

**OIL & GAS DEVELOPMENT COMPANY LIMITED**



**TERM OF REFERENCE (TOR)**

**AGAINST**

**TENDER ENQUIRY NO. PROC-SERVICES/CB/DO-4574/2019**

**HIRING OF CATERING/CAMP SERVICES FOR OGDCL RIGS N-5  
& N-6**

## SCOPE OF WORK

### HIRING OF CATERING/CAMP SERVICES FOR OGDCL

#### OWNED RIGS N-5 AND N-6

Oil & Gas Development Company Limited (OGDCL), intends to execute a contract to hire Catering/Camp services for two years period to provide catering/Camp services to the 02 OGDCL owned Rigs N-5 and N-6. During two years period, the following categories of Catering/Camp services are to be hired for Rigs N-5 and N-6.

i)	Cook	08 Nos.
ii)	Tandorchi/ Chapatimaker	08 Nos
iii)	Bearer /Waiter	16 Nos
iv)	Dish Washer	08 Nos.
v)	Sanitary Worker/Sweeper	08 Nos.
vi)	Washer man/Laundry man	04 Nos.
vii)	Barber	02 Nos.

#### Terms & Conditions of Contract:-

1. The Firm/ company will have minimum 02 years experience for provision of catering/camp services for oil and gas companies/ fields preferably in remote arear setups. These services will be provided at Rig sites (Rig N-5 & Rig N-6) anywhere in Pakistan.
2. The Catering/ camp services personnel of Company will have minimum 03 years related experience of such services.
3. The bidder(s) will provide the catering/camp services only.
4. OGDCL will arrange the groceries/ food stuff for the mess utilization.

  
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5. The bidder(s) will provide the Catering/ camp services as per location of deployment of Rig all over the country.
6. The catering/Camp Services will provide all services related to Cooking, meal serving/ distribution, room service, dish Washing, Laundry, Barber and sanitary for respective camp.
7. OGDCL can replace any personnel if the performance of the personnel is unsatisfactory and Contractor will provide the replacement accordingly without any additional cost.
8. The Contractor will be responsible for movement of the personnel to pick and drop point of Rig (Mob/demob).
9. The Contractor will provide proper uniform to the personnel as per oil industry standards for these services.
10. The rate running contract will initially be for two years and can be extended further on mutual consent based on performance basis.
11. The bidders will also attach the contract record of such services provided at Oil & gas Companies.
12. The bidder(s) will provide the NTN registration with bid.
13. The bidder will have sound financial record and proof will be provided.
14. The bidder will provide last 03 years financial audited report.
15. The bidder will ensure that its quotation is complete in all respects such that OGDCL is able to perform a complete and meaningful evaluation.
16. The commercial proposal shall be strictly in line with the scope of work and as per given rate format on daily basis.
17. Invoices will be dully verified by Rig Operation Manager and payment will be made in Pak rupees.



18. The bidder will provide Supervisor/Camp boss free of cost which will supervise the contractor staff at Rig site.
19. Health insurance of the offered crew will be responsibility of the bidder.
20. OGDCL will provide crockery, cutlery etc at rig site.
21. The bidder to quote all categories of personnel. In case of partial quote, bid will be rejected.

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## TECHNICAL EVALUATION CRITERIA

<b>S.No.</b>	<b>Description</b>	<b>Weightage</b>
1	Minimum 02 years experience of firm as provider of Catering/ Camp services in oil & gas industry with proof through past contracts copies with other oil and gas Companies.	50% 1 year = 25 marks.
2	Last 03 years audited financial reports	15% 1 year = 5 marks
3	Minimum 03 years experience of personnel of catering/ Camp services with documentary proof	35% 1 year = 10 marks Above 3 years = 35 marks
	<b>TOTAL</b>	<b>100%</b>

- Technical evaluation will base upon above criteria. Overall aggregated marks for qualifying will be 85%.





## **FINANCIAL EVALUATION CRITERIA FOR 02 NOS RIGS**

<b>S. No</b>	<b>Description</b>	<b>Qty</b>	<b>Monthly unit rate (Pak rupee)</b>	<b>Total (Pak rupee)</b>
1.	Cook	8		
2.	Tandorchi/Chapati maker	8		
3.	Bearer/Waiter	16		
4.	Dish washer	8		
5.	Sanitary worker/Sweeper	8		
6.	Washer Man/ Laundry Man	4		
7.	Barber	2		
	<b>One month total</b>			
	<b>Two years grand total</b>			

**Note: -**

Financial Evaluation will be carried out on total lump sum basis for award of contract.

  
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## **OTHER IMPORTANT INFORMATION**

### **BIDDING METHOD:**

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

### **PAYMENT TERMS:**

Payment shall be made monthly 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.  
**(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 1,000,000/-** is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

## **MANDATORY REQUIREMENT**

**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](http://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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