

**OIL & GAS DEVELOPMENT COMPANY LIMITED**



SERVICES/CB/LOG-6400000136/2023

HIRING OF DOUBLE AXLE FLAT BED TRAILERS ON MONTHLY RENTAL

BASIS FOR LOGISTIC FIELD KOT SARANG

## TERMS OF REFERENCE (TOR)

1. OGDCL intends to hire services of contractors /Firms regarding hiring of Double Axle Flat Bed Trailers on monthly rental basis for a period of two (02) years at Logistic Field Kot Sarang, extendable with mutual consent of both parties.
2. Contractor will quote rent for Trailers on per month rent charges as per TOR and it shall be inclusive of all taxes (Exclusive of PST/ICT) levies as per schedule "A" on your Company/Firm original Quotation Pad.
3. Contractor will be responsible to provide HSD to the Trailers. Further, Toll Tax, Spares/Lubes /Filters/Tyres, all kind of repair/maintenance, Personals salaries, meal and medical etc. will be the responsibility of the contractor.
4. OGDCL will only provide the boarding to drivers and helpers at OGDCL staff camp without any charges.
5. Contract will be awarded to the technically responsive and financially lowest bidder. The contract will start from the date of LOI.
6. Contractor/owner/director/partner of the firm/company should not be an employee of OGDCL.
7. Complete asset management of vehicles including Operations and Maintenance, Drivers and Fuel will be in contractor scope.
8. OGDCL will pay fixed rent of vehicles plus Combustible/Variable charges on per km basis as per actual Kms run by vehicle. The distance for services will be confirmed by OGDCL as per OGDCL systems (distance chart etc.) and OGDCL decision will be final in this regard.
9. Scope of work interms of quantity of vehicles and total Kilometer run can be increased or decreased as per operational requirements under this contract till validity without disturbing rates, terms and conditions. However, prior notice of one month will be served for any change in fleet
10. Vehicles/Trailers having make/model year beyond 2012 will not be accepted. Trailers may be used at any time/ any duration during 24 hours as per instruction of Logistic Location In-charge to all fields/ locations of OGDCL on where and when required basis.
11. Drivers must have valid HTV license with Medical fitness. The contractor shall provide skilled driver & helper for supplied Trailers. The driver & helper shall be of good conduct and health, well versed/familiar with HSEQ and must wear the PPE's according to the OGDCL policy while working.
12. The contractor shall provide to OGDCL a copy of national ID card along with complete residential address of each driver & helper.
13. Vehicles must regularly be certified by reputable third party inspection firm. The contractor must provide valid vehicle fitness certificate for each year. Provided vehicles shall have the third party inspection/ fitness report with it & placed at a visible point inside vehicle.
14. Contractor shall replace the Trailer with same capacity and model in case of its break down/ vehicles held by any law enforcement agency. Any failure to replace the broken down/ held vehicles within 3 days, a penalty equal to double per day per vehicle rent charges will be imposed / deducted. Further it shall be deal as per OGDCL Rules.
15. Vehicles must be equipped with Latest Tracking system and appropriate lashing equipment/tools/ HSE items etc.
16. OGDCL will deduct the rent of the vehicles for under repair/off road days and sickness/leave/non-availability of driver & helper related days.
17. Any damage of OGDCL material during loading/unloading is the responsibility of contractor. The contractor will pay for the loss assessed by OGDCL officials.
18. OGDCL shall not be responsible for any mishap/incident, accident and kidnapping/snatching of vehicles or any personnel or staff of contractor.

19. The Vehicles should be in accordance to HSEQ policy, hygienically, mechanically and in satisfactory working conditions in all respect. The contractor shall also ensure that the vehicles are well maintained and their appearance both in interior and exterior is in excellent condition.
20. The contractor shall ensure that the papers of vehicles (Registration, road permit and regulatory requirements, tax and insurance documents, token Tax and annual fitness certificate from regulatory authority etc.) are complete in accordance with government laws.
21. Contractor shall be responsible for violation of traffic rules & misconduct of their personals. OGDCL shall have the right to demand replacement of driver & helper in case of misconduct/ illegal activities or repeated violation of traffic rules.
22. All pages of TOR, BOQ 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 shall be signed by all the partners or by an authorized partner who have authority letter in this regard.
23. The parties shall maintain log book of daily services rendered by each vehicles with record of actual kilometer run. The log book entries shall be verified, signed and stamped by the contractor and OGDCL representative at site.
24. No change in rate will be considered except for Government controlled diesel/fuel price. Rate/charges quoted in this contract shall remain fixed up to 15% increase in fuel prices & the price of fuel on the technical bid opening date shall serve as the base price. Increase/decrease in fuel prices beyond 15% of base price during the contract will only be applicable on all line items except standby charges. Fuel/HSD price on technical bid opening date shall be taken as basis for calculations.

**Calculation Formula for revision of rates is here under.**

**Revised Transportation Rate= Current Transportation Rate +- (Current Transportation Rate x 34% x Percentage Increase/Decrease in Fuel rate)**

**Calculation of percentage increase/decrease in fuel rate = (current HSD rate – HSD rate on technical bid opening day) /HSD rate on technical bid opening day x 100**

25. The payment by the OGDCL to contractor under this agreement shall always be on monthly basis and actual no of trailers provided and actual km covered by trailers in accordance with monthly details prepared & maintained with provision of this agreement and rates contained herein.
26. There shall be no advance payment by OGDCL to contractor under this agreement and contractor shall not demand for any advance payment.
27. The payment shall be made to contractor through cross cheque and shall always be subject to deduction of withholding tax as other taxes applicable under the law.
28. Bid validity is 180 days.
29. OGDCL reserves the right to accept any or reject all bids. No claim shall be made by the bidders participated in the bidding process in this regard as per ITB clause #26 of Tender Enquiry.
30. The contractor must follow the OGDCL security instructions, where needed.

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# TECHNICAL SPECIFICATION

## Specification and Requirement of Double Axle Flat Bed Trailers for Logistic Field Kot Sarang.

<b>Specification of Double Axle Flat Bed Trailer</b>	<b>Qty.</b>
40 ft. to 45 ft. Flat Bed Trailer coupled with Double Axle Prime Mover of 280 HP & above capacity, drive 6x4, loading capacity up to 40 Ton, equipped with all accessories i.e. Minimum 4 steel chain and load binders, belts, side support pipes, tarpaulin, cotton / manila rope and fire extinguishers etc.	20

## TECHNICAL EVALUATION CRITERIA

### HIRING OF DOUBLE AXLE FLAT BED TRAILERS ON MONTHLY RENTAL BASIS

#### 1. Mandatory Requirement.

S. #	MANDATORY REQUIREMENT				
	Company Name	Company Registration for the last 02 years	NTN and Provincial sales tax Registration No.	Affidavit regarding no black listing of company, its director or partner by any other organization	Income Tax return for the last 03 years
		Y/N	Y/N	Y/N	Y/N

#### 2. Technical Evaluation Criteria.

Sr.#		Max. Marks	Min. Qualifying Marks	Marks Obtained
01.	Minimum Experience as registered Transport Company= 05 years 05 year experience = 15 Marks More than 05 year experience, 01 marks for each additional year (Max up to) 22 marks Less than 05 year Experience = Disqualified	22	15	
02.	Number of Trailers in the fleet, registered with owner(s) name, company name or with bank. Provide copies of registration books/Online documentary verification to be submitted by contractor. 0.75 Mark per Trailer (Below 20 Trailer = Disqualified)	21 (20 Trailers)	15	
03.	Provide Copies of Valid Fitness Certificate of Trailers Minimum fitness certificates = 20 Each fitness certificate = 0.75 Marks (Below 20 Certificates= Disqualified)	21 (20 certificates)	15	
04.	Provide copies of valid Driving license of Personnel Each driving License=0.75 Marks. Less than 20 License = Disqualified	21 (20 License)	15	
05.	Minimum turnover in last 3 financial years More than 20 Million per Year- 5 Marks per year More than 30 Million per Year- 6 Marks per year More than 40 Million per Year- 7 Marks per year (Certified financial statement must be submitted) (Below 20 Million in any year in the last 3 years = Disqualified)	15  (More than 40 Million every year)	10	
	Total Marks	100	70	

**Note:** 1- Firms qualifying Mandatory Requirement will only be evaluated against Technical Evaluation criteria.

2- Overall qualifying marks should be 70 %.

## FINANCIAL EVALUATION

### Double Axle Flat Bed Trailers on Monthly Rental Basis for Logistic Field Kot Sarang.

S#	Type of Vehicle/ Manufacturing Year		Qty.	UOM	Unit Rate (PKR)	Total Amount PKR
1	40-45 ft. Double Axle Flat Bed Trailer	Fixed Rent	240	Month		
		Combustible Charges	480,000	KM		
<b>Total cost for One year</b>						

**Note:**

1. Evaluation Criteria is on lump sum basis.
2. The quantities shown are only for evaluation purpose. The payment will be made on actual services accepted by OGDCL & performed by the contractor.
3. All the above prices are inclusive of all taxes, duties, levies, (except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) which shall be borne by OGDCL at actual)

## **OTHER IMPORTANT INFORMATION**

### **BIDDING METHOD:**

Bids against this tender are invited on ‘**Single Stage One Envelope**’

### **AMOUNT OF BID BOND / PBG :**

- i. Bid Bond /Bid Security amount is to be attached / provided with the technical bid.  
Please see Master Set of Tender Document for further details.

<b>Description</b>	<b>Bid Bond Value (PKR)</b>
Double Axle Flat Bed Trailers	PKR: 1,440,000/=

- ii. The amount of **PBG will be 5 %** of the contract value

### **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 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.**