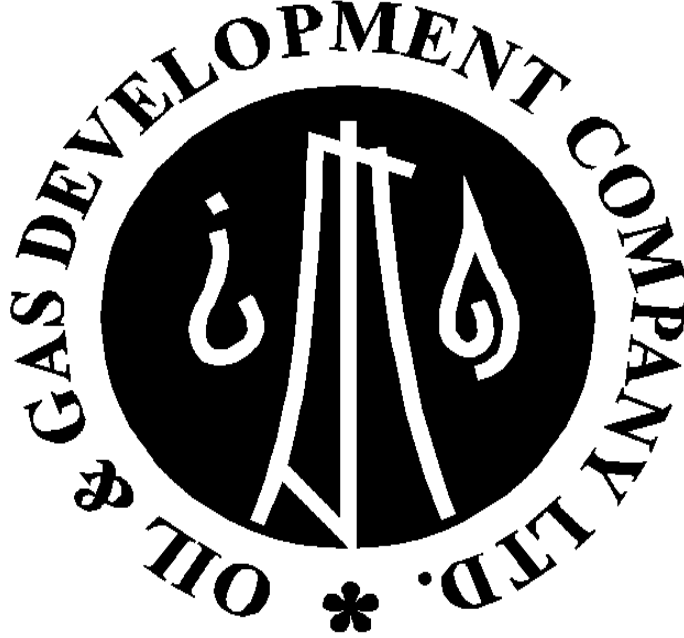


OIL & GAS DEVELOPMENT COMPANY LIMITED



TENDER ENQUIRY NO. PROC-SERVICES/CB/EXPL-5436/2022

HIRING OF SERVICE UNITS FOR HAZRO 2D

Note:

- Bid bond of PKR1,958,732/- (Pak Rupees One Million Nine Hundred Fifty Eight Thousand Seven Hundred Thirty Two Only) to be submitted with the bid.
- The master set of tender documents (services) uploaded on OGDCL website (www.ogdcl.com) is the integral part of this TOR.
 - Following documents must be submitted with the bid: -Bid Bond, Bidding form, Integrity & Ethics undertaking, Affidavit, Data Summary Sheet, Declaration and Draft Contract duly signed & stamped. Please see master set of tender documents services for further detail.

TERMS OF REFERENCE (TOR)
FOR
HIRING OF SERVICE UNITS FOR HAZRO 2D PROJECT

1. SCOPE OF WORK

OGDCL is operating with its 05 Nos. owned Seismic Crews. Upcoming assignment for Seismic party is Hazro-2D (400 L.kms.) in Districts Attock, Swabi and HariPur 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 upcoming Hazro-2D project (400 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. #	GROUP/ NMG	SERVICE UNITS	REQUIREMENT	DAYS	P/DAY RATE	AMOUNT (Rs.)
1	VI	HSEQ Supervisor	2	365	2048	1,495,040
2	V	Surveyor	3	365	2125	2,326,875
3	III	Patwari	1	365	1191	434,715
3	III	Permit Man	1	365	1191	434,715
4	III	Dozer Pusher	4	365	1191	1,738,860
5	V	Seismic Driller	24	365	2125	18,615,000
6	III	Compressor Operator	10	365	1191	4,347,150
7	V	Vibrator operator	6	365	2125	4,653,750
8	III	Recording Man	12	365	1191	5,216,580
9	V	Shooter/Loader	20	365	2125	15,512,500

10	III	Driver	33	365	1191	14,345,595
11	III	Mechanic (D/Workshop)	2	365	1191	869,430
12	III	Mechanic(Auto)	4	365	1191	1,738,860
14	III	Mechanic (Vibrator)	2	365	1191	869,430
15	III	Elect.(Auto)	1	365	1191	434,715
16	II	TyreVulcanizer	1	365	1058	386,170
17	III	A.C Mechanic	1	365	1191	434,715
18	III	Welder	1	365	1191	434,715
19	III	Elect.(Power)	2	365	1191	869,430
20	IV	Dispenser	1	365	1326	483,990
21	IV	Pesh Imam	1	365	1326	483,990
22	II	Washer-Man	2	365	1058	772,340
23	II	Hair cutting/Barber	1	365	1058	386,170
24	I	Sanitary worker	2	365	956	697,880
25	II	Cook	8	365	1058	3,089,360
26	I	Bearers	12	365	956	4,187,280
27	I	Security Guard	48	365	956	16,749,120
28	I	Unskilled General Helper	269	365	956	93,864,860
TOTAL (PKR)						195,873,235

Note: - Above rates are inclusive of 4.66% commission and all taxes except PST Tax on services.

2. TERMS & CONDITIONS

- i. Bidder will confirm to provide skilled /unskilled manpower for Seismic operations for Hazro-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) 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/HSEQ of the company during the said project, in case of any incident happened due to non-provision of PPE or non-compliance of HSEQ Standards, contractor will be held responsible.

3. 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).

4. 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 draft 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).

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 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.

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 Up to 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 Up to Half Million	35 25 15 05
3.	Contracts from renowned company/ department regarding Manpower provision.	05 or more 03 or more 01 or more	30 20 10

Mandatory Requirement (Non fulfillment will lead to disqualification)

Bidder shall full fill all the requirement mentioned in TOR.

Bidder shall provide compliance of all clauses of TOR signed and stamped with the Bid.

All documents be clear and visible submission of Fake document will lead to rejection and black listing of company.

Bidder shall provide all relevant document required for technical evaluation.

List of Manpower owned by company and its joint venture.

Bidder will provide an indemnity bond that the company is not black listed by any other company.

Bidder will provide NTN certificate.

Bidder will provide Tax Return and audited accounts report of Last Year.

Bidder will provide undertaking to ensure following labor laws.

In case of JV, JV agreement stating responsibility of each partner and name of the lead partner must be clearly mentioned in agreement and JV agreement must be attached with the bid.

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.

(This clause will be prevail instead of master set of tender documents services clause# 9 of invitation to bid)

8. 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).