

**TERMS OF REFERENCE (TOR)**  
**FOR**  
**HIRING OF PORTA CABINS FOR NASHPA OIL FIELD**



**TENDER ENQUIRY # PROC-SERVICES/CB/PE&FD-  
4837/2020**

## **Terms of Reference (TOR)**

### **1. General Introduction.**

OGDCL intends to hire the services of an experienced and well reputed contractor for provision and operation of self-standing Porta Cabins/caravans with good condition in OGDCL Nashpa Oil Field on monthly rental basis for a period of one year extendable further on same rates (as per list as ANNEXURE-A-2 below). Civil Infrastructure is already present at site. Contractor has just to unload the porta cabins and place them at foundations. Nashpa Oil Field is situated on main Indus Highway between Kohat and Karak in Distt. Karak, KPK.

### **2. Contract Period & its Termination**

The rental contract will be for a period of one year which can be extended further on mutual consent basis on same rates. However, OGDCL reserves the right to cancel the contract in partial or as a whole (OGDCL can de-hire any number of Porta Cabins) on a 14 days' advance notice without assigning any reason(s) at any stage during the contract period. The bidder cannot claim any compensation in this regard.

### **3. Contractor's Responsibility**

- 3.1. The contractor will be responsible to supply the self-standing skid mounted, portable, water proof and steel skeleton based Porta Cabins with comfortable environment.
- 3.2. The supplied Porta Cabins should be of good condition.
- 3.3. The contractor will be responsible for earthing of his Porta Cabins.
- 3.4. The contractor will ensure continuous operation of all equipment installed in Porta cabins.
- 3.5. The contractor is responsible for mobilization, demobilization, loading, unloading and installation of Porta Cabins at site.
- 3.6. The contractor has to make arrangements for making electric power connections with the OGDCL panel board.
- 3.7. The contractor has to make arrangements for making sewerage connections of its Porta Cabins with the OGDCL sewerage system.
- 3.8. All necessary checks are the responsibility of the contractor.
- 3.9. The contractor has to supply the Porta Cabins with Operation and maintenance services with
  - 3.9.1. Service/maintenance Team (carpenter, electrician, plumber, A/C mechanic etc. (24 Hours)
  - 3.9.2. The contractor is responsible to provide all necessary tools/accessories to their manpower for routine maintenance.
  - 3.9.3. Backup for heating and cooling system.
- 3.10. The contractor will supply following items with each bed.

• <i>Master Molty Foam.</i>	<i>01 No</i>
• <i>Blanket, size 220cmx200cm</i>	<i>01 No</i>
• <i>Ball Fiber Pillow</i>	<i>01 No</i>
• <i>Printed bed sheets along with pillow cover</i>	<i>02 Nos.</i>
• <i>Bath size Towel white color</i>	<i>02 Nos.</i>

- *Bed Strip Light* 01 No
  - *Wall mounted bracket fan* 01 No
- 3.10.1. Supply of following items in each room.
- *1.5 ton DC inverter split A/c (Heat & Cool)* 01 No
  - *Illumination Lights (Double Shade Tube lights)*
  - *Work Table* 01 No
  - *Work Chair* 01 No
  - *Mirror* 01 No
  - *Emergency Light* 01 No
  - *Power Point/Gang Board (for light switches, computer sockets, TV socket etc.)*
  - *Telephone connection* 01 No
  - *Ash tray* 01 No
  - *Up-board for Holy Quran along with Holy Quran* 01 No
  - *Jai Namaz* 01 No
  - *2-Doors based Wardrobe* 02 Nos.
- 3.10.2. Supply of following items with each Porta cabin.
- *Earth bus Bar* 01 set
  - *Light Pole* 02 Nos.
  - *Fire Extinguisher* 02 Nos.
  - *Supply of standard power cables up to OGDCL panel*
- 3.10.3. Mess/Dining Halls/TV Room
- *2.0 Ton DC inverter split A/c (Heat & Cool)* 02 Nos.
  - *Equipped with Dining tables and chairs for 24 Persons*
  - *Wooden cabinets*
  - *Notice Board*
- 3.10.4. For each Office
- *Working table of standard size along with revolving chair.* 01 Set
  - *Almirah for files integrated to computer table* 01 Nos.
  - *Book shelf* 01 Nos.
  - *1.5 ton DC inverter split A/c (Heat & Cool)* 01 No
  - *Visiting chairs* 02 Nos.
- Note:** Other allied accessories shall be installed by the supplier if required by the field management as per requirement
- 3.11. Contractor is fully responsible for trouble free service provision, maintenance and routine checkups of the Porta Cabin units during the contract period.
- 3.12. Un-interrupted operation of all equipment installed should be ensured.
- 3.13. Maintenance of Porta Cabins and equipment will be the sole responsibility of the contractor in all respects.
- 3.14. Contractor is responsible to provide all required PPE'S to his operational staff.

- 3.15. The contractor is responsible to arrange alternative crew member in case of absence of any crew member due to sickness, leave, domestic or any other reason.
- 3.16. The contractor is responsible to make arrangements for accommodation, boarding, lodging, messing, pick and drop of his crew during whole of the contract period. OGDCL will not provide accommodation, meals or any other facility to contractor's crew.

#### **4. End of Contract**

After termination of contract or issuance of termination notice (contract cancellation notice), the contractor will be responsible to lift and demobilize the Porta Cabins at his own risk and cost from the OGDCL site within 15 days, after which the contractor will be liable to pay storage charges @ 1 % of the monthly rental rate of specific un-lifted Porta Cabin maximum up to 5% of total contract value.

#### **5. Terms & Conditions**

- 5.1. No down time is allowed for accessories breakdown.
- 5.2. In case of leakage or damage to any Porta Cabin, bidder will repair/replace it immediately.
- 5.3. In the event of any breakdown of electric accessory or damage to other accessories (e.g., AC, Fan, Geyser, Furniture, washroom accessories etc.,) the contractor has to repair or make alternate arrangements for provision of required accessory within 2 hours.
- 5.4. In the event of any breakdown/non-provision of required facility (e.g., AC, Fan, Geyser, Furniture, washroom accessories etc.,), the contractor's maintenance team will repair/replace it within 2 hours. If breakdown of equipment/accessory occurs more than 2 hours in a stretch and/or up to 12 hours per month, contractor is liable to pay penalty which will be one day rental deduction from monthly rental of that specific Porta Cabin.
- 5.5. In an event the breakdown/non-provision of required facility prolongs more than 12 hours per month per Porta cabin, the contractor will be imposed penalty as per para 5.4 above plus 20% of the monthly rental deduction of that specific Porta Cabin.
- 5.6. If complete facilities as mentioned in the TOR are not maintained in any Porta Cabin in any month during contract period, the contractor will be imposed penalty @ 25% of the monthly rental deduction of that specific Porta Cabin in that month.
- 5.7. OGDCL will not be responsible for any damage caused to Porta Cabins & its associated accessories and/or contractor's crew under any circumstances.
- 5.8. Contractor has to submit monthly rental invoice along with all relevant documents of the preceding month to OGDCL on the last date of every month to Field Manager Nashpa Oil Field. Payment will be made from Head Office.
- 5.9. Rental charges will be started after handing over the Porta Cabins at site and from the date of satisfactory site inspection report by field inspection committee.
- 5.10. The deductions if any will be incorporated before payment of monthly rental invoice.
- 5.11. Payment will be made through cross cheque after deduction of applicable taxes against invoices.
- 5.12. The contractor has to confirm that maintenance crew would abide by the rules and regulations of OGDCL and would wear proper PPE's.

5.13. OGDCL may increase/decrease the required Porta Cabins as per field requirements but the rental charges shall be the same whatever quoted in the financial bid/contract throughout the contract period.

**6. Company/Bidder Qualifying Criteria.**

6.1. The contractors who intend to participate must provide documentary proof for at least 3 years of rental Porta cabins experience.

6.2. The company/bidder is to provide the following mandatory data for evaluation/qualification:

6.2.1. Certified copy of NTN/GST.

6.2.2. Company profile.

6.2.3. Comprehensive list of rental Porta cabins readily available.

6.2.4. List of previous contract for Operation & Maintenance of rental Porta cabins with OGDCL or other E&P companies/organizations operating in Pakistan during last 3 years. Bidder to provide contract copies in this regard.

6.2.5. Performance Certificates (at least 3) from respective companies for current & previous rental contracts.

6.2.6. Company bank statements from 01 July 2017 to July 31, 2020.

6.2.7. In case of joint venture, copy of contract should be provided in technical bid.

**7. Inspection**

7.1. After award of contract, the successful bidder will manage availability of Porta cabins as per ANNEXURE-A-2 in his warehouse and will inform OGDCL accordingly. OGDCL field inspection committee will inspect the Porta cabins at his warehouse according to specifications of this tender enquiry. During inspection, if any of the Porta Cabin is rejected, bidder will have to replace it within the delivery period.

7.2. After mobilization at field, the field inspection committee will again inspect the Porta Cabins. In case of any short fall, contractor will be bound to manage the shortfalls.

**8. Delivery Time.**

After contract award, Field Manager Nashpa Oil Field will issue Mobilization Notice. The time line for supply, installation & handing over the Porta Cabins is 30 calendar days from the date of award of contract failing which Late Delivery penalty as per tender clauses shall be imposed.

**9. Contractor's Crew**

The contractor shall have to provide tentative details of its crew who shall be appointed for this job throughout the contract period with prior one month's notice to Field Manager Nashpa Oil Field. The Field Manager will have to make the security clearance of nominated persons. The contractor has to change any or all of its crew members whose performance is found unsatisfactory or involved in any illegal activities. The crew members must have hands on experience in their related field. OGDCL would have the right to interview, accept or reject any crew member appointed for this project at any stage.

**10. Bid Bond**

Bid Bond/Bid Security amounting to PKR 1,000,000/- (Pak Rupees One Million Only) is to be attached/provided with **Technical bid**. Please see Master Set of Tender Document for further details.

**11. Duration of Contract:**

The duration of the contract is One (01) Year. Any extension in term of Contract will be subject to mutual consent of both the parties in writing.

**12. Payment Terms:**

1. The prices quoted by bidder in financial bid should be in Pak Rupees. The quoted price should be fixed/firm and are inclusive of all applicable taxes, duties and levies etc. except Provincial Sales Tax/ICT Tax on Services.
2. The payments to the service company will be made through cross cheque in 100% Pak Rupees, at actual, against verified invoices.

**13. Mode of Procurement:**

Bids against this tender are invited on “**Single Stage Two Envelope Bidding Procedure**” through press tendering therefore, the bidders shall submit original and copy of their technical and one original financial bid. Soft copy of technical bids also to be submitted.

**Note:** The Master Set of Tender Documents for Services uploaded on OGDCL’s website ([www.ogdcl.com](http://www.ogdcl.com)) is the integral part of this TOR.

**FINANCIAL BID FORMAT**

Sr. No	Description of required Porta Cabins/Carvans	Required Qty.	Per Unit Rent Per Month (Rs.)	Total Amount Per Month (Rs.)
01	Porta Cabins (Office cum Residential), 40' x 10' with two compartments. Specifications as per attached ANNEXURE-A-1 and ANNEXURE-A-2.	02 Nos.		
02	Porta Cabins (Residential), 40' x 10' with three compartments each with attached washroom and single bed.	02 Nos.		
03	Porta Cabins (Residential), 40' x 10' with three compartments each with attached washroom and two beds.	18 Nos.		
04	Porta Cabins (Residential), 40' x 10' with four compartments with living arrangement of 2 persons per compartment.	13 Nos.		
05	Porta Cabins (Residential), 40' x 10' with four compartments with living arrangement of 4 persons per compartment.	26 Nos.		
06	Porta Cabin (Office), 40' x 10', portioned in two offices each with attached bathroom.	03 Nos.		
07	Porta Cabin (Office), 20' x 10' with attached bathroom	02 Nos.		
08	Porta Cabin (Office cum clinic), 40' x 10'	01 Nos.		
09	Porta Cabins (Dining Room), 40' x 10'	04 Nos.		
10	Porta Cabins (Dining Room), 20' x 10'	01 Nos.		
11	Porta cabins(dining room cum tv room), 20'x10'	01 Nos.		
12	Porta Cabins (TV Room), 40' x 10'	03 Nos.		
13	Porta Cabins (TV Room), 20' x 10'	01 Nos.		
14	Mosque size 40' x 60',	01 Nos.		
15	Mosque size 40' x 10',	01 Nos.		
	<b>Total Amount Per Month</b>			
	<b>Total Amount Per Year</b>			
16	Mobilization/de-Mobilization charges	Lumpsum		
17	Loading/Un-Loading Charges	Lumpsum		
	<b>Total Lump-sum Cost for 79 Porta Cabins</b>	79 Nos.		

**Note:**

1. Quoted Per Month Rent should be inclusive of following associated costs
  - i. Installation/commissioning charges
  - ii. Periodic Maintenance/Man Power
  - iii. Any other cost
2. Quoted rate/Bid price shall be firm and inclusive of all applicable taxes, duties, levies, charges etc. (Except Provincial Sales tax on Services, which should be mentioned separately).
3. OGDCL will pay only monthly rental of Porta cabins. Any other cost (fixed or variable, installation/commissioning cost, periodic maintenance/Manpower cost) will not be entertained. Bidders to quote accordingly.
4. Financial Bid Criteria shall be on **“Total Lump-sum Cost for 79 Porta Cabins”** basis.
5. Bidders are required to strictly follow the given format/specimen for financial bids. Bids with hidden and non-firm prices may be rejected.

## Annexure-A-2

### Detail of Porta Cabins

Detail of Porta Cabins Required for Nashpa Oil Field is as under.

<i>Sr. No</i>	<i>Type of Porta Cabin</i>	<i>Qty Required</i>
<b>1</b>	Porta Cabins (Office cum Residential), 40 Ft x 10 Ft with two compartments. One Compartment with attached bath and to be furnished as living room with single bed. The other compartment to be furnished as office. Both compartments to be furnished with split ac, refrigerator, oil-filled heater, sofa chairs, centre table, writing table, lamp, revolving chair and wardrobe as minimum. (For FM and reliever to FM)	02
<b>2</b>	Porta Cabins (Residential), 40 Ft x 10 Ft with three compartments. All compartments to be furnished as living room with single bed, attached washroom, split ac, oil-filled heater, sofa chairs, centre table, writing table, lamp, revolving chair and wardrobe as minimum. (For Staff House A guests)	02
<b>3</b>	Porta Cabins (Residential), 40 Ft x 10 Ft with three compartments. All compartments to be furnished as living room on two persons per room basis with attached washrooms, split ac, oil-filled heater, centre table, writing table, lamp, revolving chair and wardrobe as minimum. (For Staff House A)	18
<b>4</b>	Porta Cabins (Residential), 40 Ft x 10 Ft with four compartments. All compartments to be furnished as living room on four persons per room basis with split ac, oil-filled heater, centre table, writing table, lamp, revolving chair and wardrobe as minimum. (For Staff House A/Internees/Service Company)	01
<b>5</b>	Porta Cabins (Residential), 40 Ft x 10 Ft with four compartments. All compartments to be furnished as living room on two persons per room basis with split ac, oil-filled heater, centre table, writing table, lamp, revolving chair and wardrobe as minimum. (For Staff House B)	13
<b>6</b>	Porta Cabins (Residential), 40 Ft x 10 Ft with four compartments. All compartments to be furnished as living room on four persons per room basis with split ac, oil-filled heater, centre table, writing table, lamp, revolving chair and wardrobe as minimum. (For Staff House C)	16
<b>7</b>	Porta Cabins (Residential), 40 Ft x 10 Ft with four compartments. All compartments to be furnished as living room on four persons per room basis with split ac, oil-filled heater, centre table, writing table, lamp, revolving chair and wardrobe as minimum. (For Staff House C1)	05
<b>8</b>	Porta Cabins (Residential), 40 Ft x 10 Ft with four compartments. All compartments to be furnished as living room on four persons per room basis with split ac, oil-filled heater, centre table, writing table, lamp, revolving chair and wardrobe as minimum. (For FC Camp)	04
<b>9</b>	Porta Cabin (Office), 40 Ft x 10 Ft, portioned in two offices each with attached bathroom. Each office to be furnished with split AC, oil-filled heater, two file cabinets, two office tables, two revolving chairs, four visitor chairs as minimum. (One each for Admin, Transport/Workshop and Security)	03
<b>10</b>	Porta Cabin (Office), 20 Ft x 10 Ft with attached bathroom furnished with split AC, oil-filled heater, two file cabinets, two office tables, two revolving chairs, four visitor chairs as minimum. (One each for Accounts and LPG Bowser drivers)	02
<b>11</b>	Porta Cabin (Office), 40 Ft x 10 Ft, portioned in two portions. One to be furnished as clinic for doctor with attached bathroom. Other to be furnished as dispensary with medicines rack. Both portions to be furnished with split AC, oil-filled heater, office tables, two revolving chairs, four visitor chairs as minimum.	01
<b>12</b>	Porta Cabins (Dining Room), 40 Ft x 10 Ft with split AC, furnished with necessary furniture, Capacity 40 persons as minimum. (For Staff House A)	01
<b>13</b>	Porta Cabins (Dining Room), 20 Ft x 10 Ft with split AC, furnished with necessary furniture, Capacity 20 persons as minimum. (For Staff House A Guests)	01
<b>14</b>	Porta Cabins (Dining Room), 40 Ft x 10 Ft with split AC, furnished with necessary furniture, Capacity 40 persons as minimum. (For Staff House B)	01
<b>15</b>	Porta Cabins (Dining Room), 40 Ft x 10 Ft with split AC, furnished with necessary furniture, Capacity 40 persons as minimum. (For Staff House C)	01



16	Porta Cabins (Dining Room), 40 Ft x 10 Ft with split AC, LCD, furnished with necessary furniture, Capacity 40 persons as minimum. (For Staff House C1)	01
17	Porta Cabins (Dining Room cum TV Room), 20 Ft x 10 Ft with split AC, LCD TV, furnished with necessary furniture, Capacity 20 persons as minimum. With appropriate arrangement for different recreation, sports and news channel (both in urdu and English) (For FC Camp)	01
18	Porta Cabins (TV Room), 40 Ft x 10 Ft with split AC, furnished with necessary furniture, LCD, appropriate arrangement for different recreation, sports and news channel (both in urdu and English) (For Staff House A)	01
19	Porta Cabins (TV Room), 40 Ft x 10 Ft with split AC, furnished with necessary furniture, LCD, appropriate arrangement for different recreation, sports and news channel (both in urdu and English) (For Staff House B)	01
20	Porta Cabins (TV Room), 40 Ft x 10 Ft with split AC, furnished with necessary furniture, LCD, appropriate arrangement for different recreation, sports and news channel (both in urdu and English) (For Staff House C)	01
21	Porta Cabins (TV Room), 20 Ft x 10 Ft with split AC, furnished with necessary furniture, LCD, appropriate arrangement for different recreation, sports and news channel (both in urdu and English) (For Staff House C1)	01
22	Mosque size 40 Ft x 60 Ft, fully carpeted, furnished with split AC, oil filled heaters, almirah for Holy Quran, complete sound system etc. (for camp)	01
23	Mosque size 40 Ft x 10 Ft, fully carpeted, furnished with split AC, oil filled heaters, almirah for Holy Quran, complete sound system etc. (for office)	01
	<b>Total</b>	<b>79</b>