



Application Form

PROC-FD/CB/PQ/ADMIN-3126/2017

FOR PRE-QUALIFICATION OF BIDDERS FOR MANPOWER
SUPPLY

Application Form NO: PROC-SER/CB/PQ/ADMIN-3126/2017 For Pre-Qualification

*All the pages of this application must be signed and stamped by the firm's Authorized Representative.
Incomplete or Incorrect Application will not be entertained.*



**OIL & GAS DEVELOPMENT COMPANY LIMITED
SUPPLY CHAIN DEPARTMENT**



INSTRUCTIONS TO BIDDERS
For Prequalification of Firms for Manpower Supply

1. INTRODUCTION / SCOPE OF WORK

Oil & Gas Development Company (OGDCL) is the largest Exploration & Production Listed Company in Pakistan. The Company intends to Pre-Qualify bidders Manpower Supply.

1.1 Invitation of Applications

Applications are invited from potential firms having requisite capability, experience and expertise for Manpower Supply.

2. SUBMISSION OF APPLICATIONS.

- 2.1 The pre-qualification application shall be submitted in duplicate (one marked "ORIGINAL" and the one marked "COPY") in a sealed envelope clearly marked as: "**APPLICATION FOR PRE-QUALIFICATION OF FIRMS FOR MANPOWER SUPPLY**" against Pre-Qualification Notice No. PROC-SER/CB/PQ/ADMIN-3126/2017.

not later than (as per press advertisement) hours on (date as per press advertisement) at the address given below:

General Manager (Supply Chain Management)
OGDCL House, Plot No. 3013, Jinnah Avenue Blue Area,
Islamabad, Pakistan
Phone: +92-51-920023540, Fax: +92-51-9244139

- 2.2 The sealed envelope shall indicate the name and address of the Applicant.

- 2.3 All the pages of application shall be signed and stamped by Applicant's authorized Representative(s).

2.4 Language of Application

The Application must be prepared and submitted in English language. Supporting documents and attachments furnished by the Applicant must also be in English language.

2.6 Cost of Pre-Qualification.

The Contractor shall bear all cost associated with the preparation and submission of application for Pre-Qualification. OGDCL shall under no circumstances be responsible or liable for such cost regardless of the out-come of the application process.

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2.7 **Deadline for Submission of Application**

2.7.1 The original application, together with the required copies must be delivered not later than **(as per press advertisement)** Hours of dated **(as per press advertisement)** at the address specified in clause 2.1.

2.7.2 OGDLC may, at its discretion extend the deadline for the submission of applications by amending the Pre-Qualification documents in which case all rights and obligations of the OGDCL and Applicants previously subject to the deadline will thereafter be subject to the deadline as extended.

2.8 **Late Submission of Applications**

Any Application received after deadline for submission of Applications prescribed by the Company pursuant to Clause-2 will be rejected and returned unopened to the Applicant.

2.9 **Clarification of Applications.**

To assist in the examination, evaluation and comparison of Applications the Company may at its discretion, ask the Applicant for a clarification of its application.

2.10 **OGDCL'S Right to Accept or Reject any or All Applications.**

The Company reserves the right to accept or reject any application or to annul the Pre-Qualification process and reject all Applications at any time without thereby incurring any liability to the effected Applicant or any obligation to justify the affected Applicant or Applicants of the grounds for the Company's action.

2.11 **Affidavit**

The Applicant shall provide an affidavit on the attached format that his firm has never been blacklisted. In case the Applicant is in litigation or dispute or has involved in litigation or dispute with Company (OGDCL), details and nature of litigation and dispute may be indicated.

(_____)
Manager (SCM)-Services



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Terms & Conditions

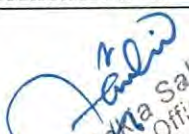
OGDCL intends to pre-qualify the firms/suppliers for manpower supply services. Firms/ Suppliers having at least 05 year experience in doing similar business with major organization with minimum annual turnover of PKR 30 million.

OGDCL is looking for the Pre-qualification of firms/suppliers providing manpower for its following location, for a period of 03 years (2017 to 2020):-

- a. OGDCL House, Jinnah Avenue, Blue Area, Islamabad
- b. Masood Mansion building, F-8 Markaz, Islamabad.
- c. I-9 Islamabad.

Firms /Supplier may apply along with following information/documentary evidence:

- i. Complete profile including name, registered address, telephone and fax numbers, e-mail address of key personnel and year of establishment.
 - ii. Income Tax & GST registration certificates.
 - iii. Registration with social security departments e.g. EOBI etc.
1. The successful Firms/supplier shall take on its pay role the existing 40 no of man power unit already hired OGDCL through 3rd party Contractors.
 2. OGDCL can increase/decrease the numbers of required manpower unit both Technical/non-Technical according to its requirements.
 3. Rate of hired services will be charged as approved by OGDCL and other terms & conditions as per contract.
 4. The Contractor may quote percentage of commission maximum @ 6% to be charged, inclusive of Group Insurance, Income taxes, withholding tax etc.
 5. OGDCL will be assumed authorized to expel any worker of the Contractor out of its premises due to misbehavior, incompetence or guilty of any other malpractice or mishandling with the employees of the Company.
 6. Contractor will arrange security clearance of all deployed workers with the premises of OGDCL from concerned agencies.
 7. The Contractor will be responsible to make goods any loss of the Company caused due to negligence of their workers and will be responsible to cover the loss. He will also be responsible for verification of documents of his workers.
 8. The Contractor and its workers will not carry-out any private business within the premises of OGDCL.
 9. All the application/documents/statements submitted as per PPRA Rules and regulations, any document/statement provided if proved false, misstated, concocted, or incorrect proved at any time, during or after tendering will result into permanent disqualification and black listing of the Firm/Company/Partners with their name displayed on PPRA website.
 10. For all intent and purposes, it is acknowledged and well understood between OGDCL and Contractor all manpower supplied and provided shall not be considered or deemed to be considered as "employees" of the OGDCL in any way or manners.


Zaka Salahuddin
HR Officer (Recrt)
Ext.


JAVED IQBAL
Senior H.R. Officer
Ext:3212


Faraz Qureshi
Manager (Admin. Recrt.)
Ext. 3544

Evaluation Criteria for Pre-qualification of Contractors for Manpower supply	Sr.#	Details of Evaluation	Max. Score	Obtained Marks
	1	Relevant Experience in supply of manpower (Minimum 05 years) 05 Years - 15 Marks 03 marks for each additional year of experience Maximum - 30 Marks	30	
	2	No. of Contracts of the Company (in last 05 years), with documentary evidence 06 mark for each Contract, Maximum =30 marks	30	
	3	Annual turnover (last 03 years), with documentary evidence 30 to 35 million = 06 marks 35 to 40 million = 08 marks 40 + million = 10 marks	10	
	4	Detail of Contractor staff qualification and experience (Training certificate, short course etc.)	15	
	5	Audited Financial statement sheets for the last 03 years (duly certified by a Chartered Accounts Firms)	15	
Total			100	
Qualifying Minimum Score			70	
<p>Note: In each category, bidder must have minimum 60% marks for qualification technically.</p>				


Zakia Salahuddin
HR Officer (Recrt)
Ext: 3343


JAVED IQBAL
Senior H.R. Officer
Ext: 3212


Tareq M. Qureshi
A/Manager (Admin/Recrt.)
Ext. 3544

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REQUISITE QUALIFICATION & EXPERIENCE FOR HIRED UNITS

THE DETAIL OF MANPOWER / PROFESSIONALS REQUIRED FOR THIS TENDER IS AS UNDER:

SR.#	DESIGNATION	REQUISITE QUALIFICATION & EXPERIENCE
1	ASSISTANT ENGINEER (PROCESS/PRODUCTION/ INSTRUMENT/ELECTRICAL/ MECHANICAL) / ASSTT. ENGR. RIG MAINTENANCE / ASSTT. ENGR. SOFTWARE	B.E/B.SC ENGINEERING / RELEVANT ENGINEERING DEGREE WITH 1-2 YEARS POST QUALIFICATION EXPERIENCE.
2	DRILLING ENGINEER	B.E/B.SC. ENGG (ANY DISCIPLINE) OR MASTERS IN ENVIRONMENT, WITH 01-03 YEAR POST QUALIFICATION EXPERIENCE
3	JR. MUD LOGGING ENGR. / ENGINEER (NETWORK) / JUNIOR GEOPHYSICIST	BE/BSC ENGINEERING IN ELECTRONICS/ELECTRICAL/MECHATRONICS FROM HEC/PEC RECOGNIZED INSTITUTE WITH 04 YEARS POST QUALIFICATION EXPERIENCE IN RELEVANT FIELD
4	ASSTT. PETROPHYSICIST / ASSISTANT GEOPHYSICIST/ ASSISTANT GEOLOGIST	M.SC IN RELEVANT DISCIPLINE WITH 01-02 YEARS EXPERIENCE IN RELEVANT FIELD
5	ASSISTANT ACCOUNTANT	MBA, M.COM OR B.COM, PREFERENCE WILL BE GIVEN TO THOSE CANDIDATES WHO HAVE QUALIFIED INTERMEDIATE EXAMINATION OF I.C.A OR PART-III OF ICMAWITH 04 YEARS RELEVANT EXPERIENCE
6	JUNIOR ACCOUNTS ASSISTANT	B.COM WITH 02 YEARS EXPERIENCE CONNECTED WITH FORMULATION OF ACCOUNTS IN SOME GOOD COMMERCIAL INDUSTRIAL ORGANIZATION
7	HR OFFICER / MEDICAL OFFICER / CSR OFFICER / JOINT VENTURE OFFICER /CORPORATE AFFAIRS OFFICER	MASTER'S DEGREE IN RELEVANT DISCIPLINE WITH 04-05 YEARS RELEVANT EXPERIENCE
8	ASSISTANT HR OFFICER/ JUNIOR MATERIAL OFFICER	MBA/MASTER'S DEGREE IN MANAGEMENT SCIENCES WITH WITH 01-02 YEARS RELEVANT POST QUALIFICATION EXPERIENCE
9	ASSTT. PROCUREMENT OFFICER	B.SC ENGINEERING FROM HEC & PEC RECOGNIZED UNIVERSITIES OR MBA(IT,FINANCE & ACCOUNTS, SUPPLY CHAIN MANAGEMENT) FROM HEC /PEC RECOGNIZED INSTITUTIONS WITH 01-02 YEARS RELEVANT POST QUALIFICATION EXPERIENCE
10	DATA PROCESSING OFFICER	GRADUATE IN 2ND DIVISION, PREFERABLY IN SCIENCE OR WITH STATISTICS OR MATHEMATICS
11	JUNIOR PROGRAMMER	M.SC IN COMPUTER SCIENCES OR MATHEMATICS OF STATISTICS OR ECONOMICS OR PHYSICS OR MBA (MIS). (ASSTT. PROGRAMMER COMPUTER) WITH 02 YEARS EXPERIENCE OF PROGRAMMING
12	TECHNICIAN	DAE IN MECHANICAL / ELECTRICAL TECHNOLOGY WITH MINIMUM 04 YEARS EXPERIENCE IN REPAIR / MAINTENANCE OVER HAULING OF HEAVY ELECTRICAL / MECHANICAL EQUIPMENT PLANT AND MACHINERY IN A REPUTED OIL COMPANY / DRILLING CONTRACTOR
13	MATERIAL ASSISTANT	GRADUATE SECOND CLASS. DIPLOMA IN ASSOCIATE ENGINEERING, WITH MINIMUM 03 YEARS EXPERIENCE OR DIPLOMA IN ASSOCIATE ENGINEERING (DAE) WITH 05 YEARS EXPERIENCE OF STORES IN A BIG ORGANIZATION OF REPUTE
14	DATA ENTRY OPERATOR / DATA PROCESSING OPERATOR	B.A/B.Sc. OR F.Sc , 01 YEAR EXPERIENCE WITH BA/B.SC AS DATA ENTRY OPERATOR OR 04 YEARS EXPERIENCE WITH F.SC AS DATA ENTRY OPERATOR WITH SPEED OF 10,000 KEY DEPRESSIONS PER HOUR IN DATA ENTRY / VERIFICATION.
15	ADMIN ASSISTANT	B.A WITH 05 YEARS EXPERIENCE IN PERSONNEL MANAGEMENT OR GENERAL ADMINISTRATION IN GOVT OR SEMI GOVT. ORGANIZATION

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 A/Manager (Admin/Recit.)
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16	LDC/TYPIST	MATRIC WITH TYPING SPEED OF 35 W.P.M.
17	PLANT SHIFT OPERATOR	F.SC. (PRE ENGG.), RELAXABLE IN CASE OF CANDIDATES WITH SPECIALIZED TRAINING OR HIGHER EXPERIENCE, WITH 05 YEARS EXPERIENCE IN OIL / GAS OR FERTILIZER'S & EQUIPMENT LIKE PUMPS, COMPRESSOR TURBINES, EXCHANGERS COLUMNS ETC.
18	ASSISTANT PLANT OPERATOR	F.SC. PRE ENGG. RELAXABLE IN CASE CANDIDATE HAVING HIGHER RELEVANT EXPERIENCE, 02 YEARS EXPERIENCE IN THE INSTALLATION AND NORMAL MAINTENANCE OF OIL / GAS / FERTILIZER EQUIPMENT LIKE PUMPS, COMPRESSORS, TURBINES, EXCHANGE COLUMNS ETC.
19	ASSISTANT TECH. (PRODUCTION)	03 YEARS DIPLOMA OF ASSOCIATE ENGINEERING IN MECHANICAL TECHNOLOGY, WITH 04 YEARS EXPERIENCE
20	JUNIOR PLANT OPERATOR	MATRIC WITH SCIENCE WITH 03 YEARS EXPERIENCE IN RELEVANT EXPERIENCE
21	CCTV OPERATOR	NOT AVAILABLE IN NOMENCLATURE
22	WELL ATTENDANT / WELL OPERATOR	MATRIC WITH SCIENCE WITH 03 YEARS EXPERIENCE IN RELEVANT EXPERIENCE
23	JET PUMP OPERATOR	NOT AVAILABLE IN NOMENCLATURE
24	WELL CHOWKIDAR	LOWER SECONDARY PASS HAVING SOUND PHYSIQUE, WITH SOME RELEVANT EXPERIENCE
25	DRILLING ASSISTANT	03 YEARS DAE IN MECH. WITH 06 YEARS RELEVANT EXP. IN DRILLING
26	RIGMAN	MATRIC WITH KNOWLEDGE OF WORKING ON DRILLING RIG, WITH 05 YEARS EXPERIENCE IN THE RELEVANT FIELD
27	DRIVER	PREFERABLY MATRIC WITH HVD LICENSE (VALID), WITH 05 TO 15 YEARS EXPERIENCE OF DRIVING AND MAINTENANCE OF LIGHT AND HEAVY TRANSPORT WITH GOOD PHYSICAL HEALTH
28	RADIOGRAPHER	MATRIC WITH DIPLOMA IN RADIOGRAPHY, WITH 10 YEARS RELEVANT EXPERIENCE
29	DISPENSER	MATRIC, QUALIFIED DISPENSER DIPLOMA, WITH 03 YEARS EXPERIENCE AS DISPENSER
30	PESH IMAM	MATRIC WITH DINI MADARIS CERTIFICATE / SANAD
31	ASSISTANT STOREMAN	MATRIC WITH SANAD FROM RECOGNIZED DINI MADARASA WITH 08 YEARS EXPERIENCE IN RELEVANT FIELD
32	ELECTRICIAN	MATRIC, CERTIFICATE COURSE OR DIPLOMA FROM A WORKSHOP/CONSTRUCTION MACHINERY INSTITUTE WILL BE PREFERRED, WITH 06 YEARS EXPERIENCE IN RELEVANT FIELD
33	FEMALE STAFF NURSE	AT LEAST MATRICULATE. MUST BE QUALIFIED FROM A RECOGNIZED GOVERNMENT INSTITUTION OF NURSING AND REGISTERED WITH PAKISTAN NURSING COUNCIL ISLAMABAD , WITH MINIMUM 10 YEARS PRACTICAL EXPERIENCE IN NURSING
34	MEDICAL ATTENDANT	MATRIC WITH 02 YEARS RELEVANT EXPERIENCE
35	PLANT ATTENDANT	NOT AVAILABLE IN NOMENCLATURE
36	PIPE FITTER	MATRIC WITH 06 YEARS EXPERIENCE AS PIPE FITTER OF HIGH PRESSURE PIPELINE
37	BEARER /DISH WASHER/ HELPER /BARBER/COOK/LOADER	LOWER SECONDARY PASS HAVING SOUND PHYSIQUE WITH YEARS RELEVANT EXPERIENCE
38	NAIB QASID	PREFERABLY LITERATE, SOUND HEALTH WITH SOME EXPERIENCE PREFERABLE

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Mandatory for participation in Bidding Process

A F F I D A V I T

I, _____ S/o _____ aged _____
years _____ working as Proprietor/Managing Partner/Director of M/s _____
_____ having its
registered office at _____ do hereby
solemnly affirm and declare on oath as under:

1. That I am competent to swear this affidavit being proprietor/one or the partners/ Director of M/s _____
2. That M/s _____ is a proprietorship/partnership firm/company is participating in tender process conducted by OGDCL.
3. That I hereby confirm and declare that none of my/our group/sister concern/associate company is participating/ submitting this tender.
4. That I hereby confirm and declare that my/our firm/company M/s _____ and my/our firm/group/company/ sister concern / associate company have not been black listed/de-listed any Institutional agencies/Govt. Deptt/ Public Sector Undertaking.
5. That there is no change in the Name & Style, Constitution and Status of the firm, after Pre-qualification.
6. That I further undertake that in case any of the facts contained above and in our application is round other-wise or incorrect or false at any stage, my/our firm/company/ group/sister concerns/ associate companies shall stand debarred from the present and future tenders of the OGDCL.

(Signature of the Proprietor/ Managing Partner/Director with Seal)

DEPONENT

Verified at _____ on _____ that the contents of paras 1 to 6 of this affidavit are true and correct to best of my knowledge and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal of Notary)

~~CONFIDENTIAL~~