

TERMS OF REFERENCE
 “ Contract for fumigation services”

Department	Administration, Head Office, Islamabad.
Type of job	Services of “Fumigation, Termite Control, Rodent Control, Dengue Treatment, Bedbugs Treatment of OGDCL House, Masood Mansion F-8, OGTI, I-9 Workshop, G&R Lab, Base Store, TDL I-9 Islamabad
Duration	02 Years – Effective from the date of execution of contract– (extendable period would be subject to market dynamics and existing rates)
Mode of Procurement	Press Tendering – Single stage Two envelope system (Technical / Financial Bids)
Terms & conditions	<p>OGDCL intends for hiring Services of “Fumigation, Termite Control, Rodent Control, Dengue Treatment, Bedbugs Treatment of OGDCL House, Masood Mansion F-8, OGTI, I-9 Workshop, G&R Lab, Base Store, TDL I-9 Islamabad on monthly basis.</p> <p>Bidders having minimum 06 year of experience in the business preferably with major / renowned companies with minimum annual turnover of Rs.3 million per year last 5 years, may apply along with following information / documentary evidence:</p>
	<ol style="list-style-type: none"> i. Complete profile including name, registered address, telephone and fax numbers, e-mail address of key personnel and year of establishment. ii. Income Tax & GST registration certificates. iii. List of customers availing the Services of “Fumigation, Termite Control, Rodent Control, Dengue Treatment, Bedbugs Treatment iv. Requisite knowledge, expertise, skills, capability and resources to carry-out the work. v. Detail of equipment / machinery to be used / available with the bidders. vi. Academic qualification and experience of staff including Entomologist and other Technical manpower available. vii. Affiliation / Certification from abroad, if any. viii. Requisite registration / membership of Plant Protection Department, Govt. of Pakistan. ix. All the application/documents/statements submitted as per PPRA Rules and regulations, any document/statement provided if proved false, mis-stated, concocted, or incorrect proved at any time, during or after tendering will result into permanent disqualification and black listing of the Firm/Company/Partners with their name displayed on PPRA website.


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Schedule of Requirement

OGDCL is looking for the Services of "Fumigation, Termite Control, Rodent Control, Dengue Treatment, Bedbugs Treatment of OGDCL House, Masood Mansion F-8, OGTI, I-9 Workshop, G&R Lab, Base Store, TDL I-9 Islamabad on monthly basis on 2 years' contract, consisting following areas:

extendable on same rate terms & conditions

- a. Total open area = 406566 Sq. Ft. (43,180 Sq. Yards)
- b. Total covered area = 403,535 Sq. Ft. (44,837 Sq. Yards)

Contractor will arrange / ensure Security clearance of all the workers deputed for job inside the premises of OGDCL.

The contractor will be responsible to make-up any loss sustained by the Company caused due to negligence of their workers.

The Contractor is bound to disburse Salaries/wages to Contractor workers minimum as per Govt. of Pakistan rules.

Mentioned below Medicine group, all should be cleared/recommended by WHO and EPA Public Health insecticides and made by the well reputed Multinational Companies/manufacture's alongwith MSDS literatures/broachers. These should also be cleared by concerned official before applying them in OGDCL premises.

Fumigation (For Outside) : Deltamethrin 2.5 EC (Public Sector)

Fumigation (For Inside) : Permethrin (Public Sector)

Termite Proofing : Fipronil 25EC

DDVP (Public Sector) : Fly killer (every 15 days)

Alpha Cypermethrin (Public Sector): Fedora (Dengue Virus (03 months)

Cockroach Gel (Imported)

Rat Bait

Fly Bait

Aluminum Phosphate : Bedbugs

Tablets (USA)


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Evaluation Criteria of Technical Proposals	Evaluation Criteria	Max. Score	Obtained Marks
	No. of Personnel: 21-30 = 06 marks 31-40 = 08 marks 41 & above = 10 marks	10	
	Relevant Experience in Fumigation Services One mark per year experience. maximum marks = 10	10	
	No. of Contracts of the Company 01 mark for each Contract, Maximum =10 marks	10	
	Annual turnover (last 05 years) 2 million = 1 mark 20 million = 10 marks Upto maximum = 10 marks	10	
	Affiliation with local / foreign companies/dealership	10	
	Detail of qualified staff & experience (Training certificate etc)	10	
	Audited Financial statement sheets for the last 03 years (duly certified by a Chartered Accounts Firms)	20	
	Technical Specification compliance and Equipment: Thermal Foggers, Drill machine, Knap sack - sprayers(10 ltr & above) = 10 marks Cat Traps, Metal Bait Station for Rats, Rats traps-conventional traps etc. = 04 marks Sticky plates, Rackets for mosquitoes = 04 marks Other equipment's related to fumigation = 02 marks	20	
	Total	100	
Qualifying Minimum Score		70	

Note: In each category, bidder must have minimum 60% marks for qualification technically.


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SAFETY EQUIPMENT TO BE PROVIDED BY THE FUMIGATION CONTRACTOR TO EACH STAFF:

Sr.No.	Name of Equipment
1	Mask double Filter
2	Goggles
3	Gloves
4	Gloves for Cats Caught
5	Gum Boots
6	Eye Wash bottle
7	Uniform & Safety Shoe

TOOLS & EQUIPMENT'S

Following tools & equipment's must be deploying at following location:-

Sr. No.	Tools & Equipment's	Location-I	Location-II	Total
1	Tri-Jet Fogger	01	01	02
2	Conventional Trap for Rats	100	50	150
3	Knap Sack Sprayer Pump (Gloria or Equipment)-10 ltr	02	01	03
4	Thermal Fogger	01	01	02
5	Drill Machine for Termite Treatment	01	-	01
6	Engine Driven Mist Machine	01	-	01
7	Conventional Trap for Cats	02	01	03
8	Sticky tray for Rats	20	20	40


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Financial proposal: Bidder is advised to submit Financial proposal on following table

(A) Pest Control (General Spray / Fumigation)

Sr. No.	Location	Covered area (Sq.Ft)	Open area (Sq.Ft)	One time charge in PKR (a)	Fumigation Twist a month (Rs) (a*2)=b	2 year charges in PKR c=b*24
01	OGDCL HOUSE	310018	46167			
02	Masood Mansion F-8	32608	5612			
03	OGTI building I-9	33255	60289			
04	Hostel I-9	33183	12333			
05	I-9 Workshop Office	1000	281865			
06	Pindi Medical Center	1600	300			
07	Training Workshop	4480	-			
08	G&R Lab I-9	32608	-			
09	TDL building I-9	20000	-			
10	Wireline logging	13375	-			
11	All shed I-9	80360	-			
	Total Area	562487	406566			


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Financial proposal: Bidder is advised to submit Financial proposal on following table

(B)- Rodent Control

Sr. No.	Location	Covered area (Sq.Ft)	Open area (Sq.Ft)	One time charge in PKR(a)	Rodent Control Twice a month (Rs.) (a*2)=b	2 year charges in PKR c=b*24
01	OGDCL HOUSE	310018	46167			
02	Masood Mansion F-8	32608	5612			
03	OGTI building I-9	33255	60289			
04	Hostel I-9	33183	12333			
05	I-9 Workshop Office	1000	281865			
06	Pindi Medical Center	1600	300			
07	Training Workshop	4480	-			
08	G&R Lab I-9	32608	-			
09	TDL building I-9	20000	-			
10	Wireline logging	13375	-			
11	All shed I-9	80360	-			
Total Area		652487	406566			


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Financial proposal: Bidder is advised to submit Financial proposal on following table

(C) Termite Control

Sr. No.	Location	Covered area (Sq.Ft)	Open area (Sq.Ft)	Only one time required during the Contract period Lump-Sum Rate (Rs.)
01	OGDCL HOUSE	310018	46167	
02	Masood Mansion F-8	32608	5612	
03	OGTI building I-9	33255	60289	
04	Hostel I-9	33183	12333	
05	I-9 Workshop Office	1000	281865	
06	Pindi Medical Center	1600	300	
07	Training Workshop	4480	-	
08	G&R Lab I-9	32608	-	
09	TDL building I-9	20000	-	
10	Wireline logging	13375	-	
11	All shed I-9	80360	-	
Total Area		652487	406566	


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Financial proposal: Bidder is advised to submit Financial proposal on following table

(E)- Bedbugs Gas Treatment

Sr. No.	Location	Covered area (Sq.Ft)	Open area (Sq.Ft)	One time Charges (Rs.) (a)	2 year charges in PKR b=a*6 (03 times requires in One year)
01	OGDCL HOUSE	310018	46167		
02	Masood Mansion F-8	32608	5612		
03	OGTI building I-9	33255	60289		
04	Hostel I-9	33183	12333		
05	I-9 Workshop Office	1000	281865		
06	Pindi Medical Center	1600	300		
07	Training Workshop	4480	-		
08	G&R Lab I-9	32608	-		
09	TDL building I-9	20000	-		
10	Wireline logging	13375	-		
11	All shed I-9	80360	-		
Total Area		652487	406566		

Financial proposal: Bidder is advised to submit Financial proposal on following table

(D) Dengue Treatment

Sr. No.	Location	Covered area (Sq.Ft)	Open area (Sq.Ft)	One Time Charges (Rs.) (a)	2 year charges in PKR b=a*16(Requires 08 times in One Year)
01	OGDCL HOUSE	310018	46167		
02	Masood Mansion F-8	32608	5612		
03	OGTI building I-9	33255	60289		
04	Hostel I-9	33183	12333		
05	I-9 Workshop Office	1000	281865		
06	Pindi Medical Center	1600	300		
07	Training Workshop	4480	-		
08	G&R Lab I-9	32608	-		
09	TDL building I-9	20000	-		
10	Wireline logging	13375	-		
11	All shed I-9	80360	-		
Total Area		652487	406566		

Financial Evaluation Criteria:

S#	Description of Services	02 Years Charges in PKR
A	Pest Control (General Spray / Fumigation)	
B	Rodent Control	
C	Termite Control	
D	Dengue Treatment	
E	Bedbugs Gas Treatment	
	Total Cost (A to E)	

Note:

- i. Price shall be inclusive of all taxes (except Provisional Sales Tax/ICT Tax on services), duties, Levies, Charges etc.
- ii. Evaluation shall be made on the grand total of Group A to E
- iii. It is also noted that:-
 - a. Fumigation and Rodent will made twice a month
 - b. Termite Control one time during the Contract period
 - c. Dengue Treatment 08 times in one year
 - d. Bedbugs Gas Treatment 03 times in one year
- iv. Financial format shall be strictly followed.


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OTHER IMPORTANT INFORMATION

BIDDING METHOD:

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

AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to PKR: 160,000/- is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

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.


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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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