

OIL & GAS DEVELOPMENT COMPANY LTD



**TERMS OF REFERENCE
FOR
PRE-QUALIFICATION / ENLISTMENT OF FIRMS FOR
HIRING OF EARTHMOVING MACHINERY/ EQUIPMENT.**

INVITATION FOR PREQUALIFICATION / ENLISTMENT

1. The Oil & Gas Development Company Limited (OGDCL) C&ESS department , intends to **Enlist/prequalify firms / contractors for hiring of earth moving machinery**, for civil Works / projects at field locations of the company all over the country.
2. It is expected that Invitation to Bid for future hiring, will be issued after enlistment / prequalification, **as and when required**.
3. Prequalification is open to firms or joint ventures of firms, who have valid registration with relevant departments of Federal / Provincial Government, whichever applicable as prescribed in evaluation criteria .
4. Bidders may obtain the prequalification documents from OGDCL website www.ogdcl.com under the tender bar.
5. Evaluation for prequalification / enlistment of the firms will be done as per the criteria given in the **TOR**.
6. Applications for enlistment / prequalification shall be delivered at the address as given in the press advertisement in sealed envelopes by hand or through registered mail, not later than the date and time mentioned in the advertisement and be clearly marked "**Application for Prequalification / Enlistment for hiring of Earthmoving machinery/ Equipment**".
7. Applicants will be informed, in due course, of the result of the evaluation of applications. Only the firms / joint ventures pre-qualified / enlisted under this process will be invited to bid.

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1. Pre-qualification / Enlistment shall remain valid for period of two years from the date of issuance of enlistment letter, however, it may be extended if required by the employer.
2. OGDCL may cancel this enlistment and call for fresh enlistment, at any stage during or after completion of prequalification / enlistment process.
3. **NTN with active tax payer is Mandatory** to participate in prequalification process.
4. If any willful omission/suppression of the fact at any stage is detected it would be sufficient cause to withdraw the pre-qualification / enlistment of the firm and to cancel the contract if already awarded.
5. Following type of Earthmoving Machinery/ equipment but not limited to, will be required on rental basis from pre-qualified bidders.
 - i. Bulldozers Medium to Heavy size with angle/ pusher blade and Ripper in good condition, capable for efficient & reliable operation in all type of terrain specially rocky and hilly area anywhere in Pakistan.
 - ii. Excavator's wheel / track chain mounted with bucket size 2-3 feet (width) with jack hammer suitable for trouble-free operation in hard hilly/rocky area and for concrete breaking as per requirement.
6. Above requirement will be for following field parties and area under their jurisdictions anywhere in Pakistan.
 - Engineering Field Party – I UCH GAS Field OGDCL
C/O LCS office Jacobabad Sindh (0336-5200668), PH #0838-510042
 - Engineering Field Party –III OGDCL Near Sadqal Oil Field Fateh Jang, District Attock (0300-5550946)
 - Engineering Field Party - IV Qadirpur Gas field OGDCL District Ghotki Sindh
C/O TCS office Ghotki (0300-5551372)
 - Engineering Field Party - V Ganjo Takar Site area, near Jatoe Petrol Pump ,
Tando Muhammad Khan Road Hyderabad Sindh
C/O TCS site Area Hyderabad (0300-5001451)
 - Field Gathering Construction party - I OGDCL Sadqal Oil Field Fateh Jang,
District Attock (0300-5550961)
 - Field Gathering Construction party - II Ganjo Takar Site area, near Jatoe
Petrol Pump ,Tando Muhammad Khan Road Hyderabad Sindh
C/O TCS site Area Hyderabad (0300-5553401)
7. Further information / clarification about areas may be obtained from the respective Party Chiefs as mentioned at serial # 06 above.
8. Any firm in arbitration or litigation with OGDCL may be enlisted after arbitration award or decision of litigation in his favor. Having been enlisted, if a firm invokes arbitration or litigation after prequalification, will be not allowed to participate in next tenders till the award of such arbitration or litigation in his favour.

9. Firms are required to submit following documents with their application on or before the date and time mentioned in the press advertisement. Application along with required documents shall be delivered on the address mentioned in the press advertisement.
- i. Full name, permanent address, mailing address, Sub office or branch office if any, telephone / fax no, E-mail and organizational structure as per (Memorandum /Article of Association is required).
 - ii. Firms details as per (**Annexure A**)
 - iii. Valid Registration of the applicant firm with all relevant department of Federal or Provincial Governments which is necessary for the business as per government Rules.
 - iv. Audited Accounts/ bank statement/ letter of Bank for the last 03 fiscal years for financial soundness of bidder is required.
 - v. Details of machinery/equipment supplied on rental basis during last 05 years supported by relevant work orders / completion / satisfactory performance certificate, from the clients, whichever applicable are required.
 - vi. Certificates of National Tax. No. (NTN),
 - vii. List of all relevant machinery, as mentioned at Sr. 5, available for supply on rental basis owned / leased, stating complete information about model, make & capacity. (Proof of ownership if owned or lease agreements in case of leased, are required with the bid). Regardless of owned or leased, bidder shall submit an **undertaking** on stamp paper, stating that bidder will be responsible and ensure to provide machinery in good working condition to OGDCL.
 - viii. List of operators, drivers, Mechanic and allied work force to ensure trouble free working / operation of equipment and machinery to be provided by bidder.
 - ix. Details of Arbitration / Litigation cases, if any, must be provided.
 - x. HSEQ Policy.
 - xi. Affidavit that the firm is not black listed by any Govt. /Semi Govt. or state owned organization.
 - xii. All the pages of the proposal / application should be signed and stamped by the authorized representative of the company/JV.
 - xiii. All firms are required to submit signed & stamped TOR along with all documents for prequalification / enlistment along with their application. Power of Attorney (POA) & copy of CNIC of the authorized representative who have signed the proposal / application shall also be attached with its proposal / application.
 - xiv. In case of joint venture, Provision of agreement on non-judicial stamp paper and nomination of leading party/authorized dealing person.

10. OGDCL reserve the right to verify the documents/ reports provided by Bidder, if required.
11. Further, Technical Evaluation Committee may visit the offices/ field yard of firms for checking of suitability of available machinery and its condition for evaluation/verification purpose. Technical Evaluation Committee will be entitled to declare the firm as non-responsive based on their visit report / evaluation of the firms' offices if required.
12. Failure to provide information / supporting documents that is essential for the evaluation of the application's qualification, or to provide timely clarification of information supplied, may result in disqualification of the applicant.
13. **After Pre-qualification all prequalified bidder will be bound to submit registration of PST (provincial sales tax) of relevant province before participation in financial bid.**
14. After Pre-qualification all prequalified bidder will be required to submit their financially balanced bids against Invitation to Bids each time whenever required.
15. Bids shall be submitted as per format of BOQ attached with each invitation of bid.
16. OGDCL may ask any further information and details if required, at any time

Evaluation Criteria

NTN with active tax payer is mandatory

Sr	Description of requirement	Marking criteria	Marks	Max. marks
1	Experience as registered firm /company with FBR , PEC or any authority in Pakistan	5 years and above 3 to 5 years 1 to 3 years Less than 01 year	10 08 06 0	10
2	Minimum turn over for last 3 financial year (audits or bank letter/statement required)	10 million or more 5marks/year 05 -10 million 3 marks/year	5x3=15	15
3	Minimum quantity of Machine owned /leased by firm i-Dozers (D-155, D8K or equivalent ii-Excavator with Bucket/jack hammer	1 mark for each machine 1 mark for each machine	(10x1=10) (10x1=10)	20
4	Repair workshop arrangement	Own workshop 3 rd party workshop	10 06	10
5	Relevant experience for provision of dozers and excavators on Rent (Work order of renowned company's required), in last five years	5 marks for each work order having value Rs. 2 M or above (Max. 8 work orders with prescribed value will be considered for marking)	5x8	40
6	HSEQ policy	Company policy required.	05	05

Annexure A

Details of The Firm
(To be attached with Technical Bid)

1. Name of The Firm /Company _____

2. PEC Category(If applicable)_____ valid upto _____

3. Company Name /Vendor Name _____(As per Title of bank Account)

4. International Bank Account Number (IBAN)_____ (24 digits)

5. Bank Name _____

6. Branch Name & Address _____

7. National Tax Number _____

- Postal Address _____