

Oil & Gas Development Company Limited

TERMS OF REFERENCE (TOR)

1. Registered Firms / Companies doing Transportation business in Pakistan and having their self-owned office premises, are invited to quote their competitive rates for hiring of following categories of vehicles having all safety provisions, as per international safety standards, on the routes given in the Tender Documents for daily pick & drop facility to the OGDCL employees of Rawalpindi/Islamabad, to its offices located Blue Area Islamabad through a fleet of 25 (Twenty Five) passenger vehicles (with driver + Fuel) (Zero Meter / 2011 or Up model) of Toyota Coaster / Hiace (Hi Roof), Suzuki Bolan etc, only with Petrol / Diesel fuel (CNG fitted not allowed), as per detail given below:

| | | | | | |
|-----|-----------------------|--------------------|--------------------------------|-----------|--------|
| (a) | Toyota Coaster | (2011 or up-model) | A/C, | 29 Seater | 08 Nos |
| (b) | Toyota Coaster | (2011 or up-model) | Non A/C, | 29 Seater | 07 Nos |
| (c) | Toyota Hiace, HI roof | (2011 or up-model) | A/C (Dual cooler front & Rear) | 16 Seater | 06 Nos |
| (d) | Toyota Hiace, HI roof | (2011 or up-model) | Non A/C | 16 Seater | 03 Nos |
| (e) | Suzuki Bolan | Latest Model | | | 01 No |

2. The interested companies / firms may submit their Financial Bids with following requisite documents:
- (i) Complete business location with phone, fax and e-mail / postal addresses.
 - (ii) More than 06 years' experience of pick & drop services with at least 03 renowned companies/ organizations.
 - (iii) Detail of available registered vehicles with the firm (quoted) {At least 25 vehicles (Coaster, Hiace/Van) must be registered in the name of firm
 - (iv) Companies with more than 25 (Twenty Five) million Annual Turn-over (less may not apply).
 - (v) NTN Registration Number with Income Tax Certificate.
 - (vi) Bank Statement (last 03 years).
 - (vii) List of reputed clients.
 - (viii) Undertaking on non-judicial stamp paper to the effect that the firm has never been blacklisted by any Government / Semi-Government Department and that all the offered vehicles have Fitness Certificate from Motor Vehicle Examiner.
 - (ix) Bid Bond for a sum of Rs. 2,000,000/- shall be required with **Technical Bid**.
 - (x) OGDCL reserves the right to reject any/all bids without assigning reason.
 - (xi) The firm must be registered with their current Provincial Sales tax deptt.

3. The bidder/contractor should provide rates for the various routes as per follows:-

- i. The bidders are requested to provide rates for the routes from **A-1 to A-25 of Annex A**, for all the vehicles **based on fuel cost** as per existing per liter cost of Fuel (Diesel/Petrol (Altron)), in such a way that they should quote **per kilometer rates** for the total **1790** KMs mileage to be covered each day (Form "B" may be filled as per schedule of requirement attached as **Appendix- A**). The difference cost (+/- Rs.10/- per liter) of Fuel shall be adjustable proportionate to the variation in fuel price during the period of contract (Existing rates: HSD is 127.3 & Petrol is 116.6).

(The difference cost (+/- Rs.10/- per liter) of Fuel shall be adjustable proportionate to the variation in fuel price during the period of contract" means that either any increase of fuel prices by Rs.10 or decrease by Rs.10 from the base price of fuel mentioned in TOR, neither OGDCL will pay any nor any deduction from the monthly bill of the contractor will be made. However, if the fuel prices increase or decrease beyond these levels, the difference of cost will be paid as per the daily consumption of each vehicle.

For example: :-Base price of Fuel (as per Agreement) is) @ Rs. 127.3 (+/- 10) for HSD. No extra payment will be by OGDCL if HSD price increase upto Rs. 137.3 & no amount will be deducted from contractor payment. If it reduced to Rs. 117.3. However if fuel price increase or decrease beyond these level, then the difference cost will be adjusted as per following formula:-

- If HSD rates at the start of month reaches Rs.147.3

- Difference cost: Diesel (HSD) : (147.3) - (137.3) = 10 Rs

- Let a vehicle has daily mileage of 80 km & its daily consumption is 10 litres HSD (vehicle Average 8Km/litre

- As per Formula:-

$$\text{Difference of fuel (+-10)} \times (\text{total fuel consumption of vehicles as per their average}) \times \text{No of days/month}$$

$$(10) \times (10) \times (22) = \text{Rs. 2200 (for one vehicle) will be paid by OGDCL}$$

- Further if fuel price decreases beyond the mentioned level, deduction will be made from contractor by the same method.

- ii. **Vehicle at Sr#25 is required for 24 Hrs. Bidder should quote rates for 22 days/month as per 100 Kms daily running, however monthly payment will be made as per actual running, noted at the end of month (which will be verified by the concerned department)**
- iii. All the vehicles are required for 05 working days/week (22 working days/month).
- iv. Average fuel consumption of each vehicle type will be considered as : Toyota Coaster AC : 06 KM/litre, Toyota Coaster Non AC : 07 KM/litre, Toyota Hiace AC: 07 Km/litre, Toyota Hiace Non AC: 08 Km/litre), Suzuki Bolan: 15 Km/litre,
- v. CNG fitted vehicles are not allowed.
- vi. The quoted rates must be inclusive of all kind of taxes except Provincial sales tax.
- vii. Payment will be made to the contractor, on monthly basis, against verified invoices.


 Mr. Mubshir-Uddin Muhammad
 Senior Engineer (Elect.)
 Registration Department
 Oil & Gas Development Company Ltd

4. The **Model** of vehicles to be provided to OGDCL must be **2011 or up**.
5. The contractor must ensure to reach the shift within office timings. However ± 10 minutes delay due to traffic problem or any reason shall be exempted. If the shift reaches late more than 10 minutes, Rs.500/- per day will be charged by the Company.
6. The quoted rates must have the validity for a minimum period of 180 (One Hundred Eighty) days from the date of submission of the Financial bid.
7. Contractor will ensure to complete its routes, in case of failure Rs. 5000/- per day per vehicle will be deducted from invoice.
8. The successful bidder shall also furnish 10% PGB of the contract value within 15 days of issuance of LOI.
9. The successful bidder shall also provide the Reg books of all the vehicles to be deputed on each route of Annex-A, at the time of agreement (**All the Vehicles Must Be Registered in the Name Of Bidder/His Firm**). In case the vehicles provided by bidder being purchased through Bank leasing, the bank agreement with the bidder and other related documents for the vehicles must be provided.
10. The Contract shall initially be executed for a period of **02 (two) years**, which can be extendable by the mutual consent of both parties on same terms and conditions.
11. In case of problem in the hired vehicle, Contractor will ensure to provide alternate vehicle for uninterrupted pick & drop to the employees of the company otherwise a sum of Rs.5,000/- per day will be deducted till such time the alternate / proper arrangement are made by the contractor.
12. Any route can be altered to the extent up to 05 KM's as and when required due to transfer/posting/shifting of any employee without any increase in the hiring charges.
13. In case any toll tax involves on any route, the same will be paid by the contractor, however it can be reimbursed from OGDCL at the end of month.
14. **The quoted rates shall be evaluated on package basis (Full Consignment wise).**


Majeed-Ul-Din Muhammad
Dy. Chief Engineer / Elect.
Administration Department
Oil & Gas Development Company Ltd.

SCHEDULE OF REQUIREMENT

Transport Contractors, are required to submit their Financial Bids for provision of vehicles on working days for pick & drop of OGDCL employees of Rawalpindi/Islamabad, to its offices located Blue Area Islamabad, on the following routes:

| Sr. No | Requirement | Route | KMs/day | Remarks |
|---------------------------|--|---|-------------|--|
| 1 | Toyota Coaster AC (05 working days/week) | Humak model town-Gate No 1 DHA-II-gate No-7 DHA -II to Head Office & back | 80 | Model 2011 or up (Reconditioned also 2011 or up Model) |
| 2 | Toyota Coaster AC (05 working days/week) | Wah Cantt to Head Office & back | 100 | -do- |
| 3 | Toyota Coaster A/C (05 working days/week) | Ghori phase 7 chowk-Kalama chowk-Ziarat chowk Ghori town- Gangal- to Head office & back | 50 | -do- |
| 4 | Toyota Coaster AC (05 working days/week) | Awan Market chowk Khayaban Sir Syed, I/10, I/9, I/8.Zero Point, G-7, G-6 to Head Office & back | 35 | -do- |
| 5 | Toyota Coaster A/C (05 working days/week) | Bahria Town ph-4-Crown complex--PWD- Police foundation Korang Town-Airport/Airport signal-Karal Chowk-Khanna Pul - Iqbal Town to Head Office & back | 80 | -do- |
| 6 | Toyota Coaster AC (05 working days/week) | Soan Garden - to Head Office & back | 45 | -do- |
| 7 | Toyota Coaster A/C (05 working days/week) | E-11-F-11-G/11 - G/10 to Head Office & back | 40 | -do- |
| 8 | Toyota Coaster A/C (05 working days/week) | Bahria Town Ph 8 Near Umar Block Main Masjid-,Ph- 7, High court chowk, Car Chowk, Chkalala Scheme 3, Ammar Chowk, Old airport, Expressway -Head office & back | 90 | -do- |
| 9 | Toyota Coaster Non A/C (05 working days/week) | Fateh jhang , F-17, Tarnol,- Chungii No.26 -to Head office | 120 | -do- |
| 10 | Toyota Coaster Non AC (05 working days/week) | Banni stop- Motorway CNG station- Dhmyal camp Biscuit factory chowk -Bakra mandi- Dheri Hassan Abad-Saddar-Murree Road to Head Office & back | 75 | -do- |
| 11 | Toyota Coaster Non AC (05 working days/week) | Humak-Scheme No.3-Airport-Khanna Pul-Faizabad-I-9 & back | 70 | -do- |
| 12 | Toyota Coaster Non AC (05 working days/week) | Charah - Trambri Chowk-Tarlai-Khanna Pul to Head Office & back | 100 | -do- |
| 13 | Toyota Coaster Non AC (05 working days/week) | Katarian-Pindora to Head Office & back | 30 | -do- |
| 14 | Toyota Coaster Non AC (05 working days/week) | Tench Bhatta-Murree road-OGTI (I-9) & back | 80 | -do- |
| 15 | Toyota Coaster Non AC (05 working days/week) | Hasanabdal- Bahatar More – Nawababad - Taxila-Tarnol-Chungi No. 26 to Head Office & back | 120 | -do- |
| 16 | Toyota Hiace Non A/C (05 working days/week) | F-15, G-15 to Head Office | 50 | -do- |
| 17 | Toyota Hiace A/C (05 working days/week) | G-14, G-13 to Head office | 40 | -do- |
| 18 | Toyota Hiace A/C (05 working days/week) | B-17(Mian Akhtar Avenue),D17(Block A, B,C) to Head Office & back | 90 | -do- |
| 19 | Toyota Hiace A/C (05 working days/week) | Ghori VIP-Zia Masjid- Chathri chowk -Qadeer khan road-sadiqabad- chandni chowk-kali tanki-6 th road-9 th avenue to head office & back | 60 | -do- |
| 20 | Toyota Hiace A/C (05 working days/week) | Chak Shehzad to Head Office via Dhudial-Jatli-Doltala-Mandara- Faizabad & back | 50 | -do- |
| 21 | Toyota Hiace A/C (05 working days/week) | Airport society-Civic center(sector 4-sector 3)-Judicial colony to Head Office & back | 60 | -do- |
| 22 | Toyota Hiace A/C (05 working days/week) | CBR Town-Head Office | 55 | -do- |
| 23 | Toyota Hiace Non A/C (05 working days/week) | Kalar Syedan – Rawat - Sawan Adda – Kachari –Marrir - Murree road – I/9 and back | 120 | -do- |
| 24 | Toyota Hiace Non A/C (05 working days/week) | Shamsabad- Rawalpindi grammer school- kiyani bazar-Jamia school- Farooq e Azam road-ghosia chowk-DPS school- | 50 | -do- |
| 25 | Suzuki Van (24 hours) | Rawalpindi / Islamabad area (SDP Deptt shift) | 100 | Latest model |
| Total Kilometers : | | | 1790 | |

**QUOTATION OF RATES FOR HIRING OF VEHICLES FOR OGDCL EMPLOYEES; ON EACH ROUTE AS PER APPENDIX -
'A' OF TENDER DOUCMENTS**

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| ROUTES as per OGDCL Annex- 'A' | Make/ Model/ Date of manufacturing | Seating capacity (Persons) | Total KMs (A) | Per Km Charges Diesel @ 127.3 Petrol(Altron) @Rs:116.6 (B) | Per Month Charges (Rs.)= (A x B x 22 No of days/ month) |
|--|---------------------------------------|----------------------------------|---------------------|--|---|
| A-1 | | | | | |
| A-2 | | | | | |
| A-3 | | | | | |
| A-4 | | | | | |
| A-5 | | | | | |
| A-6 | | | | | |
| A-7 | | | | | |
| A-8 | | | | | |
| A-9 | | | | | |
| A-10 | | | | | |
| A-11 | | | | | |
| A-12 | | | | | |
| A-13 | | | | | |
| A-14 | | | | | |
| A-15 | | | | | |
| A-16 | | | | | |
| A-17 | | | | | |
| A-18 | | | | | |
| A-19 | | | | | |
| A-20 | | | | | |
| A-21 | | | | | |
| A-22 | | | | | |
| A-23 | | | | | |
| A-24 | | | | | |
| A-25 | | | | | |

Sign & Stamp of Contractor / Bidder

m. j. siddiqui

A. EVALUATION CRITERIA FOR THE BIDDERS

| Sr. No. | DESCRIPTION OF MERIT | Total Marks | Scored Marks |
|---------|--|-------------|--------------|
| 01 | Available vehicles registered in the name of the Firm / Bidder (Copy of Reg books must be provided with the bid) In case of vehicles purchased through leasing, the bank agreement with the bidder and other related documents must be provided. (0.5 number for each vehicle) | Max 25 | |
| 02 | Experience with renowned companies (02 numbers for each year) | Max 20 | |
| 03. | Annual turn-over (0.5 marks for each million) (Audited balance sheets for the last 03 years must be provided) | Max 20 | |
| 04 | NTN / Income Tax & GST Certification (05 numbers for each certificate) | 10 | |
| 05 | Reputed Clients (with at least 10 vehicles hired) The bidder must provide the copies of Agreement with the client with detail of vehicles deputed ,for evidence (03 point for each client) | Max 15 | |
| 06 | Undertakings <ul style="list-style-type: none">05 points for being not blacklisted.05 points for vehicle fitness. | 10 | |
| | TOTAL / QUALIFYING MARKS : | 100 | 70 |

Note: The bidders must score at least 60% points in each category. Only the bidders who score overall min of 70 points in the technical evaluation will be considered technically responsive.

B- COMMERCIAL EVALUATION:-

The commercial bids of only technically qualified bidders (i.e. scoring 60% in each category and total of 70 points in technical evaluation) will be opened and evaluated. Contract will be awarded to the bidder/bidders quoted lowest rates.

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: **2,000,000/-** 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 WITH INCOME TAX CERTIFICATE
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%2018-03-2019-N.pdf>