

OIL & GAS DEVELOPMENT COMPANY LIMITED



TENDER ENQUIRY NO. PROC-SERVICES/CB/ADMIN-4921/2020

HIRING OF PICK AND DROP SERVICES FOR PICK AND DROP FACILITY TO KARACHI EMPLOYEES

Oil & Gas Development Company Limited
TERMS OF REFERENCE (TOR)

1. Firms/Companies registered with the relevant authorities doing transportation business in Pakistan and having their self-owned/rented office premises, are invited to quote their competitive rates for hiring of following categories of vehicles having all safety provisions, as per prevailing safety standards, on the routes given in the Tender Documents for daily pick & drop facility to its offices located in RO, Karachi, KBS, KDS, West Wharf and Medical Centre Karachi through a fleet of 24 (Twenty Four) passenger vehicles (with driver and Fuel), as per details given below:

S. No	Vehicle Description	Model	Quantity
01.	Toyota Haice (AC)	2010 or up-model	14
02.	Suzuki Hijet (A/C)	2014 or up-model	10
Total Vehicles required			24

2. Any offer not received as per terms & conditions of the tender is liable to be declared with-responsive. No offer shall be considered if:
- Received without bid security.
 - It is received after the time and date fixed for its receipt in Press Tender Notice.
 - Not signed & stamped by authorized person on each page of the bid.
 - The offer is received by fax or e-mail.
 - The offer is from a black listed firm on OGDCL/PPRA or any other authority's website.
 - The offer is not conforming to specifications indicated in the tender documents.
 - Any additional terms & conditions added by the Firm.
 - Any conditional offer.
3. Bid will remain valid for a period of 180 days from the date of opening the tender. Contract will be enforced initially for a period of 02 years which may be extended with mutual consents of both parties for another one year (Client and Firm) as admissible by PPRA.
4. The bidder must be the owner of the Company / Firm having at least 24 owned vehicles that should specifically be Hiace model 2010 & above. Rental agreements for ownership of vehicles will not be considered in the total count. The bidder must provide copies of registration books to confirm the ownership.
5. The interested companies / firms may submit their Bids with following requisite documents:-

Documents to be attached with the Technical Bid

- Complete business location with phone, fax and e-mail / postal addresses.
- Minimum 05 years' experience of pick & drop services with renowned companies/ organizations having contract of at least 14 vehicles (i.e Hiace). (Agreements should be attached).
- At least 24 vehicles (Hiace/ Hi-jet) must be registered in the name of firm (Detail of any other vehicles will not be considered in the total count of technical evaluation).
- Companies with more than 20 (Twenty) million Annual Turn-over should participate (less may not apply).
- NTN and GST/PST Registration Number with Certificate.


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- vi. Audited Accounts (last 03 years).
- vii. List of reputed clients (Agreements should be attached).
- viii. Undertaking on with-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.

Documents to be attached with Financial Bid

- i. Duly filled and signed Form B with rates
6. 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-24 of Group- A**, for all the vehicles **based on fuel cost** as per existing per liter cost of fuel (Petrol /Altron), in such a way that they should quote per kilometer rates for the total 2681 KMs mileage to be covered each day (Form "B" may be filled as per schedule of requirement attached as Group-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. *(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.)*
 - ii. All the vehicles are required for 05 working days/week (22 working days/month), detailed attached schedule of requirement. However the working days may vary and the actual payment shall be made as per actual working days.
 - iii. Average fuel consumption of each vehicle type will be considered as: Toyota Hiace : 07 KM/litre, Suzuki Hijet : 12 KM/litre,
 - iv. CNG fitted vehicles are not allowed.
 - v. The quoted rates must be inclusive of all kind of taxes except Provincial sales tax.
 - vi. Payment will be made to the contractor, on monthly basis, against verified invoices.
7. The contractor must ensure to reach the shift within office timings. However, ± 15 minutes' delay due to traffic problem or any reason shall be exempted. If the shift reaches late more than 15 minutes, Rs.500/- per day/ per vehicle will be charged by the Company.
8. Contractor will ensure to complete its routes, in case of failure Rs. 5,000/- per day per vehicle will be deducted from invoice.
9. In case of problem in the hired vehicle, Contractor will ensure to provide alternative 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.
10. The successful bidder shall also furnish 10% PGB of the contract value within 15 days of issuance of LOI.
11. The successful bidder will be given at least one (01) month time after execution of agreement to provide registration books of all the vehicles to be deputed on each route as per Group A. 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.
12. 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 equal to per day rental will be deducted till such time the alternate / proper arrangement is made by the contractor.

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13. 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. Above 5 KM OGDCL will pay as per governing rules of the contract.
14. In case any toll tax involves on any route, the same will be paid by the contractor.
15. The vehicles must be equipped with fire extinguisher, first aid kit, seat belts, spare wheel, essential tool box etc.
16. Driver health certificate is also required.
17. The contractor/bidder will be responsible for maintenance of the vehicles throughout the contract period.
18. **The quoted rates shall be evaluated on package basis (Full Consignment wise).**




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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	Hiace A/C (2010 or up-model) 05 working days/week (22 days/month)
A-2	Lasbela Chowk,, Landi kotal N-Nazimabad, Gulbarg, Saghir Centre F.B Area, Matrowell-3 Kahkasan homes Gulzare Hijri, Kathore village superhighway, Local stop super highwayKDS	220	Hiace A/C (2010 or up-model) 05 working days/week (22 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	Hiace A/C (2010 or up-model) 05 working days/week (22 days/month)
A-4	Singar Chorangi, Awami Colony, Sharafi goth, Korangi Chiragh Hotel, Landhi NO. 4, Noor Manzil Landhi No. 1, Memon Goth Malir, Local Stop, Super highway.	200	Hiace A/C (2010 or up-model) 05 working days/week (22 days/month)
KBS Karachi:Plot#3,4,18 &19, Sector:20, Korangi Industrial Area, Karachi.			
A-5	Orangi Town block L,, Ali Garh Bazar, Jahengirabad Golimar, Numaish, Café student, CSD(Kalapul), Akhtar Colony, opposite expressway defence, Chamra Chowrangi...KBS	110	Hiace A/C (2010 or up-model) 05 working days/week (22 days/month)
A-6	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	Hiace A/C (2010 or up-model) 05 working days/week (22 days/month)
A-7	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	Hiace A/C (2010 or up-model) 05 working days/week (22 days/month)
A-8	Makhdoom Bilawal Goth, Sachal goth, P.I.A Colony, Ruffi Marryland Block-8, Shah Faisal Colony #5,KBS	70	Suzuki Hijat (2014 or up model (A.C) 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	Hiace A/C (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	Hiace A/C (2010 or up-model) 05 working days/week (22 days/month)



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A -11	Al-Azam Square, Essa Nagri, Jail Chowrangi, PIB, Iqra University, Defence View..... KBS	70	Suzuki Hijat(05 working 2014 or up model days/week (22 days/month
West Wharf: Plot#21, West Wharf Road Karachi.			
A-12	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	Hiace A/C (2010 or up-model) 05 working days/week (22 days/month
A-13	Buffer zone 7C Stop, Samnabad, Gulberg, FB Area block# 20 Ancholi, Azizabad-8, Karimabad, , Liaqatabad# 4, Lasbela, Albela.....West wharf,	80	Hiace A/C (2010 or up-model) 05 working days/week (22 days/month
A-14	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 Hijat (2014 or up model (A.C). 05 working days/week (22 days/month)
A-15	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	Hiace A/C (2010 or up-model) 05 working days/week (22 days/month
A-16	Orange No.10, Saeedabad No. 12-C Chakiwara, Bagdadi Ali Hotel, Bakra Piri Choki Wara, Mosa Line, Rancholine.... West Wharf	45	Suzuki Hijat(2014 or up model (A.C). 05 working days/week (22 days/m
Medical Center Karachi: Banglow# JM-298, Thatti Cosmopolitans Society, M.A. Jinnah Road, Karachi			
A-17	Orangi Town No. 5, W-9 Last Stop, N Karachi, 5-C/4, Habibia Chowk, Anda Mor, Buffer Zone 15-A,, Sakhi Hassan, KMDC, Block-L, North Nazimabad, Landi Cothal ChowrangiMed Center Karachi	90	Suzuki Hijat (2014 or up model A.C) 05 working days/week (22 days/month)
A-18	Dumba Goth Super high way, Shaz Banglow , Metroville-III, Abu Hassan Isphani Road, Memon Nagar Sector 14-A/2, F C, Area....Med Center Karachi	180	Suzuki Hijat(2014 or up model (A.C). 05 working days/week (22 days/month)
A-19	Clifton Block-1, New Haji Camp Sultanabad, Sea Rock Appartment, Crystal Hill View, Bath Island, Clifton, Gizri Road, Punjab Colony, Mehmoodabad Corporation, Parsi Gate, Med. Center, Karachi.	60	Suzuki Hijat (2014 or up model (A.C) 05 working days/week (22 days/month)
A-20	Jumma Himaiyte Goth, Memon Goth, Malir, Musarat Colony, Malir, Gulistan-e-Jouhar Chowrangi, Madina Blessing Chowrangi.	80	Suzuki Hijat (2014 or up model (A.C). 05 working days/week (22 days/month)
Regional Office Karachi: Bungalow # 1, KOKAN MUSLIM SOCIETY, PECHS-3, KARACHI			
A-21	Landhi No #1 & 2, Darul Uloom Korangi, 51-C Korangi 6, Korangi-4, Chiniot Hospital korangi-2 ½, Chkhra Goth Nasir jump Korangi, Darul Islam Society Korangi, Allahwala town, R.O Karachi.	50	Suzuki Hijat(2014 or up model (A.C). 05 working days/week (22days/month)

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A-22	Disco Bakery Gulshan-e-Iqbal, Paradise Bakery, Isphani Road, Gulzara 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	Hiace A/C (2010 or up-model) 05 working days/week (22 days/month)
A-23	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	55	06 Seater Suzuki Hijat (2014 or up model) 05 working days/week (22 days/month)
A-24	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	50	Hiace A/C (2010 or up-model) 05 working days/week (22 days/month)
Total KM/day		2681	

Sign & Stamp of Contractor / Bidder


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

ROUTES as per OGDCL Annex-'A'	Make	Model	Date of manufact uring	Seating capacity (Persons)	Total KMs/ day (A)	Per Km Charges Petrol (Altron) @Rs:101.19 (B)	Working days/ month (C)	Per Month Charges (Rs.) = {A x B} {XC}
Group 1 (A-1 to 24)								
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								
Total Km/Day					2681			

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

Sign & Stamp of Contractor / Bidder

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TECHNICAL EVALUATION CRITERIA FOR THE BIDDERS

Sr. No.	DESCRIPTION OF MERIT	Total Marks	Scored Marks
01.	Available vehicles registered in the name of the Bidder i.e the fleet should include Toyota Haice A.C, Suzuki Hijet A.C, (Copy of valid Registration books of all the vehicles 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. (01 number for each vehicle will be given maximum 25 Marks will be allocated)	25	
02.	Total Experience (02 marks per year up to max of 10 year)	20	
03.	Similar Job /Contracts (Completed to date in which firm has provided pick and drop facility to organizations with minimum of 10 vehicles i.e Hiace, minivan etc engaged in a contract.) Each Contract will be awarded 03 marks maximum 15 marks.	15	
04.	Similar Job /Contracts (In hand in which firm is currently providing pick and drop facility to organizations with minimum of 10 vehicles i.e Hiace, minivan etc engaged in a contract.) Each Contract will be awarded 03 marks maximum 15 marks.	15	
05.	Financial Soundness (Annual Turnover) The Firm shall provide audited Accounts for past 3 years	20	
	Annual Turnover \geq Rs.35 million & < 40	20	
	Annual Turnover \geq Rs.30 million & < 35	15	
	Annual Turnover \geq Rs.25 million & < 30	10	
06.	Undertaking for vehicle fitness duly stamped by concerned motor vehicle authorities.	05	
	TOTAL / QUALIFYING MARKS :	100	70



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A. TECHNICAL EVALUATION CRITERIA FOR THE BIDDERS

Note: Bidders must obtain / achieve overall 70% of total marks in technical qualification to become eligible for consideration in financial bid. Technically qualified bidders may participate in the financial bid opening process by issuing an invitation letter. The financial bids of technically disqualified bidders shall be returned un-opened as per PPRA Rules and procurement Procedures of the Company in vogue.

B- COMMERCIAL EVALUATION: -

The commercial bids of only technically qualified bidders who secured 70 % marks in technical evaluation will be opened and evaluated. Contract will be awarded to the quoted lowest rates by a bidder.

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

i. TOTAL NUMBER OF ROUTE = 24 ROUTES

TYPE OF VEHICLES REQUIRE

I. Hiace (A/C) = 14 NOS.
II. SUZUKI HIJET(A/C) = 10 NOS.
III.

I. KDS = 235+220+270+200 = 925 Km
II. KBS = 110+100+100+70+70+90+120 = 660 Km
III. W.W= 80+80+85+90+45 = 380Km
IV. M.C = 90+180+60+80 = 410 Km
V. R.O. = 50+96+60+100 = 306 Km

TOTAL MILLAGE = 2681 KM



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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: **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 and payment shall be made on monthly basis through verified invoices.

(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:

file:///C:/Users/OGDCL/AppData/Local/Temp/Tender%20Document%20Services%20Press%20for%20Webloading-Disclosure%20clause%20added%20dated%202011-08-2020.pd