

# OIL & GAS DEVELOPMENT COMPANY LIMITED



**TENDER ENQUIRY NO: PROC-SERVICES/CB/SECURITY-  
6400000102/2022**

## **HIRING OF PRIVATE SECURITY SERVICES FOR OGDCL'S DIFFERENT MOVING AND NON MOVING LOCATIONS**

**Note:**

- i) Tender is to be processed on **single stage two envelope bidding procedure**.
- ii) **Bid bond:** As evaluation criteria is Group / Region wise therefore Bid Bonds are required Group / Region wise as per following details:-

<u>Group</u>	<u>Region / Province</u>	<u>Bid Bond Amount</u>
Regional-1 Group-1	Islamabad	Rs.2,832,000/-
Regional-2 Group-2	Punjab	Rs.8,947,680/-
Regional-3 Group-3	KP	Rs.15,795,360/-
Regional-4 Group-4	Sindh	Rs.14,278,848/-
Regional-5 Group-5	Balochistan	Rs.260,160/-

- iii) Bid Bonds to be submitted with the technical bid. Please see tender documents for further detail.
- iv) The master set of tender documents (services) uploaded on OGDCL website ([www.ogdcl.com](http://www.ogdcl.com)) is the integral part of this TOR.

## **TERMS OF REFERENCE (TOR) / SCOPE OF WORK**

### **HIRING OF PRIVATE SECURITY SERVICES FOR OGDCL's DIFFERENT MOVING AND NON MOVING LOCATIONS**

### **HIRING OF PRIVATE SECURITY SERVICES FOR OGDCL's DIFFERENT MOVING AND NON MOVING LOCATIONS**

The scope of this security contract with private security company will cover all the work/job related to the Security & protection of entire installations / property infrastructure of OGDCL and protection of its employees at all locations any where in Pakistan, including traffic controlling and escorting duties. Work means security and protection arrangements to be carried out by the contractor through his skilled man-power of the OGDCL installations (static & Moving) by deputing security supervisors and guards (ex. Armed forces) with arms, ammunition, detection equipment and other security related arrangement as may be deemed necessary. The security duties will be performed by the man-power of the company **round the clock and without any interruption (7/24) seven days a week in three shifts of the 08 hours each.**

**Evaluation shall be carried out Region wise and Contract shall be awarded to the lowest bidder on each Region / Province.**

#### **TERMS AND CONDITIONS:**

The Security Contractor shall provide the services of security staff specified in this agreement (for each region) on the terms and conditions hereinafter set out and OGDCL draft contract of master set of tender document-services uploaded on OGDCL website:-

#### **1. REGION WISE SECURITY REQUIREMENTS**

The requirement of security guards and security supervisors is for all four provinces and federal capital as under:-

- a. **Region-1 (Group-1)**  
Islamabad / Rawalpindi (18xSupervisors, 132xGuards)
- b. **Region-2 (Group-2)**  
Central Zone (Punjab)
  - 1) Punjab Static Locations (47xSupervisors, 314xGuards)
  - 2) National Rigs (3xSupervisors, 21xGuards)
  - 3) Expatriates / Contractor Rigs (4xSupervisors, 30xGuards)
  - 4) SPs (including Explosive Magazine) (6xSupervisors, 50xGuards)
- c. **Region-3 (Group-3)**  
Northern Zone (KP)
  - 1) KP Static Locations (22xSupervisors, 440xGuards)
  - 2) National Rigs (9xSupervisors, 63xGuards)

3) Expatriates / Contractor Rigs (20xSupervisors, 150xGuards)

4) SPs (including Explosive Magazine) (12xSupervisors, 100xGuards)

d. **Region-4 (Group-4)**

Southern Zone (Sindh)

1) Sindh Static Locations (63xSupervisors, 414xGuards)

2) National Rigs (12xSupervisors, 84xGuards)

3) Expatriates / Contractor Rigs (8xSupervisors, 60xGuards)

4) SPs (including Explosive Magazine) (12xSupervisors, 100xGuards)

**Region-5 (Group-5)**

Southern Zone (Balochistan)

1) RC Quetta / Mustang Land (09xGuards)

**Note:** Number of OGDCL National Rigs / Expatriates Rigs and Seismic Parties in province can be increase / decrease. Keeping in view, the operational requirements therefore, same approved strength will be provided by the contractor on same rates / terms & conditions.

2. **Bid Bond:** As evaluation criteria is Group / Region wise therefore Bid Bonds are required Group / Region wise as per following details:-

<b><u>Group</u></b>	<b><u>Region / Province</u></b>	<b><u>Bid Bond Amount</u></b>
Regional-1 Group-1	Islamabad	Rs.2,832,000/-
Regional-2 Group-2	Punjab	Rs.8,947,680/-
Regional-3 Group-3	KP	Rs.15,795,360/-
Regional-4 Group-4	Sindh	Rs.14,278,848/-
Regional-5 Group-5	Balochistan	Rs.260,160/-

3. **TERMS OF WORK**

a. The contract will be effective from the date of signing of contract by both parties, under which the Security Services will be provided for a **period of Two years** (extendable on same rates and terms & conditions for one year), unless earlier terminated under the provision of this contract.

- b. In the event of termination of the agreement OGDCL shall calculate and make all the payments, which shall be, by then due to the contractor till the date of termination after all previous adjustments.
- c. Guard duties will be performed for round the clock seven days a week in three shifts of 08 hours each.
- d. **Authorization of four holidays per guard per month will be ensured to each person** and it will be the responsibility of the contractor to hire additional jump guards at the Contractor expense and deduction will not be made from the salary of the guards who is only availing four (04) holidays in month, (01 jump guard on 07 guards).

4. **GUARDS SERVICES**

- a. The contractor will provide physically fit medical Cat "A" ex-servicemen, armed guards dressed in uniform and ensure that each guard must have following documents:-
  - i. Attested photocopy of NADRA Computerized Card.
  - ii. Copy Service Card issued by the Security Company.
  - iii. Photocopy of license / certificate of weapon held by the guard.
  - iv. Copy discharge book issued by Armed Forces.
  - v. Any other relevant items related to the efficient performance of guard duties.
  - vi. Police verification / security clearance of the guards.
- b. Weapons, automatic rifles, repeaters guns, pistols / metal detectors, under belly view mirror, mine detector and all other equipment necessary for performance of duties as specified in this agreement, shall be provided in good serviceable condition to the guards / supervisors.
- c. Energetic, smart and healthy (ex-servicemen) not more than the age of 52 years to be recruited and will be de-hired on completion of 60 years age. They should be fully conversant with the security duties, should be deployed at all the installations (moving and non-moving) of the OGDCL and its allied infrastructure in consultation with the security in charge of the OGDCL.

- d. In the event of default by the Contractor, the Company shall have the right to terminate the Contract for cause, by giving written notice effective ten (10) days after the date of such notice, unless otherwise specified therein. If the Contractor cures such default within the ten (10) days period, or provides evidence to satisfy the Company that such default does not exist. In addition to any other remedy available under law or in equity, the Company shall be entitled to recover all actual damages, costs and losses incurred by the Company as a result of default by the Contractor.
  
- e. The Company shall have the right to terminate the Contract, in whole or in part, without any cause at any time upon thirty (30) days' prior written notice. Upon receipt of such notice of termination, the Contractor shall promptly cease all further Services under the Contract with such exceptions, if any, specified in the notice of termination. The Company shall pay the Contractor for all Services performed and obligations incurred prior to the date of termination in accordance with the terms of the Contract.
  
- f. No medical facilities shall be provided to contractor employees except in emergency. First aid by the employer's doctors may be extended to contractor employee only. In case of emergency ambulance will be provided by OGDCL to the contractor guard for the nearest hospital.
  
- g. The armed guards will be the "guards at posts / towers / piquets, gates, important locations inside the installations (as required), for patrolling and for escorts duties". They will remain alert and vigilant as the case may be, throughout their duty hours.
  
- h. The contractor will deploy personnel as per contract and will be bound to execute the directives of the OGDCL within the preview of this agreement.
  
- j. The contractor will deploy personnel at all locations as per contract and will be responsible for protection, to control the unlawful entry of any person or mob inside or out-side of the OGDCL premises. It is also to be ensured that routes to OGDCL installations moving and non-moving are not blocked by the locals.

- k. The Contractor will maintain register for all vehicles and visitors for making entry/departure to OGDCL premises.
- l. The Contractor will be responsible for protection of all sort of OGDCL property/installations and **is solely responsible for making up any damage** caused whether of temporary or permanent nature due to security lapses.
- m. Company can be asked to deploy its guards anywhere in any type of terrain in the respective region.
- n. The contractor shall be responsible for providing technical equipment for body search and vehicle search at all entry gates of locations and mine detectors to mine sweeping teams (as and when required).
- o. Nothing of the building material, equipment and fittings etc. shall be allowed to be taken out of the building, premises without authorized gate pass (The gate pass is to be issued by incharge location). Guards will be responsible for inspection of vehicles / individuals and monitoring records of in/out of material stores (all types), vehicles, employees, reps of service company, visitors and guests, where applicable will verify the bills after physical checking of all equipment consignments going inside/outside the location. Without gate-pass no item will be allowed to be taken outside gate.

5. **IMPLEMENTATION OF THE SECURITY PLAN**

The **Contractor** shall promptly react against any incident / terrorist activity and security situation. The security should include, the functions and responsibilities of security guards as under:-

- a. Befitting response is to be given to any incident / security situation / threat to OGDCL installations (moving and non-moving). In this context rehearsals of actions to be taken in various situations are to be carried out under supervision of incharge Security.
- b. Manning of all entrances of the building/premises to effectively check in out of the visitors / traffic, vehicles, during day/night and forcefully stop the un-authorized entry.
- c. Ensuring entry of only authorized persons / vehicles besides, also ensure parking of vehicles at the designated places.

- d. Assisting the employer in the removal of banners or posters that may be put inside or outside of OGDCL building / installations for any reason or purpose as and when instructed by the Location Incharge / Security Incharge.
- e. All security SOPs of locations shall to be implemented/enforced with the consent of location / Security Incharges.
- f. Strict vigilance / security, particularly at under mentioned areas: -
  - i. Plants / Fields offices, installations, Posts, Car parking areas, gates and perimeters of all moving / non-moving locations.
  - ii. Camp and other common facilities at all levels and at any place as indicated by Incharge Location / Incharge Security.
  - iii. Escort duties with expatriates / OGDCL vehicles / convoys and outstation administrative duties.
  - iv. Carrying of arms will be strictly prohibited in the premises of OGDCL by OGDCL employees and visitors. In case of personal gunmen/body guards, prior information will be obtained by the contractor and communicated to the Location Incharges / Security Incharges.
  - v. Directing visitors to reception area for confirmation of his entry, where no reception desk are available Security staff will ask prior approval from Incharge Location / Incharge Security for visitor's entry. No visitor is permitted entry in OGDCL premises unless allowed by the Location Incharge / Security Incharge.
  - vi. Patrolling of ROWs / Wells / Pipelines / locations / installations.

6. **DUTY SPECIFICATION**

- a. Security Guards shall be provided without break for twenty-four hours (24) per day (7) seven days per week at the OGDCL premises. For this purpose duty rosters of the supervisors/guards must be provided to the OGDCL security in charge.
- b. Security Incharge of the Contractor or its designated supervisor, in his supervision will deploy the guards in guarded area on daily basis.
- c. On any occurrence, Security report in writing will be immediately sent to the Location Incharge of company and designated Security Incharge.

7. **RESPONSIBILITIES OF THE CONTRACTOR**

- a. In addition to the services to be PROVIDED BY THE contractor as specified above, the contractor shall provide with no additional cost to the OGDCL, such as supervision of its employees as necessary to adequately fulfill its obligations under this agreement.
- b. The Contractor is responsible for ensuring that all its employees performing the services specified in this agreement are physically fit, have no communicable diseases, and are healthy in all respects and are not addict to any narcotics and security wise cleared by LEAs / Police station.
- c. The contractor is responsible to provide security at installations, offices, field areas, EFPs, FGCPs, Rigs, Seismic Parties, pipelines and ROW of OGDCL in the respective region / province, irrespective of the climate, terrain and security environments (as explain at Para-1).
- d. Supervisors / guards can be assigned to monitor /check the premises of location through CCTV cameras.
- e. In-case of emergency valid license holder guard can be deputed to drive the vehicle for patrolling / escort duties.
- f. The bidder will ensure that monthly salary to the manpower hired by the contractor will not be less than the market prevailing rates and not less than the Government of Pakistan minimum wages per guard and per supervisor for 08 hours shift. The payment will be made before 5<sup>th</sup> of each month.
- g. The contractor is responsible to provide security men-power as per following minimum requirement / standards:-

(1) **Security Supervisor**

Age	Maximum 52 Yrs. at the time of hiring.
Education	Matric or equivalent.



Experience	Having experience of serving in field / intelligence or Military Police or security installations.
Discipline	No Major disciplinary entry in the record of service.
Retirement	Normal.
Health	Medical Cat "A"

(2) **Security Guards**

Age	Maximum 52 Yrs. at the time of hiring
Education	Middle / Matric or Equivalent.
Discipline	No Major disciplinary entry in the record of service.
Retirement	Normal
Health	Medical Cat "A"

(3) **SSG Guards**

Age	Maximum 50 years
Education	Metric or equivalent
Health	Medical Cat "A"
Experience	Minimum 04 years' service in SSG

(4) **Back Ground (For Guards)**

- (a) Contractor will provide soldiers ex-Pakistan Armed Forces, Ground Combatant (in case of PAF and Navy), Rangers, Police and FC. Where ex-forces personnel are not available then suitable physically fit individual, duly verified by police authorities will be hired.
- (b) Only retired JCOs of armed forces to be employed as supervisors and no NCO to be assigned the responsibilities for supervision for provision of security.

(c) Medical Cat "A"

h. In addition to above requirement given at serial number-"7g", the additional requirement of guards and supervisors for OGDCL Head Office will be as under:-

- (1) Height : 5 ft 9" & above
- (2) Age : 45 to 50 Years at the time of hiring.
- (3) Education : Matric or equivalent.
- (4) Experience : Having experience of serving in field / intelligence or Military Police or security installations.
- (5) Service Background : Preferably from Ex-Army
- (6) Discipline : No Major disciplinary entry in the record of service.
- (7) Retirement : Normal.
- (8) Health : Medical Cat "A"

i. The contractor will ensure that weapons being carried by supervisors / guards for performing duties are properly checked for fitness, besides the weapons are always kept at safety lock so that there is no incident of accidental firing etc.

j. The official of contractor will regularly visit OGDCL locations for checking / briefing of guards regarding their duties.

k. The Contractor is an independent (Pvt) limited company licensed under Government of Pakistan SOPs and accordingly is fully responsible for any accident or injury to its employees or caused by its employees and applies that neither the OGDCL nor any of its officer will be held liable for either of the above in any manner what so ever.

k. The Contractor warrants that in the performance of its obligations under this agreement, it shall comply fully with the laws/rules applicable to OGDCL.

m. The employees of the Contractor shall on no account indulge in UNIONISM nor in any linked activity with the OGDCL

employees' unions. Any violation where deemed to have so occurred shall be treated under relevant clause of this agreement and will not be eligible for any monetary benefits as per OGDCL service rules.

- n. The Contractor will ensure maintenance of written account of all untoward incidents (minor or major) which may have taken place on any work site under their control and shall communicate the same with speed in an intangible and interpretable language to the officer / Incharge installation and concerned officer Incharge (Security). Failure to report any such event, in part or whole shall constitute negligence of responsibility and shall be liable to bear adversely upon performance of the Contractor. OGDCL shall reserve the right to invoke the relevant part of the performance clause of the agreement forthwith.

8. **SECURITY CLEARANCE/MEDICAL FITNESS:** The Security Clearance and medical fitness of all the employees of the Contractor who are assigned to provide services under this agreement shall be the responsibility of Contractor. Copies of such security clearance/medical fitness will be provided to OGDCL representatives at the locations.

9. **PENAL DEDUCTIONS:**

- a. Deductions on Account of Short Attendance of Staff: The OGDCL REPRESENTATIVE shall have full authority for making deductions from the CONTRACTOR'S any monthly bill if and when the CONTRACTOR is found not having provided the required number of work force at site as per contract.
- b. Deductions On Account of Short/Non Provision of Weapons / Ammunition. If and when any guard/supervisor is found without suitable/serviceable weapons/ammunition, he will be treated as absent from duty for the duration and shall be penalized accordingly.

10. **ARMS AND AMMUNITION:** CONTRACTOR shall possess valid arms licenses particularly for the respective region and preferably **All Pakistan** to provide automatic/semi-automatic weapons to supervisors/guards with adequate rounds ammunition as indicated at Para-10-a,b,c,d,e and g of TOR and as indicated by security department. Contractor shall provide weapons to all guards

and supervisors deployed in the present duty shift. Weapons are to be provided as under:-

- a. Semi-automatic shot guns or repeaters for all moving / non-moving locations.
  - b. At least 35% automatic weapons and 65% semi automatic weapons / 12 bore will be provided at locations which are declared as Key Points (OGDCL major fields are declared as Key Points) **with no additional charges**.
  - c. The number of automatic weapons can be increased according to the sensitivity of the location and as directed by LEAs, **with no additional charges**.
  - d. 50% Automatic rifles and 50% Semi Automatic rifles in case of duty at Expatriates / Foriegners Rigs and for escorts of Expatriates **with no additional charges**.
  - e. 30 bore pistol for the supervisors at all locations, however at expatriates locations, supervisors will be given automatic weapons.
  - f. A weather protective ammuniton storage box will be provided at all locations.
  - g. At-least 25x cartridges per 12 bore repeater and 60x rounds per semi-automatic / automatic weapon will be provided.
  - h. Guards shall be placed on sentry duties at watch towers / bunkers and shall effectively fire in-case they are fired upon / or in case of emergency.
  - i. Guards will be provided bullet-proof jackets for the escort duties with the expatriates / where instructed by LEAs. (at-least 08 per expatriates location / rig).
11. **FIRING PRACTICE:** Contractor is responsible for arranging firing practice of guards/supervisors deputed with OGDCL at-least twice in a year.
12. **UNIFORM:** Minimum 02 pairs of uniforms per year to each individual
- a. **Winter:** Shirts, Trouser, Pullover, Belt, Jockey cap or Barret, one pair of Shoes in a year.

- b. **Summer:** T Shirts, Trouser, Jockey Cap, or Barret, Belt, Shoes
- c. **Rain Coats** Rain Coats or umbrellas for inclement weather condition will be provided by the contractor. (As required)

13. **SECURITY EQUIPMENT:**

- a. **Under belly mirror:** Will be provided by the contractor at all locations for checking of vehicles at entrance / gates.
- b. **Binoculars:** Will be provided by the contractor at expatriates Rigs in sufficient quantity as per the ground requirement as directed by LEAs (minimum 03 binoculars at expatriate rig).
- c. **Metal Detectors:** Will be provided by the contractor at all locations for checking at entrance / gates.
- d. **Mine Detector Operator along with Mine Detector:** Will be provided by the CONTRACTOR as per ground requirement at any location / as directed by LEAs.

14. **ACCOMMODATION:** Contractor shall be responsible to provide accommodation for his security staff as per the terms and conditions mentioned in the CONTRACT. Contractor's security personnel will utilize accommodation provided by the contractor at all moving / non-moving locations with beds, bedding material, mosquito nets, mosquito repellent oil, as required for ensuring comfortable camp living. OGDCL will provide clean drinking water and toilet / washroom facilities to the Security staff at all locations.

15. **TRANSPORT.** Mobilization of guards will be the responsibility of the CONTRACTOR at his own cost. No transport facility will be given to hired manpower. OGDCL Management will provide suitable transport for the escort /patrolling duties to the guards.

16. **MODE & SCHEDULE OF PAYMENT:**

- a. Invoices for payment will be forwarded by 1<sup>st</sup> of each month with following supporting documents and same shall be processed and paid by OGDCL before end of that month after necessary adjustments.
- b. The payment will be released after necessary verification as per following procedure:-
  - i. The Contractor will generate the invoices and submitted the invoices to concerned locations of OGDCL through their reps for verification from Incharge locations, Security Incharge and for control by the concerned locations. After necessary verification from the locations the invoices will handed over to rep / regional manager of the contractor.
  - ii. There after the Contractor will generate one consolidated invoice of his region with complete details i.e. list of locations, persons, amount e.t.c. This invoice will be submitted to OGDCL Security Department ead Office Islamabad, (along with verified invoices of each location).
  - iii. The Contractor will also submit Provincial Sales Tax against Main/ consolidated invoice of his region.
- c. **ESCALATION** No escalation in contract price whatsoever on any account shall be payable to the CONTRACTOR. However in case of increase / decrease in "Minimum wages" announced by Government of Pakistan during the validity of contract these will be applicable and adjusted by OGDCL. The increase / decrease amount of minimum wages announced by Government of Pakistan shall be adjusted only and rest of the rates shall remain unchanged throughout of the contract period.
- d. Contractor will be responsible for any discrepancies / less payments to the guards as notified by the Government. The Contractor will be bound to provide payment record of all Supervisors / Security Guards of particular location / complete area / Zone whenever required by OGDCL Security Department.

17. **TAX:** All rates shall be inclusive of all applicable taxes, duties, levies etc. (except PST/ ICT where applicable shall be borne by OGDCL) as per draft contract clause 5. All other charges / fee, EOBI, CVT, Social Security, and Insurance etc. shall be the responsibility of contractor.

18. **JUMP-GUARDS:** Contractor is responsible to provide jump-guards (reliever) against the guards on leave at all locations at Contractor expense. (1x jump guard on every 7x guards).

19. **OVER TIME:** OGDCL shall not be responsible for any payment regarding overtime duty of the services provided by the security staff except for those exclusively deployed by OGDCL Security Department Head Office beyond EIGHT (08) Hours at the location or outside the location for specific assignment. Rates of overtime at out station will be paid on hourly basis as Rs.200/- per hour. Location Incharges will verify the over-time of the guards.

20. **PHOTOGRAPHY:** Photography of all the locations of OGDCL plants / fields / installations is prohibited and contractor security staff will stop any photography by the visitors unless specifically allowed by the Locations Incharges.

21. **CHECKING OF EMPLOYEES CARDS:** All the employees of OGDCL are supposed to tag their employee's cards. In case any employee is entering the OGDCL premises without tagging the card he is to be checked by the contractor guards to avoid any un-authorized entry.

22. **SEISMIC PARTIES OPERATIONS:** In Seismic Parties due to nature of work in the Field Operations Security, guards will be required for additional working hours. These guards working for additional timings / hours beyond their normal duty, will be paid additional Rs.200/- per hour but not more than 32 hours per month per individual, however, the number of individuals which are to be deputed for overtime, their prior approval is to be obtained in writing from Security Department Head Office.

23. **LABOUR AND RELATED LAW:** The Contractor shall make his own arrangements for the engagement of all security staff during the validity of the Contract and confirm in all aspects with Regulations or orders of any Government (Central, Provincial or Local) or any authority which may be applicable including any such Law, Regulations or order passed or made or coming into force after the date of this contract agreement. Minimum Wages Act will be strictly followed. Social Security, EOBI registration/payments will be ensured for all guards/supervisors by the contractor while on duty only and liable to pay all these liabilities other than wages.

24. **DAMAGES TO INSTALLATIONS AND INVENTORY:**

The CONTRACTOR shall be responsible for protection of property/existing installations including buildings equipment, machinery, fittings, fixtures, furnishings etc. and shall be solely responsible for making up any damage caused to any of the existing installations whether of temporary or permanent nature. The case of theft will be registered in concerned Police Station of the area by the contractor and OGDCL.

25. **CLOSING OF GATE/ENTRY:** The contractor will not allow any culprit / protester in any case to close/lock OGDCL "any installation" gate, neither will allow any trespassing. Contractor's guards will forcefully stop any unlawful entry.

26. **ESTABLISHMENT OF NEW LOCATION** Any other new location which is developed subsequently, the rates for security services required for further locations (if any) will be charged equal to the rates of nearest location, where security services are already hired. Security Department will intimate the strength of supervisors / guards which is to be depleted.

27. **CONTINGENCY SECURITY PLAN:** The contractor will prepare contingency plan in coordination with locations / security- incharge (of all locations) which will be formulated in a booklet shape and submitted to Security Department within 90 days of signing the contract besides, it is to be ensured by the contractor, quarterly rehearsals of Security guards of all locations in coordination with security officials are carried out and record is maintained.

28. **CONFIDENTIALITY:** The Contractor shall ensure that all of its employees performing Security services specified in this agreement shall not at any time during the period of this agreement or thereafter disclose to any person any information as to the affairs of the OGDCL or its officers and as to any other matters which may come to their knowledge by reason of the performance of the services specified in this agreement. If in the opinion of the OGDCL there have been any such disclosures, the person concerned shall immediately be dismissed from the services of the Contractor and replaced with a suitable person.



**Technical Evaluation Criteria for each Region / Province:  
Bidder to Clearly Mention the Region applying For \_\_\_\_\_**

Sr. #	Qualifying Criteria	Max Allocated Marks
1.	<b><u>Status of NOC</u></b> (to operate in existing Province) In the province of Quoted = 15 In all Pakistan = 20	20
2.	<b><u>No. of Clients</u></b> 10 to 14 =10.5 15 and above =15	15
<b>Short-Listing Criteria</b>		
3.	<b><u>Experience in the field of security</u></b> Minimum Experience of 5 years with Foreign Mission / Embassies / Multinational Companies / Banks 5 to 10 years Experience =10.5 11 years and above =15	15
4.	<b><u>Strength of guards</u></b> 800 and above =10.5 1200 and above	15
5.	<b><u>Weapons and Ammunition</u></b> <b><u>Hold by the company including license</u></b> 75x *Automatic/Semi-automatic and 250x 12 bore repeater guns available with Company = 10.5 100 x *Automatic/Semi-automatic and 400x 12 bore repeater guns available with Company = 15	15
6.	<b><u>Office held in Pakistan</u></b> In the province of Quoted = 10.5 In all Pakistan = 15	15
7.	<b><u>Residence Facilities to the Guards</u></b> Conformation of Sufficient residential facilities provided to Security Guards =05	05
	<b>Bidders require 70% marks in each category and overall 75% to be declared as technically responsive</b>	<b>100</b>

**TAX:** All rates shall be inclusive of all applicable taxes, duties, levies etc. (except PST/ ICT where applicable shall be borne by OGDCL) as per draft contract clause 5. All other charges / fee, EOBI, CVT, Social Security, and Insurance etc. shall be the responsibility of contractor.

**FINANCIAL BID FORMAT, MODE & SCHEDULE OF PAYMENT:**

**FINANCIAL BID FORMAT**

<b>Financial Evaluation Format</b>									
<b>Region-1 Group-1</b>									
<b>Islamabad</b>									
Sr#	Description	No. of Guards		Monthly Rates (PKR)		Qty Months (e)	Total Amount for 24x Months for Security Sup. F= (a*c*e)	Total Amount for 24x Months for Sec. Guards G=(b*d*e)	Grand Total (F+G)
	locations	Security Sup. (a)	Security Guard (b)	Security Sup. (c)	Security Guard (d)				
1	Head Office	18	132			24			
<b>Region-2 Group-2</b>									
<b>Punjab</b>									
Sr#	Description	No. of Guards		Monthly Rates (PKR)		Qty Months (e)	Total Amount for 24x Months for Security Sup. F= (a*c*e)	Total Amount for 24x Months for Sec. Guards G=(b*d*e)	Grand Total (F+G)
	locations	Security Sup. (a)	Security Guard (b)	Security Sup. (c)	Security Guard (d)				
1	Fields / Ros / EFPs	47	314			24			
2	OGDCL Rigs	3	21			24			
3	Foreign Rigs	4	30			24			
4	SPs	6	50			24			
5	SSG Guard*	1				24			
6	BD Optrs / Mine Detector*	4				24			
							<b>Total</b>		

<b>Region-3 Group-3</b>									
<b>KP</b>									
<b>Sr#</b>	<b>Description</b>	<b>No. of Guards</b>		<b>Monthly Rates (PKR)</b>		<b>Qty Months (e)</b>	<b>Total Amount for 24x Months for Security Sup. F= (a*c*e)</b>	<b>Total Amount for 24x Months for Sec. Guards G=(b*d*e)</b>	<b>Grand Total (F+G)</b>
		<b>Security Sup. (a)</b>	<b>Security Guard (b)</b>	<b>Security Sup. (c)</b>	<b>Security Guard (d)</b>				
1	Fields / Ros / EFPs	22	440			24			
2	OGDCL Rigs	9	63			24			
3	Foreign Rigs	20	150			24			
4	SPs	12	100			24			
5	Senior Security Officer*	1				24			
6	SSG Guard*	1				24			
7	BD Optrs / Mine Detector*	24				24			
							<b>Total</b>		
<b>Region-4 Group-4</b>									
<b>Sindh</b>									
<b>Sr#</b>	<b>Description</b>	<b>No. of Guards</b>		<b>Monthly Rates (PKR)</b>		<b>Qty Months (e)</b>	<b>Total Amount for 24x Months for Security Sup. F= (a*c*e)</b>	<b>Total Amount for 24x Months for Sec. Guards G=(b*d*e)</b>	<b>Grand Total (F+G)</b>
		<b>Security Sup. (a)</b>	<b>Security Guard (b)</b>	<b>Security Sup. (c)</b>	<b>Security Guard (d)</b>				
1	Fields / Ros / EFPs	63	414			24			
2	OGDCL Rigs	12	84			24			
3	Foreign Rigs	8	60			24			

4	Sindh SPs	12	100			24			
5	BD Optrs / Mine Detector*	12				24			
								<b>Total</b>	
<b>Region-5 Group-5</b>									
<b>Balochistan</b>									
Sr#	Description	No. of Guards		Monthly Rates (PKR)		Qty Months (e)	Total Amount for 24x Months for Security Sup. F= (a*c*e)	Total Amount for 24x Months for Sec. Guards G=(b*d*e)	Grand Total (F+G)
	locations	Security Sup. (a)	Security Guard (b)	Security Sup. (c)	Security Guard (d)				
1	RC Quetta / Mustung Land	0	9			24			
2	Senior Security Officer*	1				24			
							<b>Total</b>		
<b>Note* These will be deployed as and when required</b>									

## **OTHER IMPORTANT INFORMATION**

### **BIDDING METHOD:**

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

### **AMOUNT OF BID BOND:**

- i) **Bid bond:** As evaluation criteria is Group / Region wise therefore Bid Bonds are required Group / Region wise as per following details:-

<b><u>Group</u></b>	<b><u>Region / Province</u></b>	<b><u>Bid Bond Amount</u></b>
Regional-1 Group-1	Islamabad	Rs.2,832,000/-
Regional-2 Group-2	Punjab	Rs.8,947,680/-
Regional-3 Group-3	KP	Rs.15,795,360/-
Regional-4 Group-4	Sindh	Rs.14,278,848/-
Regional-5 Group-5	Balochistan	Rs.260,160/-

- ii) Bid Bonds to be submitted with the technical bid. Please see tender documents for further detail.

### **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](http://www.ogdcl.com)) is an integral part of this TOR alongwith clarification uploaded via following link:

**<https://ogdcl.com/sites/default/files/tender%20download/REVISED-TENDER%20DOCUMENT-SERVICES-PPRA%20AMND-09-12-2022-REV.pdf>**

**Bidders are requested to read TOR & Master Set to Tender Documents (Services) and provide complete information / documents including tender annexures**