

**OIL & GAS DEVELOPMENT COMPANY LTD**



**TERMS OF REFERENCE**

**FOR**

**SUPPLY OF RAW/UTILITY WATER (AVERAGE 175,000 LITRES PER DAY) THROUGH WATER BOUZERS FOR LPG PROCESSING PLANT AND CAMP AT NASHPA PLANT, DISTT: KARAK, KPK.**

**TE#PROC-SER/CB/C&ESS-4602/2019**

## INVITATION FOR BIDS

Date: \_\_\_\_\_

**Bid Reference No.: SUPPLY OF RAW / UTILITY WATER  
(AVERAGE 175,000 LITRES PER DAY) THROUGH  
WATER BOUZERS FOR LPG PROCESSING PLANT AND  
CAMP AT NASHPA PLANT, DISTT: KARAK, KPK**

1. The Oil & Gas Development Company Limited (OGDCL) Islamabad (the "Employer") intends to hire services of a firm for Supply of Raw/ Utility Water (Average 175,000 Litres Per Day) Through Water Bouzers for LPG Processing Plant And Camp At Nashpa Plant, Distt: Karak, KPK.
2. The Employer invites sealed bids from eligible firms or persons. Bidders may download ToRs from OGDCL website [www.ogdcl.com](http://www.ogdcl.com) and obtain further information, from the office of the Party Chief Engineering Field Party No.III near Sadqal Oil Field, Fateh Jhang District Attock. Phone No. 03005550946, 0572210476 Fax No. 0572210011.
3. Bids shall be delivered at OGDCL House, Jinnah Avenue Blue Area Islamabad. Bids will be opened at time and date as mentioned in advertisement, in the presence of bidder's representatives who choose to attend.

**Appendix-A to Bid****SPECIAL STIPULATIONS****Clause****Conditions of Contract**

1.	Minimum Amount of Performance Security	10% of total Contract Price as stated in the Letter of Acceptance in the form of Bank Guarantee.
2.	Minimum amount of Third Party Insurance	Rs. 500,000/- (Five Hundred Thousands) per occurrence with number of occurrences unlimited.
3.	Time for Commencement	Within 03 days from the date of receipt of Engineer's Notice to Commence.
4.	Time for Completion	36 months
5.	Amount of Liquidated Damages	0.1 % of the Contract Price for each day of delay / interruption in supply of utility water and subject to a maximum of 10% of Contract Price as stated in the Letter of Acceptance.
6.	Time of Payment from delivery of Engineer's Interim Payment Certificate to the Employer.	As per Employer's procedure.
7.	Price Adjustment Clause	No price adjustment on account of market fluctuations.



# **OIL & GAS DEVELOPMENT COMPANY LTD, ISLAMABAD.**

**SUBJECT:- SUPPLY OF RAW / UTILITY WATER (AVERAGE 175,000 LITRES PER DAY) THROUGH WATER BOUZERS AT LPG PROCESSING PLANT AND CAMP AT NASHPA PLANT, DISTRICT KARAK, KPK.**

DEAR SIR,

1. OGDCL intends to hire services of a contractor for supply of Raw/utility water (Average 175,000 litres / day) at LPG processing plant and camp at Nashpa Plant, District Karak, KPK.
2. You will quote per liter cost for the Raw/utility water supplied at site and it shall be inclusive of all taxes levies overhead charges profit and other expenditure as per schedule "A".
3. Technical & Financial Proposals sealed in envelopes, shall reach this office on or before the date and time mentioned in the advertisement. Proposals shall be opened on the same day at the time mentioned in the advertisement in presence of the participants, who choose to attend, however technical evaluation will be carried out as per criteria given in this TOR under Single Stage One Envelope procedure.
4. The Terms of Reference for supply of Raw/ utility water at LPG processing plant and camp at Nashpa Plant, District Karak, KPK are as under:-
  - 4.1 Source of Raw/utility water for supply at LPG processing plant and camp at Nashpa to be identified by the supplier himself, however he will inform the Engineer-in-Charge for approval. Engineer-in-Charge may conduct all Physical, Chemical and Biological / Bacteriological tests for the source water randomly and may declare it unfit for utility purpose based on the test reports.
  - 4.2 The Vehicles / tankers / bouzers used for supply of water shall be in hygienic and satisfactory working conditions.
  - 4.3. Drivers hired for vehicles / tankers / bowsers by the contractor must have valid CNIC & Driving License.
  - 4.4. The contractor shall ensure that the papers of vehicles (Registration, road permit, tax and insurance documents and pollution / fitness certificate etc) are complete in accordance with government laws.
  - 4.5. The rate quoted by the bidder shall be for supplied water at site and inclusive of all taxes, levies, cost of drivers, all maintenance, Fuel, Engine Oil and other expenditures.

- 4.6. Supplier shall be responsible for any theft, accident or any fault in vehicle.
- 4.7. Supplier shall be responsible for safety and security of his vehicles / tankers / bouzers and staff during movement in the entire contract period.
- 4.8. Supplier shall be responsible for violation of traffic rules & misconduct of drivers and any adulteration to the supplied water during supply. Intended use of treated water is for utilities and must be taken into consideration.
- 4.9. Contract Period for supply of utility water to LPG Processing Plant at Nashpa District Karak KPK shall be three (03) years (extendable).
- 4.10. Payment shall be made on monthly basis, based on actual quantity of the supplied water at site for the month as verified by the Engineer-in-Charge under provisions of the contract agreement.
- 4.11. Any delay / interruption in supply of water without any valid reason will be considered as Liquidated Damages and will be charged as 0.1% per day of the bid price with maximum upto 10% of the bid price.
- 4.12. Additional services if required (other than the services mentioned in the scope of services) will be paid on the rate mutually agreed by both the parties hereafter.
- 4.13. The Contractor shall ensure, in the joint names of the Contractor and the Employer, against liabilities for death of or injury to any person or loss of or damage to any property (other than the Works) arising out of the performance of the Contract. This 3<sup>rd</sup> Party liability will be in form of Insurance Guarantee @ Rs.500,000/- per Occurrence with unlimited number of occurrences and will be provided by the Supplier after taking over the Site.
- 4.14. No escalation shall be allowed on account of fluctuation in market rates.
- 4.15. In case a bidder fails to abide by the terms of the bid document / bid or violates the same it may entail temporary debarment / blacklisting for three years. In addition to above to ensure the genuine bidders participation, the following document must be provided with the bid /Technical proposal:
  - a. Copy of Certificate of Incorporation (in case of companies) or Registration Certificate (in case of firms).
  - b. Valid National Tax No.(NTN) and GST Registration Certificate (for local bidders).
- 4.17. The procedure permissible for open competitive bidding shall be Single Stage One Envelope system as per PPRA rules. Financial Evaluation of the technically responsive bidders will be done on least cost method.
- 4.18. If supply of utility water is required beyond the completion period, then contract for supply can be extended on mutual consent of supplier and

Employer.

5.0 Bid Evaluation Criteria is attached.

Thanking you.

Enclosure : 1. Schedule A  
2. Evaluation Criteria.

(Employer)

(CONTRACTOR)

**FINANCIAL EVALUATION CRITERIA -----SCH-A**

SR. NO	NAME OF WORK	Amount in Pak Rupees
1	Per liter cost of Raw/utility water supplied at site inclusive of all taxes, levies, driver cost, fuel, repair and all other expenditures and exclusive of PST.	
2	Total Bid Price for 36 months (175,000(Per day Req) X 30(Days in month) X36 (Months) X per liter quoted cost above). <b>Inclusive of All Applicable Taxes Exclusive of PST / ICT</b>	

**IMPORTANT NOTES:**

**BIDDING METHOD:**

Bids against this tender are invited on ‘single stage One envelop’

**AMOUNT OF BID BOND:**

Bid Bond /Bid Security amounting to PKR: **700,000/=** is to be attached / provided with the bid. Please see Master Set of Tender Document for further details.

**Payment:**

Payment shall be made through cross cheque on monthly basis 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.

## **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>



**TECHNICAL EVALUATION CRITERIA FOR SUPPLY OF RAW/ UTILITY WATER AT LPG PROCESSING PLANT AND CAMP AT NASHPA PLANT, DISTRICT KARAK, KPK, KPK.**

Passing Marks = 70

Sr. No.	Name of Firm	Audited accounts for last 3 yrs or Bank Statements for last 6 months (15)	General Experience (10) (Work/Supply orders or Completion Certificates / Delivery Challans required)	Relevant Experience (40) (04 x Work/Supply orders and Completion Certificates)	List of water Tankers / water bouzers on stamp paper mentioning capacities.  (Min 04 bouzers) (20)	List of drivers having valid driving licenses (Min 04 drivers)  (10)	HSE Policy (05)	Arbitration or Litigation (- 5)	Total	Remarks
1										
2										
3										
4										