

OIL & GAS DEVELOPMENT COMPANY LIMITED



TENDER ENQUIRY NO. PROC-SERVICES/CB/EXPL-5438/2022

HIRING OF VEHICLES FOR HAZRO 2D PROJECT

Note:

Bid bond of PKR 1,272,000/- (Pak Rupees One Million Two Hundred Seventy Two 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) is the integral part of this TOR.

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

OGDCL is operating with its 05 Nos. owned Seismic Crews. Purpose of this tender is to hire services of firms that can provide good condition vehicles to meet the requirements of OGDCL seismic crew for healthy competition for Hazro-2D project in District Attock, Swabi, and Haripur on as and when required basis for a duration of twelve (12) months (further extendable with mutual consent on same rates and terms & conditions). The bidders are required to submit their details and willingness to provide different types of required vehicles and work with seismic crew of OGDCL.

Based on the Oil Industry seismic operations crew assignments, the bidder should never be defaulter before or black listed. Bidder must have previous work experience of about (01) one years or more. Vehicles are required on AS AND WHEN REQUIRED BASIS.

S	Description	Required Vehicles (Nos)	Monthly Rent per vehicle (PKR)	Total Amount for 12 months Rs.
2	Double Cabin (4x4) AC (Along with driver)	40		
3	Single Cabin (4x4) Non-AC (Along with driver)	16		
4	Truck 4X4 (Haulage/Mazda 3500cc) (Along with driver)	08		
5	4X4 Water Tanker (Along with driver)	01		
	Hi-Ace (4x2) AC Euro for Pick & Drop duty. (Along with driver)	01		
7	Hi-Ace (4x2) Non AC Euro for Pick & Drop duty. (Along with driver)	01		
8	Ambulance (4x4) AC for messes purchase duty (Along with driver)	01		
9	Explosive vans (with valid explosive carrying license) (Along with driver)	08		
	Total	76		
	Grand Total Amount inclusive of all applicable taxes, duties, levies etc. except PST/ICT Tax on Services			

Financial Evaluation shall be carried out on Grand total basis and contract will be awarded to technically responsive and financially lowest bidder.

TERMS AND CONDITIONS

- 1-** Contractor must possess latest NTN/Certificate of the last fiscal year.
- 2-** Contractor should have the vehicles which are able to do the duty in all terrain (i.e. hilly, desert, river catchment area, plains and cultivated areas)
- 3-** Contractor shall replace the vehicles in case of its major break down on first simple and written notice without any arguments or litigation and failure to replace the broken down vehicles shall deal as per liquidate damages within 15 days.
- 4-** Contractor must have established offices. Contractor must provide detail listing of the established offices with address and detail of offices when established.
- 5-** The vehicles should be in perfect mechanical and satisfactory working conditions. The contractor shall also ensure that the vehicles are well maintained and their appearance both in interior and exterior is in excellent condition, proper seats for passengers with safety accessories and must be acceptable to vehicle inspection committee constituted at party before deployment of vehicle.
- 6-** The drivers shall be hired for the vehicles by the contractor. The driver must be literate with sound mental and physical body health and must have valid CNIC and valid driving license. Driver shall be available round the clock with the vehicle. Contractor is required to provide at least 30 CNIC and 30 driving license copies of drivers along with technical bid.
- 7-** The contractor shall ensure that the paper of vehicles (registration road permit tax and insurance documents / fitness certificate etc.) is complete in accordance with Govt. Laws and contractor will be responsible for it. Contractor must provide at least 30 registration copies of vehicles along with technical bid.
- 8-** Contractor is responsible to provide explosive vans with valid explosive carrying license.
- 9-** OGDCL shall not be responsible and no payment shall be made against any sort of road mishap, accident, injury, death, force majeure (stand by) or any unforeseen, loss and damage to the vehicles and driver.
- 10-** The vehicles will be used in the project area or under administrative control of location In-charge where required.
- 11-** Contractor shall be responsible for the violation of traffic rules and misconduct of the drivers.
- 12-** All type of repair, maintenance and replacement of filters, engine oil and others lubricants shall be responsibility of the contractor. However, fuel will be provided by OGDCL.
- 13-** The Contract may be terminated without any notice, after award and during contract period, if

the services are no more required or the contractor fails to abide by the terms of the contract documents.

- 14-** The firm/bidder/company should submit an affidavit attested with notary public along with the application to the effect that firm/directors or partners are not black listed by any other organization as per format provided in master set of tender document services annexure, F
- 15-** OGDCL reserves the right to accept or reject any or all applications of the contractors. No claim shall be made by contractors participating in the tender.
- 16-** Quoted prices must inclusive of all applicable taxes, duties, levies except PST on services.
- 17-** 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 will be made.
- 18-** 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.
- 19-** Contract will be effective from the date of mobilization notice to the bidder/firm after the issuance of LOI.
- 20-** Bidder is bound to provide the vehicles within one week after receiving the letter from location incharge or indenting department, otherwise, LD will be charged as per clause # 12 of draft contract.
- 21-** Bidder must read, understand, duly signed and stamp all the pages of TOR.
- 22-** Please submit a certificate that bidder has read and understand all terms and conditions and would abide during the contract.
- 23-** Contractor must submit a certificate that no vehicle was previously use in any criminal activity or theft etc.
- 24-** Vehicles should in compliance with HSEQ standards be fitted with the following:
 - a. Fire extinguisher
 - b. First aid kit
 - c. Communications; radio and contingency plan where appropriate will be provided by OGDCL
 - d. Serviceable spare wheel.
 - e. Seat belt on all seats for all occupants in front & back.
 - f. Tool kit including jack and wheel nut spanner (Lug wrench).
 - g. Reverse warning / backup alarm device if appropriate.

Mandatory Requirement (Non fulfillment will lead to disqualification):

If the bidder failed to fulfill any of the mandatory requirement, then their bid will not be considered for further evaluation.

- a. Registration with income/sale tax (NTN/GST certificate is required)
- b. Income tax return of last two fiscal years
- c. Audit account report of last fiscal year
- d. Provide copies of registration books (Double Cabin=20, Single Cabin=10, Haulage Truck=4)
- e. Provide copies of valid fitness certificate of vehicles (minimum 30)
- f. Provide copies of valid driving license of drivers (minimum 30)

BIDDING METHOD

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

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

TECHNICAL EVALUATION CRITERIA

SR#	DESCRIPTION	MARKS	MAX. MARKS	
1	Profile Since establishment		40	
	i.	More than 03 Years		40
	ii.	More than 01 Years and less than 03 Years		15
	iii.	Minimum 01 Years		10
2	Experience		40	
	i.	More than 03 Years		40
	ii.	More than 01 Years and less than 03 Years		30
	iii.	Minimum 01 Years		20
3	Minimum 01 Projects completed	20	20	
	Zero Project	0		
TOTAL MARKS			100	

Minimum Qualifying Criterion: -

Minimum 70% marks are required for successful Firm/Bidders.

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).