

**Oil & Gas development Company Limited**  
**Construction & Engineering Support Services Department**

**QUOTATION NOTICE FOR HIRING OF PRIVATE VEHICLES ON RENTAL BASIS.**

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

- 1- Sealed bids/quotations are invited from well reputed firms for hiring of vehicles (Diesel operated) under competitive single stage single envelope bidding procedure, as per PPRA rules.
- 2- **Bidders may download TORs from OGDCL website [www.ogdcl.com](http://www.ogdcl.com) and obtain further information from the office Party chief EFP-V.**

**Terms and Conditions:-**

- 3- D/Cabin 4x4 Pickups, Single cabin 4x2 Pickups, to be supplied by the bidder, will not be older than 5years, and vehicles like reconditioned Hiace can be quoted which will be not older than 2008 model and registered older than 05 years at the time of execution of contract. Locally manufactured vehicles will be preferred. 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, maintenance and replacement of Filters/engine oil will be responsibility of the contractor.
- 7- In case of its break down bidder will replace the vehicle on first simple and written notice without any arguments or litigation and in case of failure to replace the broken down vehicles liquidated damage clause can be applicable.
- 8- Only diesel 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.
- 9- 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.

- 10- 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 at the contractor's part however boarding to the drivers will be provided by OGDCL. Drivers will be available round the clock with the vehicle.
- 11- The contractor will ensure that the papers of vehicles (Registration, road permit, tax and insurance documents and pollution / fitness certificate etc) are complete in all respect in accordance with government laws.
- 12- The rate quoted by the contractor will be monthly rent for vehicles at site and inclusive of all taxes, levies, cost of drivers, all maintenance and other expenditures. It will remain firm during the contract period.
- 13- Contractor will be responsible for any theft, accident or any fault in vehicle. No responsibility in this regard will be at OGDCL part.
- 14- 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. 3<sup>rd</sup> party insurance is mandatory.
- 15- 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.
- 16- The vehicle will be used in the respective area of the Field Units or by the instruction of Location In-charge where required within the country.
- 17- Contractor will be responsible for safety and security of his vehicles / and staff during movement in the entire contract period.
- 18- 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.
- 19- Contract period for hiring vehicles for Field Units of C&ESS department OGDCL Islamabad will be two years from the date of agreement, which can be extended, with mutual consent.

- 20- Payment will be made through head office Islamabad on monthly basis to the contractor/firm, subject to income tax, Provincial tax or any other etc; deduction as per government rules, based on actual availability of vehicles during the month as verified by the transport officer / Admin Officer under provisions of the contract agreement. No advance payment will be admissible.
- 21- 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 clause.
- 22- The contract may be terminated as per draft contract section-18- Termination during contract period, if the services are no more required or the contractor fails to abide or violates the same or do not follow the instructions of the location in-charge or take no remedial / correction measures after receiving written notice from the location-in-Charge.
- 23- 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 a authorized partner who have authority letter in this regard.
- 24- OGDCL reserves the right to accept or reject all bids. No claim will be made by the bidders participated in the bidding in this regard as per PPRA rule-33. Quantity of required vehicles can be increased or decreased at the time of hiring.
- 25- Bid bond 01% in the form of Pay order or Demand Draft in the name of OGDCL Islamabad, along with Technical bid, will be submitted by the contractor, which will be returned back immediately after receipt of performance bond. In case a bidder fails to provide the bid bond along with the bid, his bid will be declared as non-responsive. If the bidder fails to abide by the terms of the bid document / bid or violates the same during concurrency of the contract period it may entail temporary debarment / blacklisting for three years.
- 26- Performance Bond 2% to be provided by the successful contractor within 10 Days of issuance of LOI. Performance Bond will be liable to forfeiture under default of the contractor.
- 27- If the supplier fails to provide the vehicles with in specified time, Late delivery charges will be imposed as per draft contract section-12-Liquidated Damages.
- 28- The contractor should provide the list of available vehicles along with all relevant information along with the bid.
- 29- Contractor may provide more vehicles at same terms and conditions (If agreed), if running projects are increased and OGDCL requires more vehicles during the contract period. Similarly any vehicle can be de hired if not required furthermore, and no claim of contractor for such vehicle will be admissible after de hiring.

- 30- Bidders are advised to submit their bids at under mentioned addresses on the bid opening date and time mentioned against each;

**Party Chief, Engineering Field Party -5,  
Ganjo Takar Site area, near Jatoe petrol Pump  
Tando mehummad Khan Road  
Hyderabad Sindh  
Ph#022-9260661.**

Information regarding the bids may also be obtained from location in charges, telephone numbers of all location in charges have mentioned above.

31. **Prospective bidder can down load tender document from OGDCL web site**

## Technical Evaluation Criteria

Minimum qualifying marks = 70

| S/No | Mandatory items  | Yes/No |
|------|--|--------|
| 1    | Supplier company having valid NTN and sales tax registration shall be considered eligible to participate in bidding.   |        |
| 2    | 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 as per PEC Bye Laws 1987. |        |

| S/No | Name of Firm | Description  | Marks | Max Marks |
|------|--------------|--|-------|-----------|
| 1    |              | <b>Company history/Profile since Establishment</b>                 |       |           |
| 1.1  |              | More than 5years   | 25    | 25        |
| 1.2  |              | Less than 4 years  | 20    |           |
| 1.3  |              | More than 3 years  | 15    |           |
| 1.4  |              | Minimum 2 years  | 10    |           |
| 2    |              | <b>Audit and account reports of the firm, of last three years.</b> | 15    | 15        |
| 3    |              | <b>Relevant experience, (work orders required).</b>                |       |           |
| 3.1  |              | More than 5 years  | 25    | 25        |
| 3.2  |              | More than 4 years  | 20    |           |
| 3.3  |              | More than 3 years  | 15    |           |
| 3.4  |              | Minimum 2 years  | 10    |           |
| 4    |              | <b>List of vehicles with the contractor firm</b>                   |       |           |
| 4.1  |              | More than 20 vehicles  | 20    | 20        |
| 4.2  |              | More than 15 vehicles  | 15    |           |
| 4.3  |              | Minimum 10 vehicles  | 10    |           |
| 5    |              | <b>List of drivers with the contractor firm</b>                    | 15    | 15        |
| 5.1  |              | More than 20 drivers   | 15    |           |
| 5.2  |              | More than 15 drivers   | 10    |           |
| 5.3  |              | Minimum 10 drivers   | 5     |           |
|      |              | Total marks  |       | 100       |

## FORM OF BID

**Bid Reference No: Hiring of vehicles for EFP-5 C& ESS department.**

**To, Party Chief**

**Engineering Field Party No. V (OGDCL)**

**C/O T.C.S Main Branch,**

**Muhammadi Chowk,**

**Tando Muhammad Khan Road, Hyderabad**

Gentleman,

1. Having examined the TORs / Conditions of Contract for the provision of vehicles for EFP-V C& ESS Department we, the undersigned, offer to supply the vehicles on monthly rent as desired in conformity with the TORs / Conditions of Contract.
2. We understand that all the appendices attached here to form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith Bid Security as desired and understand that in case of our failure to abide by the terms of the bid documents/ bid or violates the same our bid security may be forfeited and we may be entailed for temporary debarment / blacklisting for three years.
4. We undertake, if our Bid is accepted, we will provide the vehicles without any delay as per agreement/contract.
6. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
7. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other bidder for the supply of vehicles.

8. We understand that you are not bound to accept the lowest or any bid you may receive.
  
9. We understand that work order shall be issued for hiring of vehicles as per BOQ for 24 months and Performance Bond shall be in the form of Bank Guarantee @ 02 % of our bid price. It will be provided to you within 10 days from the date of issuance of LOI. In case of non-compliance an action against us shall be action as per No.3 above.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019

Signature: \_\_\_\_\_

In the capacity of \_\_\_\_\_

Duly authorized to sign Bids for and on behalf of

\_\_\_\_\_

(Name of Bidder in Block Capitals)

(Seal)

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address. \_\_\_\_\_

\_\_\_\_\_

Occupation \_\_\_\_\_



**PERFORMANCE GUARANTEE**

**(Bank Guarantee Required as per OGDCL Format)**

Guarantee No. \_\_\_\_\_  
Executed on \_\_\_\_\_  
Amount of Guarantee \_\_\_\_\_  
Expiry date \_\_\_\_\_  
Beneficiary: OGDCL, Islamabad

[Oil & Gas Development Company Limited, Islamabad]

Name of Guarantor (Bank) with  
address: \_\_\_\_\_

(Scheduled Bank in Pakistan)

Name of Contractor with address: \_\_\_\_\_

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Penal Sum of Guarantee (express in words and  
figures) \_\_\_\_\_

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Letter of Acceptance No. \_\_\_\_\_ Dated \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Contractor we, the Guarantor above named, are held and firmly bound unto the Oil and Gas Development Company Limited (OGDCL), Islamabad (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made Immediately and forthwith to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Contractor has accepted the Employer's above said Letter of Acceptance for the execution and completion of works for

\_\_\_\_\_ and hereto attached.

NOW THEREFORE, if the Contractor shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents and Contract/Agreement during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the demand for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably, unconditionally and independently guarantee to pay to the Employer immediately and forthwith upon the Employer's First and Simple written demand without cavil or arguments or question, query, objection and contestation and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written demand that the Contractor has refused or failed or annulled or suspended the contract/agreement or caused delay to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole absolute and final judge for deciding whether the Contractor has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection question, query and contestation any sum or sums up to the amount stated above upon first written demand from the Employer immediately and forthwith and without any reference or recourse to the Contractor, Account Party Principal or any other person.

The Guarantor Bank warrants, represents and confirms that this Bank is fully authorized, empowered and has all necessary corporate approvals and authority for issuance of this Bank Guarantee.

We further guarantee that any payment made hereunder shall be made free and clear of, and without deduction for or on account of, any present or future taxes, levies, imposts, duties, charges, fees, deductions or withholdings of any nature whatsoever and by whomever imposed.

The Covenants herein contained constitute unconditional, irrevocable, independent and direct obligations of the Guarantor. No alteration in the terms of the Contract or in the extent or nature of the work to be performed there under and no allowance of time by the Employer or other forbearance or concession or any other act or omission by Employer which but for this provision might exonerate or discharge the Guarantor shall in any way release the Guarantor from liability hereunder.

This guarantee is governed by and shall be construed in accordance with the laws of Islamic Republic of Pakistan.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto

affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

**Guarantor (Bank)**

Witness:

1. \_\_\_\_\_

\_\_\_\_\_

Corporate Secretary (Seal)

2. \_\_\_\_\_

\_\_\_\_\_

(Name, Title & Address)

**1. Authorized Signature** \_\_\_\_\_

**2. Name** \_\_\_\_\_

**3. Title** \_\_\_\_\_

\_\_\_\_\_

Corporate Guarantor (Seal)

**OIL & GAS DEVELOPMENT COMPANY LTD**  
**C & ESS DEPARTMENT**



**SCHEDULE OF REQUIREMENT**

| <b>S.No</b> | <b>Description of vehicles</b>  | <b>Numbers required</b> | <b>Unit</b> | <b>Period months</b> |
|-------------|---|-------------------------|-------------|----------------------|
|             | <b>EFP-5</b>  |                         |             |                      |
| 1           | Double Cabin Pick Up (Loaded) 4 X 4 with A/C (2500-3400 cc)   | 03                      | month       | 24                   |
| 2           | 13 Seator, Hi-ace Van with A/C (2800 cc) or above.  | 01                      | month       | 24                   |
| 3           | Hi ace van 2800 CC or above, with A/C , converted into Ambulance with all accessories and fittings as per SOPs. | 01                      | month       | 24                   |
| 4           | Single cabin pick up 4x2 with A/C.2800 cc or above.   | 04                      | month       | 24                   |



**OIL & GAS DEVELOPMENT COMPANY LTD**  
**C & ESS DEPARTMENT**



**SUMMARY OF QUOTED FEE**

| S.No | Description of vehicles  | Number Required | Unit  | Period months | Rate/month | Amount Rs |
|------|--|-----------------|-------|---------------|------------|-----------|
|      | <b>EFP-5</b>   |                 |       |               |            |           |
| 1    | Double Cabin Pick Up (Loaded) 4 X 4 with A/C (2500-3400 cc)  | 03              | Month | 24            |            |           |
| 2    | 13 Seator, Hi-ace Van with A/C (2800 cc) or above.   | 01              | Month | 24            |            |           |
| 3    | Hi ace van 2800 CC or above, with A/C, converted into Ambulance with all accessories and fittings as per SOPs. | 01              | Month | 24            |            |           |
| 4    | Single cabin pick up 4x2 with A/C.2800 cc or above.  | 04              | Month | 24            |            |           |

Rupees-----Only

**Note: Cost is inclusive of all taxes.**

Signature/ Stamp of Supplier

