

OIL & GAS DEVELOPMENT COMPANY LIMITED



TENDER ENQUIRY NO. SER/CB/CSR-640000031-B/2022

**HIRING OF VEHICLES FOR CSR PROGRAM AT DAKHNI GAS PROCESSING
PLANT**

SCOPE OF WORK AND TERM OF REFERENCE FOR HIRING OF VEHICLES FOR CSR PROGRAM AT DAKHNI PLANT

SCOPE OF WORK:

OGDCL intend to hire the following vehicles for the CSR activities on rate running basis initially for a period of 02 years:

Sr. #	Vehicles Type	Requirement (Nos.)
1	Mini Bus (Coaster 32 Seater)	2
2	Single Cabin with 12 additional seats in cabin	1

*Evaluation will be done on the item wise basis.

TERMS OF REFERENCE FOR HIRING OF VEHICLES FOR DAKHNI PLANT

1. The contract period for hiring of vehicles shall be initially for 02 year from the date of signing of contract and will be on rate running and as on as when required basis. Contract is extended for the period of 01 year with mutual consent on same rate, terms & conditions subject to management's approval.
2. Diesel fuel will be provided by OGDCL and Engine Oil will be in Contractor's scope (Daily round trip of mini bus is 135 Km, while daily round trip of single cabin is 140 Km).
3. Contractor must have established office(s) and specify location / cities.
4. The Bidder shall be active Tax payer having valid identity/CNIC with sound financial profile capable to provide rental vehicles as per requirement of OGDCL.
5. The contractor/company shall confirm that the vehicles are well maintained and are in excellent condition in all respects.
6. The company has to provide its own or third party hired vehicle within 15 days after issuance of LOI.
7. All type of repair, maintenance and replacement of filters, engine oil, others lubricants, salary of driver and all applicable taxes/ levies shall be responsibility of the contractor.
8. Vehicles should be in compliance with HSEQ standards and be equipped with the following essentials:
 - a. First aid kit.
 - b. Serviceable spare wheel.
 - c. Seat belt on all seats for all occupants in front & back.
 - d. Tool kit including jack and wheel nut spanner (Lug wrench).
 - e. Ensure the safety of students / teachers (passengers).
9. The contractor to provide vehicles of latest model. However, if any vehicle turns older than during the period of contract, it shall be replaced by the contractor immediately.
10. The vehicle will be parked at OGDCL premises and leave the premises only during school pick and drop hours.
11. All vehicles will be provided with drivers by the contractor. The driver must be literate with sound mental and physical health and must have valid CNIC, valid driving license and security clearance from the respective police station.
12. The vehicle with driver will have to perform duty during School days.

13. In case of any extensive break down of vehicle(s), Contractor shall immediately replace the vehicle(s) with same OR up model good condition vehicle(s) on first written notice without any arguments or litigation.
14. OGDCL may install vehicle tracking system on each vehicle and contractor shall have no objection on it.
15. Vehicles may be deployed throughout the country for temporary assignments under administrative control of location In-charge where required, in all terrain (i.e. hilly, desert, river catchment area, plains and cultivated areas).
16. The contractor shall ensure that the documents of vehicles (registration, road permit, tax and insurance documents / fitness certificate etc.) are complete in accordance with applicable Government Laws.
17. OGDCL shall not be responsible for any sort of mishap, accident, injury, death, theft, kidnapping, destruction/loss and damage to the vehicles or driver. The contractor shall also be responsible/pay in case of traffic challan and in any case payment of fine etc.
18. Upon unsatisfactory performance, behavior or involvement in illegal or immoral practices, contractor/company will immediately replace the driver.
19. Evaluation shall be made on line item wise / basis, therefore bidders to quote price for each line item in which desire to quote on the provided financial format.
20. Incomplete bid shall not be entertained, and bidder must strictly follow and quote prices as per financial bid format. No clause with “if & but” having financial impacts will be entertained and in such case bid will be treated as non-responsive.
21. Payment to the contractor shall be made on monthly basis subject to tax deduction as per Government rules, based on actual availability of vehicle during the month as verified by the in-charge transport under provision of the contract agreement. No advance payment will be admissible. Payment shall be made in the name of the contractor/ company through cross cheque only. No cash payment is allowed.
22. While submitting invoice(s) for payment, contractor shall submit a certificate from FBR to the effect that contractor has cleared its provincial tax liability.
23. All bidders must give “Clean acceptance” of OGDCL terms and conditions and withdraw all exceptions if any to become eligible for technical evaluation.
24. OGDCL reserves the right to accept or reject any/all bid (s) or annul the entire bidding process at any time prior to award of (Contract) without taking any responsibility of the affected bidder(s) and is not bound to justify the reasons to the affected bidder(s).
25. An affidavit on stamp paper must be attached with the bid by the owner of the vehicle that the provided vehicle has no relation / connection to any employee of OGDCL or their relatives.

TECHNICAL EVALUATION CRITERIA
(Mandatory)

SR#	DESCRIPTION	
1	Required Documents	
	i.	Registration Certificate, Certificate of Incorporation, NTN Certificate, Active Tax Payer
	ii.	Transport Service Experience
	iii.	Professional Tax Certificate
	iv.	Affidavit of Non-Black Listing duly attested by Notary Public
	v.	Last year sales tax paid form
	vi.	Company Profile with Offices detail in Punjab or in Pakistan
2	Financial Status	
	i.	Bank Statement of Last Year
3	Experience	
	i.	01 Year Experience with Govt./Semi Govt./Autonomous bodies

FINANCIAL BID FORMAT:

Sr. No.	Vehicles Category	Number of Vehicles Required (A)	Monthly Charges of Vehicle Rs. (B)	Total Monthly Charges Rs. C= A X B	Rent for 02 years C X 24
1	Mini Bus (Coaster 32 Seater)	02			
2	Single Cabin (with 12 additional seats in cabin)	01			

Note: contract shall be awarded to the bidder with lowest in each category.

***Prices are inclusive of all taxes, duties, levies, charges etc., except (ICT/PST where applicable shall be borne by OGDCL at actual).**

OTHER IMPORTANT INFORMATION

BIDDING METHOD:

Bids against this tender are invited on ‘Single stage Single Envelop’

AMOUNT OF BID BOND:

Bid Bond /Bid Security amount of each line Item are as follow:

Sr #	Description	Amount in PKR (Refundable)
i.	Mini Bus 02 No. (Coaster 32 Seater) OR Equivalent for performing duties at Dakhni.	68,000
iii	Single Cabin along with 12 extra seats OR Equivalent for performing duties at Dakhni.	27,000
	Total	

*submit bid bond for the category applied only.

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.
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.