

OIL & GAS DEVELOPMENT COMPANY LIMITED



TENDER ENQUIRY NO. PROC-SERVICES/CB/EXPL-5352/2022

HIRING OF SERVICE UNITS FOR JHELUM 2D PROJECT

Note:

Bid bond of **PKR 2,846,630/- (Pak Rupees Two Million Eight Hundred Forty Six Thousand Six Hundred Thirty Only)** to be submitted with the technical bid. Please see tender documents for further detail.

The master set of tender documents (services) uploaded on OGDCL website (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 party OGDCL is Jhelum-2D (865 L.Km.) in District Jhelum for a duration of 12 months (extendable with mutual consent on same rates & terms & conditions). Seismic Party is currently engaged in Vehari/Sutlej 2D project. Purpose of this tender is to invite bids of labor/service provider for healthy competition for upcoming Jhelum-2D project (865 L.Km). 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**.

| SR# | SERVICE UNITS | REQUIRE- MENT | RATE PER DAY (Rs.) | TOTAL DAYS | AMOUNT (RS.) |
|------------|-------------------------------|--------------------------|-------------------------------|-----------------------|-------------------------|
| 1 | Surveyor | 3 | 2125 | 365 | 2,326,875 |
| 2 | Patwari | 2 | 1191 | 365 | 869,430 |
| 3 | Permit Man | 8 | 1191 | 365 | 3,477,720 |
| 4 | Dozer Operator | 2 | 2125 | 365 | 1,551,250 |
| 5 | Dozer Pusher | 4 | 1191 | 365 | 1,738,860 |
| 6 | Field Recording Man | 9 | 1191 | 365 | 3,912,435 |
| 7 | Shooter/Loader | 21 | 2125 | 365 | 16,288,125 |
| 8 | S/Driller MP/FU/WT-350 | 21 | 2125 | 365 | 16,288,125 |
| 9 | Drilling Workshop Mechanic | 5 | 1191 | 365 | 2,173,575 |
| 10 | MP Mechanic | 4 | 1191 | 365 | 1,738,860 |
| 11 | FU Mechanic | 3 | 1191 | 365 | 1,304,145 |
| 12 | Compressor Opt. | 6 | 1191 | 365 | 2,608,290 |
| 13 | Vibrator Operator | 5 | 2125 | 365 | 3,878,125 |
| 14 | Vibrator Mechanic | 2 | 1191 | 365 | 869,430 |
| 15 | Mechanic Auto | 3 | 1191 | 365 | 1,304,145 |
| 16 | Welder | 1 | 1191 | 365 | 434,715 |
| 17 | Plant Attendant | 2 | 1191 | 365 | 869,430 |
| 18 | AC Mechanic | 1 | 1191 | 365 | 434,715 |
| 19 | Plumber | 1 | 1191 | 365 | 434,715 |
| 20 | Tyre Vulcanizer | 1 | 1191 | 365 | 434,715 |
| 21 | Dispenser | 2 | 1326 | 365 | 967,980 |
| 22 | Drivers | 28 | 1191 | 365 | 12,172,020 |

| | | | | | |
|----|--|------------|------|---------------|-----------------------|
| 23 | Pesh Imam | 1 | 1326 | 365 | 483,990 |
| 24 | Security Supervisor | 1 | 2387 | 365 | 871,255 |
| 25 | S/Guard | 3 | 956 | 365 | 1,046,820 |
| 26 | HSEQ Supervisor | 1 | 2387 | 365 | 871,255 |
| 27 | Cook | 10 | 1058 | 365 | 3,861,700 |
| 28 | Bearer/Dish Washer | 13 | 956 | 365 | 4,536,220 |
| 29 | Washer Man | 2 | 1058 | 365 | 772,340 |
| 30 | Barber | 1 | 1058 | 365 | 386,170 |
| 31 | Sanitary Worker | 4 | 956 | 365 | 1,395,760 |
| 32 | General Duty Helper (Survey) | 32 | 956 | 365 | 11,166,080 |
| | General Duty Helper (Recording) | 165 | 956 | 365 | 57,575,100 |
| | General Duty Helper (Shooting) Loading | 55 | 956 | 365 | 19,191,700 |
| | General Duty Helper (Shooting) Team | 20 | 956 | 365 | 6,978,800 |
| | MP Security Guard | 24 | 956 | 365 | 8,374,560 |
| | General Duty Helper (MP Labour 12 team). | 84 | 956 | 365 | 29,310,960 |
| | General Duty Helper (Drilling workshop) | 10 | 956 | 365 | 3,489,400 |
| | FU Water Supply Helper | 5 | 956 | 365 | 1,744,700 |
| | Water Supply Rig WT-350+WZ-50 | 4 | 956 | 365 | 1,395,760 |
| | FU Helper 05 Teams | 100 | 956 | 365 | 34,894,000 |
| | FU Mech. Helper | 16 | 956 | 365 | 5,583,040 |
| | Rig WT 350+WZ-50 Labour | 16 | 956 | 365 | 5,583,040 |
| | General Duty Helper (Vibrator) | 5 | 956 | 365 | 1,744,700 |
| | General Duty Helper (Auto Workshop) | 8 | 956 | 365 | 2,791,520 |
| | General Duty Helper Admin/ HSEQ/Store etc. | 13 | 956 | 365 | 4,536,220 |
| | Total: | 727 | | Amount | 284,662,770.00 |

1. TERMS & CONDITIONS

- i- Bidder will confirm to provide skilled /unskilled manpower for Seismic operations for Jhelum-2D 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 effective from the written notice given to the contractor/bidder after the issuance of LOI, for the period of twelve months (further extendable with mutual consent on same rates and terms & conditions) 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 3rd party worker rates copy attach) for a period of 12 months that shall be extendable with the mutual consent. 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 3rd 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: -

| Rate Per Day | Maximum Commission | Quoted Commission | Duration of project |
|------------------|--------------------|-------------------|---------------------------|
| Mention in table | 4.66% | % | 12 months (extendable) |

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

Contract will be awarded to technically responsive and lowest commission bidder (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).

3. Payment and Provision of Service Unit

- a. 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 issuance of LOI, otherwise, LD will be charged as per clause # 12 of contract.
- b. Payment to the contractor will be made on the commission rate given/agreed by the bidder
- c. Payment to the contractor will be made according to company policy letter on current tax rate as per Government of Pakistan (GOP).

4. 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 its 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 Profile of the Bidder and its financial statements for last 12 months.
- 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.

5. 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 of 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 align="center"><u>Mandatory Requirement (Non fulfillment will lead to disqualification)</u></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 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.</p> <p>Bidder will provide Tax Return and audited accounts report of Last Year.</p> <p>Bidder will provide undertaking to ensure following labor laws.</p> | | | |

Minimum Qualifying Criterion: -

Minimum 60% marks are required for successful Firm/Bidders.

6. BIDDING METHOD

Bids against this tender are invited on Single Stage Two Envelope Bidding Procedure.

(Please see clause# 9 of invitation to bid of Tender documents (Services) for further detail).

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:-

- **PKR 2,846,630/- (Pak Rupees Two Million Eight Hundred Forty Six Thousand Six Hundred Thirty Only)** to be submitted with the technical bid.
- The master set of tender documents (services) uploaded on OGDCL website (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.