

Oil & Gas Development Company Limited

TERMS OF REFERENCE (TOR)

1. Registered firms/companies doing transportation business in Pakistan , having their self-owned office premises, are invited to quote their competitive rates for hiring of following categories of vehicles as an interim arrangement, on the routes given in the Tender Documents for daily pick & drop facility to the OGDCL employees of Karachi , to its offices located in RO Karachi, KBS, KDS, West Wharf and Medical Center Karachi through a fleet of 26 (Twenty Six) passenger vehicles(with driver + Fuel) (Zero Meter / 2011 or Up model) of Hiace, Suzuki Bolan etc, only with Petrol / Diesel fuel(CNG fitted not allowed), as per detail given below:

(a)	Toyota Hiace	(2010 or up-model)	Non A/C ,14 Seats	15 Nos
(b)	S/Every/Hijet	latest model, Zero meter	Non A/C	07 Nos
(c)	Double Cabin	(2010 or up-model)	A/C	02 No
(d)	Ambulance Fully loaded	(2010 or up-model)	A/C	01 No
(e)	Car A/C 1300 cc	(2010 or up-model)	A/C	<u>01 No</u>

Total: 26 Nos.

2. The above mentioned companies / firms may submit their Financial Bids with following requisite documents:

- (i) Complete business location with phone, fax and e-mail / postal addresses.
- (ii) Minimum 06 years' experience with renowned companies/ organizations.
- (iii) Detail of available at least same No's of registered vehicles with the firm (quoted)
- (iv) Companies with more than Rs. 50 million (Rupees Fifty million) Annual Turn-over
- (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/- (Rupees Two Million) shall be required with Bid.
- (x) The firm must be registered with their current Provincial Sales tax deptt.
- (xi) OGDCL reserves the right to reject any/all bids without assigning reason.

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-22 of Annex A (Group-1 & Group-2)**, 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 2401 KMs** mileage to be covered each day (Form "B" may be filled as per schedule of requirement attached as **Appendix- A**). The 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 122.6 & Petrol is 111.6).

The difference cost (+- Rs.10/- per liter) of Fuel shall be adjustable proportionate to the variation in fuel price during the period of contract (Existing rates: HSD is 122.6 & Petrol is 111.6).

(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. 122.6 (+/- 10) for HSD. No extra payment will be by OGDCL if HSD price increase upto Rs. 132.6 & no amount will be deducted from contractor payment. If it reduced to Rs. 112.6. 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. 142.6*
- *Difference cost: Diesel (HSD) : (142.6) - (132.6) = 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:-*

Difference of fuel(+10) x (total fuel consumption of vehicles as per their average) x No of days/month
(10) x (10) x (22) = 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. For the vehicles required at **B- 1 to B -4 of Annex-B (Group -2)**, the bidders should quote fixed monthly rates for the vehicles per route (**Fixed Monthly Rates Irrespective Of Any Variation In Fuel Prices**).
 - iii. The quoted rates must be inclusive of all kind of taxes except Provincial sales tax.
4. The **Model** of vehicles must be **2010 or up (Except Suzuki Every/Hijet which is required of latest model/Zero matter)**.
 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 bid.
 7. Contractor will ensure to complete its routes, in case of failure Rs. 3000/- per day 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, with the bid.
 10. The Contract shall be executed for a period of 02 years (extendable by the mutual consent of both parties).
 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.10,000/- 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 Full consignment wise.**

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 at Karachi, on the following routes:-

GROUP-A

S#	Routes	Total KM (UP-down) per day	Requirement
KDS Karachi: Babar band, Super highway, Karachi			
A-1	Baloch Colony, Mehmoodabad#06, Korangi Crossing Zia colony, Chakra Goth, Bilal chowrangi, Singer chowrangi, Landhi No.4, Noor Manzil Landhi - 01, Sadi Town, Safora Goth, Malir Cantt. Gate # 5, Super Highway, Local Stop Superway.....KDS	235	15 seater Non A/C Hiace (2010 or up-model) 06 working days/week (26 days/month)
A-2	Lasbela Chowk, Jamshed Quarter, Al-Azam Square, Sharifabad, Landi kotal N-Nazimabad, Gulbarg, Saghir Centre F.B Area, Matrowell-3 Kahkasan homes Gulzare Hijri, Kathore village superhighway, Local stop super highwayKDS	220	15 seater Non A/C Hiace (2010 or up-model) 06 working days/week (26 days/month)
A-3	Agra Taj Colony Layari, Metro Cinema site town, Buffer zone, KDA flat Sarjani town, Bashir chowk new Karachi, Kagan society, Sector T-1 Gulshan e Maymar, Local stops super highway.....KDS	270	15 seater Non A/C Hiace (2010 or up-model) 06 working days/week (26 days/month)
KBS Karachi:Plot#3,4,18 &19, Sector:20, Korangi Industrial Area, Karachi.			
A-4	Orangi Town block L,, Ali Garh Bazar, Jahengirabad Golimar, Numaish, Café student, CSD(Kalapul), Akhtar Colony, opposite expressway defence, Chamra Chowrangi...KBS	110	15 seater Non A/C Hiace (2010 or up-model) 05 working days/week (22 days/month)
A-5	Surjani Town 4-D, Abdullah Mor, Muraqba Hall 4-B, Hari Masjid, Anarkali Surjani Town, D-Mor, Awan Chowk/Arsalan Home, 4-J Bus Stop,, Al-Hameed School,Sector 4-J, 5-E/1, N Karachi, Al Ghafoor/near Power House Chowrangi, Akhtar Restaurant, Nagin Chowk. Imtiaz Store Gulshan,,KBS	100	15 seater Non A/C Hiace (2010 or up-model) 05 working days/week (22 days/month)
A-6	Liaquatabad-10, Karimabad, Tahir villa, Gulberg F.B. Area Block-16 Cardio Hospital, Royal Sweet Sourab Goth, Imtiaz Store Gulshan, National complex, Gulistan-e-Johar Aladin Park, KBS	100	15 seater Non A/C Hiace (2010 or up-model) 05 working days/week (22 days/month)
A-7	Al-Azam Square, Essa Nagri, Jail Chowrangi, PIB, Iqra University, Defence View..... KBS	70	Suzuki Every/Hijat(latest model, zero Meter 05 working days/week (22 days/month)
A-8	Makhdoom Bilawal Goth, Sachal goth, P.I.A Colony, Rufi Marryland Block-8, Shah Faisal Colony #5,KBS	70	Suzuki Every/Hijat(latest model, zero Meter 05 working days/week (22 days/month)
A-9	Gulshan-e-Hadeed, Police Training Centre, Razakabad, Memon Goth, Dawood Chowrangi, Oliya Masjid, Zamanabad, Landhi Charagh Hotel, Sharif Colony, K-Area, Mansehra Colony.....KBS	120	15 seater Non A/C Hiace (2010 or up-model) 05 working days/week (22 days/month)
A-10	Nawa/Mosa lane Layari, Boot Basin, Qayoomabad, PNT gate Nasir Jump, 48-B Korangi # 2, Korangi # 3 ½, I- Area, Korangi-5, Singer Pulia.....KBS	90	14 seater Non A/C Hiace (2010 or up-model) 05 working days/week (22 days/month)
West Wharf: Plot#21, West Wharf Road Karachi.			
A-11	Saima Arabian Vjillas, L-1, Makka Hotel Surjani,, Sector 5-C/M, Sector 5 C/2, 5-c/4, Sarafa bazar, Baara Market, 5-C/4 Bazar, Sector-8, Sector 7-D/2, 7-D-3, Anda mor, shadman town, Landi kotal chowrangi, Haidri market, Numaish.....West wharf karachi	80	14 seater Non A/C Hiace (2010 or up-model) 05 working days/week (22 days/month)
A-12	Buffer zone 7C Stop, Samnabad, Gulberg, FB Area block# 20 Anchoi, Azizabad-8, Karimabad, , Liaqatabad# 4, Lasbela, Albela.....West wharf,	80	14 seater Non A/C Hiace (2010 or up-model) 05 working days/week (22 days/month)
A-13	Shah Faisal colony, Darul Uloom, Bangali Camp Stop, Gharib nawaz stop korangi, Sir Syed Hospital Qayyumabad, SKBZ College Khaybane Rahat,, Mehmoodabad, Kalapul, ...West wharf.	85	Suzuki Every/Hijat (latest model, zero meter) 05 working days/week (22 days/month)
A-14	Malir Mustafaabad, Malir Halt, Tariq bin zayad colony, Security printing press, Makhdoom Bilawal Society, Sheikh Zaid University, Chowrangi, University Road, Johar Chowrangi, AGPR Office, Metro super market, Civic Center, Baloch colony, Saddar lines area.....West wharf	90	14 seater Non A/C Hiace (2010 or up-model) 05 working days/week (22 days/month)
A-15	Orange No.10, Saeedabad No. 12-C Chakiwara, Bagdadi Ali Hotel, Bakra Piri Choki Wara, Mosa Line, Rancholine.... West Wharf	45	Suzuki Every/Hijat(latest model, zero meter) 05 working days/week (22 days/m
Medical Center Karachi: Banglow# JM-298, Thatti Cosmopolitans Society, M.A. Jinnah Road, Karachi			
A-16	Orangi Town No. 5, W-9 Last Stop, N Karachi, 5-C/4, Buffer Zone 15-A,, Sakhi Hassan, KMDC, Block-L, North Nazimabad, Landi Cothal ChowrangiMed Center Karachi	90	Suzuki Every/Hijat(latest model, zero meter) 06 working days/week (26 days/month)
A-17	Dumba Goth Super high way, Johar, Chowrangi, Gulistan-johar Block-13, Madina Blessing Chow. Shaz Banglow , Metroville-III, Abu Hassan Isphani Road, Memon Nagar Sector 14-A/2,Med Center Karachi	180	12 seater Non A/C Hiace (2010 or up-model) 06 working days/week (26 days/month)
A-18	Sea Castle Apartment, Clifton, New Haji Camp Sultanabad, Sea Rock Apartment, Crystal Hill View, Bath Island, Clifton, Gizri Road, Punjab Colony, Mehmoodabad Corporation, Parsi Gate, Med. Center, Karachi.	60	Suzuki Every/Hijat(latest model, zero meter) 06 working days/week (26 days/month)
Regional Office Karachi: Bungalow # 1, KOKAN MUSLIM SOCIETY, PECHS-3, KARACHI			

A-19	Landhi No #1 & 2, Darul Ulum Korangi, 51-C Korangi 6, Korangi-4, Chiniot Hospital korangi-2 ½, Chkhra Goth Nasir jump Korangi, Darul Islam Society Korangi, Allahwala town, Akhtar colony, Mehmoodabad.... R.O Karachi.	50	12 seater Non A/C Hiace (2010 or up-model) 05 working days/week (22 days/month)
A-20	Disco Bakery Gulshan-e-Iqbal, Paradise Bakery, Isphani Road, Gkulzara Hijri, Madres Chok, Sachal Town, New Rizvia Society, Mosimyat Univ. road, Bat ul Mukaram Masid, Urdu Science College, Hassan square, Old Sabzi Mandi..... RO. Karachi	96	12 seater Non A/C Hiace (2010 or up-model) 05 working days/week (22 days/month)
A-21	Mustafabad OGDCL Society, Malir15, Millat Garden, Lal Masjid, Kazimabad Model colony, Falk Naz Apartment main Shara-e-Faisal near Airport. Shah Faisal colony#2 & 1 Near Khokhar Club , RO. Karachi	60	06 Seater Suzuki Every/Hijab(latest model, zero meter) 05 working days/week (22 days/month)
A-22	Saima Arabian Villas, 4-K last stop, Murakba Hall Surjani Town, appwa school, 5-L, Iqbal Complex, 2 Minute chowrangi Power House Chowrangi, Sector-9, Shadman-2, Anda More, Katti Pahari, N-Nazimabad block A, Hassan Square, Old Sabzi Mandi.... RO, Karachi	100	12 seater Non A/C Hiace (2010 or up-model) 05 working days/week (22 days/month)
Total KM/day		2401	

GROUP-B

VEHICLE REQUIRE WITH DRIVER WITHOUT FUEL (FUEL WILL BE PROVIDED BY OGDCL

West Wharf Group B		
B-1	For operational duties at shipping companies placed at different locations of Karachi city, Custom duties for inspection of imported material at 10 to more Terminal Yards situated at different locations i.e. Maripur, Hawks Bay, Keamari, China Port (SAPT) NLC Yards etc. by official of custom authority i.e., Appraiser/Dy. Collector Custom and also the official of Karachi Port Trust Authority	CAR A/C 1300 cc (2010 or up-model), Qty: 01 No
B-2	For Airport/ Port Qasim Clearance of Consignments, inspection of imported material at 5 different places of Port Qasim by Appraiser/Custom authorities i.e Collector Port Qasim as well shipping companies joint inspection etc.	DOUBLE CABIN 4x4 Qty; 01 No
Khadeji Base Store Group B		
B-3	As the Khadeji Base Store is approx.: 100 K.M away from Karachi City . Heavy Consignments stuffed in 40' & 20' Steel Containers are being un-loaded / de—stuffed at KDS. During un-loading / loading of consignments, any incident can occur. To meet that emergency Ambulance requirement is mandatory to save human life.	Fully loaded Toyota Ambulance, full time (2010 or up-model), Qty: 01 No (Diesel)
B-4	To ensure uninterrupted supplies to various operations of fields, rental and owned rigs and project activities. And unload/receive/clear bulk quantity/huge consignments (in same cases) from West Wharf on the same day. Visit to port to monitor loading/unloading of material, visits to monitor de-stuffing of containers at KDS. To work after office hours and drop store officials back home in case of late hours working.	DOUBLE CABIN 4x4 Qty; 01 No

Sign & Stamp of Contractor / Bidder

QUOTATION OF RATES FOR HIRING OF VEHICLES FOR OGDCL EMPLOYEES AT KARACHI; ON EACH ROUTE AS PER APPENDIX - 'A' OF TENDER DOUUMENTS

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ROUTES as per OGDCL Annex-'A'	Make	Model	Date of manufac turing	Seating capacity (Persons)	Total KMs/ day (A)	Per Km Charges Diesel @ Rs:122.6 Petrol(Altron) @Rs:111.6 (B)	working days/month (C)	Per Month Charges (Rs.) = (A x B x C)
Group I (A-1 to A-22)								
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								
Total Km/Day					2401	Total (X)		
Group B (B1 to B4) (per month fixed monthly charges)								
	Make/ Model/ manufacturing						Per Month Charges (Fixed) (Rs.)	
B-1	T/Corolla (Model 2010) with driver without fuel (West Wharf)							
B-2	Toyota D/cabin(Model 2010) (West Wharf)							
B-3	Ambulance 2010 model (KDS)							
B-4	Toyota D/cabin(Model 2010) (KDS)							
	Total(Y)							
	Total monthly amount (X + Y)							

Note:- Price must be inclusive of all kind of taxes except Provincial sales tax

Sign & Stamp of Contractor / Bidder

A. TECHNICAL 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) (01 number for each vehicle) (if vehicle on leasing provide agreement with leasing company)	Max .25 Points	
02	Experience in the relevant field.	Max. 25 Points	
	A) For 16 and more years	25	
	B) For 10 to 15 years	15	
	C) less than 10 years	1.5 points for each year	
03.	Annual turn-over (50 million or more) (Audited Account reports for 03 years must be provided)	Max. 20	
04	NTN / Income Tax & GST Certification (NTN/GST and SST)	10	
05	Reputed Clients / List of Customers with pick & drop service. (01 point for each client) Agreement copies/any verification from the client must be provided)	10	
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 based on full consignment wise.

SUMMARY OF REQUIREMENT OF VEHICLES FOR PICK/DROP OF KARACHI REGION

i. TOTAL NUMBER OF ROUTE	=	22 ROUTES
ii. AMBULANCE FOR KDS	=	01 NO.
iii. D/CABIN (FOR W/W, KDS, KBS)	=	02 NOS.
iv. TOYOTA COROLLA (PORT DUTIES)=		<u>01 NO.</u>
		26 NOS.

TYPE OF VEHICLES REQUIRE

I. HI-ACE (Non A.C)	=	15 NOS.
II. SUZUKI / HIJET	=	07 NOS.
III. AMBULANCE	=	01 NO.
IV. TOYOTA COROLLA	=	01 NO.
V. D/CABIN	=	02 NOS.

TOTAL MILLAGE = 2401 KM

I. KDS = 235+22+270	=	725 Km
II. KBS = 110+100+100+70+70+90	=	660 Km
III. W.W= 80+80+85+90+45	=	380Km
IV. M.C = 90+180+60	=	330 Km
V. R.O. = 50+96+60+100	=	306 Km

NUMBER OF EMPLOYEES AVAILING PICK & DROP FACILITIES

TOTAL : 199

A-1 = 13	}	3 Hiace for KDS.
A-2 = 13		
A-3 = 12		
A-4 = 11	}	7 (5 Hiace and 2 Hijet for KBS)
A-5 = 10		
A-6 = 11		
A-7 = 06		
A-8 = 06	}	5 (3 Hiace and 2 Hijet for W.W)
A-9 = 11		
A-10 = 11		
A-11 = 13	}	3(1 Hiace and 2 Hijet for M.C.)
A-12 = 08		
A-13 = 06	}	4(3 Hiace and One Hijet for R.O.)
A-14 = 11		
A-15 = 05		
A-16 = 06	}	
A-17 = 08		
A-18 = 06	}	
A-19 = 08		
A-20 = 08	}	
A-21 = 06		
A-22 = 10		

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%20download/Tender%20Document%20Services%20Press%20for%20Webloading%20list%20of%20%20bid%20bond%20and%20PBG%20clauses%20amended%20dated%2018-03-2020.pdf>