

# **OIL & GAS DEVELOPMENT COMPANY LIMITED**



***TENDER ENQUIRY NO. PROC-SERVICES/CB/EXPL-5221/2021***

***HIRING OF SERVICE UNITS FOR SUJAWAL SOUTH 3D***

## **Note:**

Bid bond of **PKR 6,788,840/- (Pak Rupees Six Million Seven Hundred Eighty Eight Thousand Eight Hundred Forty Only)** to be submitted with the bid. Please see tender documents for further detail.

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/Scope of Work**

OGDCL is operating with its 05 Nos. owned Seismic Crews. Upcoming assignment for Seismic Crew is Sujawal South-3D in District Sujawal for a duration of 12 months (extendable with mutual consent on same rates & terms & conditions). Purpose of this tender is to invite bids of labor/service provider for healthy competition for Sujawal South-3D. Bidders that can provide skilled-unskilled labor/workers (manpower) to meet the requirements of OGDCL seismic crew on as and when required basis may participate.

Based on the Oil Industry seismic operations crew assignments', the bidder shall provide the proposed **Skilled/unskilled workers/Service units (Manpower)** and willingness for providing the manpower on **as and when required basis**.

<b>Sr. #</b>	<b>PROJECT WORKERS/SERVICE UNITS</b>	<b>REQUIREMENT</b>	<b>Per Day Rate (PKR)</b>	<b>Total Days</b>	<b>AMOUNT (PKR)</b>
1	Supervisor (Security)	2	2387	365	1,742,510
2	Surveyor	8	2125	365	6,205,000
3	Seismic Driller	24	2125	365	18,615,000
4	Shooter/Loader	27	2125	365	20,941,875
5	Dispenser	3	1326	365	1,451,970
6	Pesh Imam	1	1326	365	483,990
7	Store Assistant	1	1326	365	483,990
8	Account Assistant	1	1326	365	483,990
9	Storeman	1	1191	365	434,715
10	LDC/Typist	1	1191	365	434,715
11	Recording Man/Trouble Shooter	70	1191	365	30,430,050
12	Drivers	38	1191	365	16,519,170
13	Fireman	5	1191	365	2,173,575
14	Mechanic (Auto)	6	1191	365	2,608,290
15	Mechanic (Drilling)	8	1191	365	3,477,720
16	Mechanic (AC)	1	1191	365	434,715
17	Electrician (Auto)	1	1191	365	434,715
18	Electrician (Power)	2	1191	365	869,430
19	Plant Attendant	2	1191	365	869,430
20	Painter/Carpenter	2	1191	365	869,430
21	Welder	2	1191	365	869,430
22	Plumber	1	1191	365	434,715
23	Patwari/Permitman	10	1191	365	4,347,150
24	Job Card Clerk	1	1191	365	434,715
25	Tyre Vulcanizer	1	1058	365	386,170
26	Washer Man	5	1058	365	1,930,850

27	Hair Cutting/Barber	3	1058	365	1,158,510
28	Cook	15	1058	365	5,792,550
29	Security Guard	10	1058	365	3,861,700
30	Security Guard/Watchman (Field)	298	956	365	103,984,120
31	Bearer/Dish Washer	15	956	365	5,234,100
32	Sanitary Worker	3	956	365	1,046,820
33	Unskilled Labor for Field Survey Crew	40	956	365	13,957,600
34	Unskilled Labor for Field Recording Crew	500	956	365	174,470,000
35	Unskilled Labor for Field Drilling Crew	321	956	365	112,009,740
36	Unskilled Labor for Field Shooting Crew	102	956	365	35,591,880
37	Unskilled Labor (General Helping Duty)	28	956	365	9,770,320
				Provincial Sales Tax (16%)	93,639,144
	<b>Total Service Units</b>	<b>1559</b>	<b>Total Amount</b>		<b>678,883,794</b>

## 1. TERMS & CONDITIONS

- i- Bidder will confirm to provide skilled /unskilled manpower for Seismic operations for Sujawal South-3D project.
- ii- Number of manpower to be hired may be increased or decreased as per discretion of OGDCL in view of operational requirement on as and when required basis. Bidders should provide Pakistani origin skilled / unskilled local manpower.
- iii- The contract will be applicable from the date of signing of both parties for a period of twelve months (further extendable with mutual consent on same rates and terms & conditions) or till the completion of the project and bidder is bound to provide the labor as per requirement.
- iv- OGDCL have rights to cancel the contract at any stage, due to any reasons.
- v- Services will be hired on rate running contract basis (as per OGDCL 3<sup>rd</sup> party worker rates copy attach) for a period of 12 months that shall be extendable with the mutual consent or till the completion of the project. The rates for hired manpower will be on lump sum daily basis to be provided /fixed by OGDCL for the specific project and the contract will be awarded on the basis of bidder's commission percentage.
- vi- It is sole responsibility of contractor for provision of PPE/Health Facilities to the 3<sup>rd</sup> party hired contractor/project worker as per SOP/HSE of the company during the said project.

## 2. **Financial Rate Format**

Bidder will have quoted commission strictly as per following format:

<b>Rate Per Day</b>	<b>Maximum Commission</b>	<b>Quoted Commission</b>	<b>Duration of project</b>
Mentioned in table	4.66%	%	12 months or till completion of the project (Extendable with mutual consent).

Commission quoted by bidder above 4.66% will not be considered.

## 3. **Evaluation Criteria**

Contract will be awarded to technically responsive and quoted lowest commission (if two bidder or more quoted same commission percentage then the bidder with highest qualifying marks in technical evaluation will be considered for award of contract).

## 4. **Payment and Provision of Service Unit**

Payment shall be made at actual in the name of the contractor through cross cheque only at the end of each month against verified invoices. No cash payment is allowed. Contractor is bound to provide the manpower within one week after signing the date of contract, otherwise, LD will be charged as per clause # 12 of draft contract.

## 5. **Boarding and lodging:**

- i. No boarding/lodging will be provided to the hired labor/manpower hired through the contractor and will be the sole responsibility of the bidder.
- ii. OGDCL can modify the tender documents in any respect by way of clarification, addition, deletion, or otherwise, prior to the closing date.
- iii. Prospective Bidder shall ensure that his Bid Proposal is complete in all respects of such that Company may perform a complete and meaningful evaluation.
- iv. The Bidder will provide a list of Projects completed during at least 1 years along with Certificates and name, Email, Phone & Fax of client's who may be contacted for confirmation.
- v. Bidder is to provide the Company Profile and its Audited Financial Statements for last financial year.

- vi. Only the bidder, who can provide the services of all types/ category of manpower as required in OGDCL TOR, will be considered for Technical Evaluation.
- vii. OGDCL is not bound to accept the Bid Proposal received in response to this Enquiry. Company shall not be held liable for any expenses incurred in the preparation or submittal of any Bid Proposal or any subsequent discussion and/or negotiations.

**6. Technical evaluation Criteria**

Sr. No	Description	Min Requirement	Marks
1.	Minimum Experience	03- less than 05 Year 01-less than 03 Years Less than 01 Year Less than 06 month	35 25 15 05
2.	Minimum Turnover in last financial year about the company's annual turnover.	04 Million or More 02 Million and less than 04 Million 01 Million and less than 02 Million Less than 01 Million	35 25 15 05
3.	Contracts from renowned company/ department regarding Manpower provision.	05 or more 03 or more 01 or more 00 Contract	30 20 10 00
<p><b><u>Mandatory</u></b></p> <p>Bidder shall full fill all the requirement mentioned in TOR.</p> <p>Bidder shall provide compliance of all clauses of TOR signed and stamped with the Bid.</p> <p>All documents must be clear and visible. Submission of fake document will lead to rejection and black listing of company.</p> <p>Bidder shall provide all relevant document required for technical evaluation.</p> <p>List of Manpower owned by company and its joint venture.</p> <p>Bidder will provide an indemnity bond that the company is not black listed by any other company.</p> <p>Bidder will provide NTN certificate and will also provide Tax Return documents of the company for last financial year.</p> <p>Bidder will provide the Audited Financial Report of the company for Last Year.</p> <p>Bidder will provide clean acceptance of OGDCL term &amp; conditions and any condition or general/specific payment terms of bidder will not be acceptable.</p>			

**Minimum Qualifying Criterion:** Minimum 60% marks are required for successful Firm/Bidders.

## 7. **Bidding Method**

Bids against this tender are invited on Single Stage Single Envelope Bidding Procedure. Technical and financial bids will be opened on the same day.

(This clause will prevail instead of tender documents clause# 9 of invitation to bid)

### **PERFORMANCE BANK GUARANTEE**

2% of the contract value will be submitted by the successful bidder as Performance Bank Guarantee.

(This clause will prevail instead of tender documents clauses of PBG to the extent of 2% PBG instead of 10% PBG only).

### **Note:-**

Following documents must be attached with the bid:-

- Bid bond of Bid bond of **PKR 6,788,840/- (Pak Rupees Six Million Seven Hundred Eighty Eight Thousand Eight Hundred Forty Only)** and clarification (online transfer of funds to OGDCL) uploaded on OGDCL website for further detail.
- 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.
- Bidding form, Integrity & ethics undertaking, Affidavit duly signed & stamped by Public Notary, Data Summary Sheet, Duly signed & stamped Draft Contract and tender documents.