

**OIL & GAS DEVELOPMENT COMPANY
LIMITED**



**TENDER ENQUIRY NO. PROC-SERVICES/CB/C&ESS-
4988/2021**

HIRING OF BULLET PROOF ARMORED VEHICLE

TERMS OF REFERENCE –TOR

Oil & Gas Development Company Limited (OGDCL) is the largest E&P listed Company in Pakistan. The detail about the Company can be obtained from the website <http://www.ogdcl.com>.

- 1- Sealed bids/quotations are invited from well reputed firms for hiring of bullet proof vehicles (Diesel operated) under competitive single stage single envelope bidding procedure, as per PPRA rules for Engineering Field Party-I located in Uch (Dera Bugti), Balochistan and for Engineering Field Party-IV located in Ghotki (Qadirpur) Sindh.
- 2- **Bidders may download TORs from OGDCL website www.ogdcl.com and obtain further information from the SCM office, OGDCL Head Office, Islamabad.**

Terms and Conditions:-

3. Bullet proof armored vehicle (B6 Level) Mohafiz-2 or VIGO/ REVO (4x4) TDC altered by Heavy Industries Taxila (HIT), to be supplied by the bidder, will not have manufacturing period older than 8 years, and registered older than 05 years at the time of execution of contract. HIT manufactured/altered vehicles will be considered. The bidders must specify Make, Model, Year of manufacture, Year of registration of the vehicle to be supplied in his bid.
- 4- The supplier company having valid NTN and sale tax registration will be considered eligible to participate in bidding. (Mandatory)
- 5- If the firm bid with Joint venture /Association, then must to confirm that leading partner who has the capability to supply the vehicles should submit the copy of joint venture agreement on judicial paper.
- 6- All types of repair (breakdown or accidental), maintenance (periodic or unforeseen) and replacement of Filters/engine oil will be the sole responsibility of the firm.
- 7- HSD will be provided by OGDCL. Running of vehicles on CNG or LPG will not be allowed and any such report may lead to de hiring of vehicle and the supplier will provide replacement of vehicle.
- 8- The vehicles used for, will be in hygienic perfect mechanical and satisfactory working conditions. The contractor will also ensure that the vehicles are well maintained and their appearance both in interior and exterior is in excellent condition. All fittings and accessories should be in working condition.

- 9- Drivers will be hired for vehicles by the contractor. The drivers must be literate with sound mental and physical body health & of good moral character, and must have valid CNIC and Driving License. Cost of driver will be borne by the firm however, boarding to the drivers will be provided by OGDCL. Drivers must be made available round the clock with the vehicle.
- 10- The firm will ensure that all requisite documentation of vehicles (Registration, road permit, tax and insurance documents and pollution / fitness certificate etc) are complete in all respect in accordance with the Government laws.
- 11- The rate shall be quoted by the contractor as monthly rent for vehicles at site and must be inclusive of all taxes, duties except PST/ICT on services. It will remain firm during the contract period.
- 12- Contractor will be responsible for any theft, accident or any fault in vehicle. No responsibility in this regard will be at OGDCL part.
- 13- OGDCL will not be responsible and no payments will be made against any sort of road mishap, accident, injury, death, force majeure or any unforeseen loss and damage to the vehicles and driver /contractor employees, or any other person or installation due to vehicle. 3rd party insurance is mandatory.
- 14- The contractor will be responsible for commissions and omissions of any act, thing or deed of their employees, workmen etc and any claim arises to the company or of third party will be satisfied by the contractor and in case of refusal of contractor to do so the company will deduct the amount involved from any such payment which may be due to the contractor.
- 15- The vehicle will be used in the respective area of the Field/Party where the Field Units operate or by the instruction of Location In-charge where required with in the country.
- 16- The firm will be responsible for safety and security of its vehicles / and staff during the entire contract period.
- 17- Contractor will be responsible for violation of traffic rules & misconduct of the drivers. OGDCL will have the right to demand replacement of a driver in case of misconduct or repeated violation of traffic rules and the firm will be bound to comply.
- 18- Contract period for hiring vehicles for Field Units of C&ESS department OGDCL Islamabad will be one year from the date of agreement
- 19- Payment will be made through OGDCL Accounts & Payable Section Head Office Islamabad on monthly basis to the firm as per OGDCL Rules and Regulations, based on submission of verified invoices by the respective Location In-charge under provisions of the contract agreement. No advance payment will be admissible.

- 20- Any delay / interruption in supply of vehicles / replacement of vehicles or drivers as per TOR without any valid reason will be considered as Liquidated Damages as per Liquidated Damages clause in the bid documents.
- 21- All pages of TOR, and other documents must be stamped and signed by the contractor or his authorized representative who have authority letter in this regard. The Bid on behalf of a Joint venture will be signed by all the partners or by an authorized partner who have authority letter in this regard
- 22- OGDCL reserves the right to accept or reject all bids. No claim will be made by the bidders participated in the bidding process in this regard as per PPRA rule-33. Quantity of required vehicles can be increased or decreased at the time of hiring.
- 23- Bid bond amounting to Rs. 500,000/- in the form of Pay order or Demand Draft in the name of OGDCL Islamabad, along with Technical bid, will be submitted by the bidder. In case the bidder fails to provide an acceptable bid bond along with the bid, his bid will be declared as non-responsive.
- 24- If the bidder fails to abide by the terms and conditions set forth in the bid documents or violates the same during concurrency of the contract period, it may entail temporary debarment and may even lead to blacklisting.
- 25- Performance Bond amounting to 10% of the contract cost to be provided by the successful bidder within 10 Days of issuance of LOI. Performance Bond will be liable to forfeiture under default of the firm.
- 26- The contractor should provide the list of available vehicles along with all relevant information along with the bid.
- 27- Contractor may provide more vehicles at same terms and conditions (If agreed), if running projects are increased and should OGDCL require more vehicles during the contract period. Similarly, any vehicle can be de hired if not required any further and no claim of the firm for such vehicle will be admissible after de hiring.
- 28- Information regarding the bids may also be obtained from location in charges, telephone numbers of location in charge have mentioned above.
- 29- **Prospective bidder can download tender documents from OGDCL web site**

SCHEDULE OF REQUIREMENT

S.No	OGDCL Location	Description of vehicles	Quantity	Unit	Hiring period for each vehicle (months)	Remarks
1	EFP-I	Hiring of bullet proof armored vehicle (B6 Level) Mohafiz-2 or VIGO/ REVO (4x4) TDC altered by Heavy Industries Taxila (HIT)	02	Month	12	For Projects in Barkhan, Kohlu&Washuk area etc
2	EFP-IV	Hiring of bullet proof armored vehicle (B6 Level) Mohafiz-2 or VIGO/ REVO (4x4) TDC altered by Heavy Industries Taxila (HIT)	02	Month	12	For Projects in tribal area of Rajanpur

TECHNICAL EVALUATION CRITERIA

Minimum Qualifying Marks = 70

Sr.No.	Mandatory Items	Yes/No
1	Supplier company having valid NTN and sales tax registration shall be considerate eligible to participate in bidding.	
2	If the firm is in Joint Venture / Association, then leading partner having capability to supply the vehicles should submit the copy of joint venture agreement on judicial paper as per PEC Bye Laws 1987.	

S.No.	Name of Firm	Description	Marks	Max Marks
1		Company history/Profile since Establishment		
1.1		More Than 5 years	30	30
1.2		Less than 4 years	25	
1.3		More than 3 years	20	
1.4		Minimum 2 years	15	
2		Relevant experience (Work Order Required)		
2.1		More than 5 years	25	25
2.2		More than 4 years	20	
2.3		More than 3 years	15	
2.4		Minimum 2 years	10	
3		List of Vehicles with the contractor firm/Name		
3.1		More than 08 Vehicles	25	25
3.2		More than 05 Vehicles	20	
3.3		Minimum 04 Vehicles	15	
4		List of drivers with the contractor firm		
4.1		More than 08 drivers	20	20
4.2		More than 05 drivers	15	
4.3		Minimum 04 drivers	10	
		Total Marks		100

FINANCIAL EVALUATION CRITERIA

S.No	Description of vehicles	No. of Vehicles	Hiring period for each vehicle (months)	Monthly Rent per vehicle inclusive of all Taxes Except PST/ICT (PKR)	Total Amount inclusive of all Taxes Except PST/ICT (PKR)
	EFP-I				
1	Hiring of bullet proof armored vehicle (B6 Level) Mohafiz-2 or VIGO/ REVO (4x4) TDC altered by Heavy Industries Taxila (HIT)	02	12		
	EFP-IV				
2	Hiring of bullet proof armored vehicle (B6 Level) Mohafiz-2 or VIGO/ REVO (4x4) TDC altered by Heavy Industries Taxila (HIT)	02	12		
A	Total Inclusive of all taxes Except PST/ICT				

Total Bid Amount in Words:- _____

_____ only

Note:

1. The rate and amount given in the BOQ are inclusive of all applicable taxes excluding PST / ICT.

Signature/ Seal of Supplier

OTHER IMPORTANT INFORMATION

BIDDING METHOD:

Bids against this tender are invited on 'Single Stage Two Envelope '

AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to PKR: **500,000/-** 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 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-Discunt%20clause%20added%20dated%2011-08-2020.pd

