractor/company must not be older than 05 years.
- 2.6 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.
- 2.7 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.
- 2.8 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.
- 2.9 The vehicle with driver will have to perform duty round the clock including holidays/gazetted holidays.
- 2.10 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).
- 2.11 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.
- 2.12 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.

- 2.13 Upon unsatisfactory performance, behavior or involvement in illegal or immoral practices, contractor/company will immediately replace the driver.
- 2.14 HSD and Mobil oil/lube oil/engine oil for the vehicles will be provided by OGDCL. In case fuel consumption of HSD is higher than set/allowable mileage limit by the company, deduction will be made according to the prevailing market fuel rates at the time of payment to the contractor. Location in charge 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.
- 2.15 OGDCL will provide free accommodation. Messing facility shall be provided on payment basis to the driver prevailing rate in the staff mess.
- 2.16 The rates quoted by the contractor/company shall be on monthly rental basis for vehicles inclusive of salary of driver.
- 2.17 While submitting invoice(s) for payment, contractor shall submit a certificate from FBR to the effect that contractor has cleared its provincial tax liability.
- 2.18 The contract may be terminated at any stage , if the services are no more required or the contractor/company fails to abide or violates he same or do not follow the instruction of location in-charge or take no remedial/corrective measures after receiving written notice from the location in-charge . Similarly, the contractor /company shall give a notice of 30 days prior to withdraw the vehicle.
- 2.19 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).
- 2.20 Contract period for hiring of vehicles shall be initially for 12 Months for Rig Sinopec-149 and 06-Months for rig CCDC-26 from the date of agreement which may be extended with mutual consent.
- 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).

2.24 Price /rent should be inclusive of all taxes levies, duties except PST/ICT.

2.25 Successful bidder will provide vehicles within one week after issuance of LOI.

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 07 days of issuance of LOI		30
	ii.	Commitment to provide all vehicle within 10 days of issuance of LOI		25
	iii.	Commitment to provide all vehicle within 14 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:-

Technical evaluation will base upon above criteria. Minimum qualifying marks for each discipline are 65%, Overall aggregated marks for qualifying will be 65%.


 Syed Akbar Ahmad Akbar Shah
 29-51

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 FOR RIG CCDC-26

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 2015 or above		03	
2	Toyota Single Cabin Pick up Model 2015 or above		02	
	Total			

FORMAT FOR RATES AND FINANCIAL EVALUATION CRITERIA FOR RIG SINO-149

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 2015 or above		05	
2	Toyota Single Cabin Pick up Model 2015 or above		02	
	Total			

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


Syed Masud Asghar Shah
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Ext. 2931

BIDDING METHOD:

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

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

PAYMENT TERMS:

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

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

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 prevailing instead of Master Tender document "ITB" clause # 06(ii) 'BID PRICE')
- iii. The prices quoted by the successful bidder (contractor) for required services shall remain firm and final throughout contract period. The price charged by the successful bidder (contractor) for required services shall not vary from the prices quoted by the service company.

AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to **PKR 70,000/- for Rig CCDC-26 & PKR 190,000/- for Rig SINOPEC-149** is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

Note:-

For online payment to vendors/contractors through (IBFT & LFT). Following info is required from your company: -

1. IBAN (INTERNATIONAL BANK ACCOUNT NUMBER 24 DIGITS).
2. VENDOR NAME AS PER TITLE OF THEIR BANK ACCOUNT.
3. NTN NO.
4. CONTACT # OF COMPANY CEO/OWNER (MOBILE & LANDLINE).
5. POSTAL ADDRESS.
6. BANK NAME.
7. BANK BRANCH NAME & ADDRESS.

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

Bidders are requested to read TOR & Master Set to Tender Documents (Services) and provide complete information / documents including tender annexures with the bid.

Following is the link for Master Set of Tender Documents for Services:

<https://ogdcl.com/sites/default/files/Tender%20Document%20Services%20Press%20for%20Webloading%20dated%202018-03-2019-N.pdf>



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