



Application Form

PROC-SERVICES/CB(PQ)/HR-4984/2021

**FOR PRE-QUALIFICATION OF CONTRACTOR FOR MANPOWER
SUPPLY**

INTRODUCTION & TERMS AND CONDITIONS

1. INTRODUCTION / SCOPE OF WORK

Oil & Gas Development Company (OGDCL) is the largest Exploration & Production Listed Company in Pakistan. The Company intends to Pre Qualify firms for Manpower supply.

1.1 Invitation of Applications

Applications are invited from potential firms having requisite capability, experience and expertise for pre-qualification of Manpower supply.

2. SUBMISSION OF APPLICATIONS.

2.1 The pre-qualification application shall be submitted in duplicate (one marked "ORIGINAL" and the one marked "COPY") in a sealed envelope clearly marked as: **"APPLICATION FOR PRE-QUALIFICATION MANPOWER SUPPLY against Pre-Qualification Notice No. PROC-SERVICES/CB(PQ)/HR-4984/2021 not later than (as per press advertisement) hours on (date as per press advertisement) at the address given below:**

**General Manager (Supply Chain Management)
OGDCL House, Plot No. 3013, Jinnah Avenue Blue Area,
Islamabad, Pakistan
Phone: +92-051-920023540, Fax: +92-051-9215090**

2.2 The sealed envelope shall indicate the name and address of the Applicant.

2.3 All the pages of application shall be signed and stamped by Applicant's authorized Representative(s).

2.4 Language of Application

The Application must be prepared and submitted in English language. Supporting documents and attachments furnished by the Applicant must also be in English language.

2.5 Cost of Pre-Qualification.

The applicant shall bear all cost associated with the preparation and submission of application for Pre-Qualification. OGDCL shall under no circumstances be responsible or liable for such cost regardless of the out-come of the application process.

2.6 Deadline for Submission of Application

2.6.1 The original application, together with the required copies must be delivered not later than **(as per press advertisement)** Hours of dated **(as per press advertisement)** at the address specified in clause 2.1.

2.6.2 OGDLC may, at its discretion extend the deadline for the submission of applications by amending the Pre-Qualification documents in which case all rights and obligations of the OGDCL and Applicants previously subject to the deadline will thereafter be subject to the deadline as extended.

2.7 Late Submission of Applications

Any Application received after deadline for submission of Applications prescribed by the Company pursuant to Clause-2 will be rejected and returned unopened to the Applicant.

2.8 Clarification of Applications.

To assist in the examination, evaluation and comparison of Applications the Company may at its discretion, ask the Applicant for a clarification of its application.

2.9 OGDCL'S Right to Accept or Reject any or All Applications.

The Company reserves the right to accept or reject any application or to annul the Pre-Qualification process and reject all Applications at any time without thereby incurring any liability to the effected Applicant or any obligation to justify the affected Applicant or Applicants of the grounds for the Company's action.

2.10 Affidavit

The Applicant shall provide an affidavit that his firm has never been blacklisted. In case the Applicant is in litigation or dispute or has involved in litigation or dispute with Company (OGDCL), details and nature of litigation and dispute may be indicated.

(Irshad Muhammad)
Manager (SCM)-Services

Terms & Conditions

OGDCL intends to pre-qualify firms for a period of three years for supply of manpower services from the firms/ suppliers doing similar business with major organizations with minimum annual turnover of PKR 30 million.

Manpower for the following locations shall be required :

- a. OGDCL House, Jinnah Avenue, Blue Area, Islamabad
- b. Masood Mansion building, F-8 Markaz, Islamabad.
- c. I-9 Islamabad.

Firms /Supplier may apply along with following information/ documentary evidence:

- i. Complete profile including name, registered address, telephone and fax numbers, e-mail address of key personnel and year of establishment.
 - ii. Income Tax & GST registration certificates.
 - iii. Registration with social security departments e.g. EOBI, Group Insurance etc.
1. The successful bidder shall provide 242 no of manpower / units in different categories (technical & non-technical).
 2. OGDCL can increase/decrease the numbers of required manpower unit both Technical/non-Technical according to its requirements.
 3. Rate of hired services will be charged as approved by OGDCL and other terms & conditions as per contract (Whenever, GOP increase /decrease the rates, will be applicable).
 4. In case of de-hiring/displacement of any unit, the payment will be made on the basis of prorate.
 5. Monthly payment to the hired units, will be processed against the verified invoices.
 6. The Contractor may quote percentage of commission maximum @ 4.66% to be charged, inclusive of Group Insurance, Income taxes, EOBI, withholding tax etc.
 7. All the prices charged under this contract shall remain firm during the period.
 8. OGDCL will be assumed authorized to expel any worker of the Contractor out of its premises due to misbehavior, incompetence or guilty of any other malpractice or mishandling with the employees of the Company.
 9. Contractor will arrange security clearance of all deployed workers with the premises of OGDCL from concerned agencies.

He

10. The Contractor will be responsible to make good any loss of the Company caused due to negligence of their workers and will be responsible to cover the loss. He will also be responsible for verification of documents of his workers.
11. The Contractor and its workers will not carry-out any private business within the premises of OGDCL.
12. If any/ all the applications/documents/statements submitted proved false, misstated, concocted, or incorrect at any time during or after tendering will result into disqualification.
13. For all intent and purposes, it is acknowledged and well understood between OGDCL and Contractor all manpower supplied and provided shall not be considered or deemed to be considered as "employees" of the OGDCL in any way or manners.


Zakia Salahuddin
HR Officer
Extn: 2567
Feb 10, 2021

Evaluation Criteria for Pre-qualification of Contractors for Manpower supply	Sr. No	Details of Evaluation	Max. Score	Obtained Marks
	01	Relevant Experience in supply of manpower (Minimum 05 years) 05 Years - 10 Marks 02 marks for each additional year of experience Maximum - 20 Marks	20	
	02	Registration with social security departments e.g registration with EOBI etc.	10	
	02	No. of Contracts (min. 50 manpower against each contract) of the Company (in last 05 years), with documentary evidence 04 mark for each Contract, Maximum =20 marks	20	
	03	Annual turnover (last 03 years) 30 to 35 million = 12 marks 35 to 40 million = 15 marks 40 + million = 20 marks	20	
	04	Detail of Contractor staff qualification and experience (Training certificate, short course etc)	15	
	05	Audited Financial statement sheets for the last 03 years (duly certified by a Chartered Accounts Firms)	15	
		Total	100	
		Qualifying Minimum Score	70	
<p>Note: In each category, bidder must have minimum 60% marks for qualification technically.</p>				


 Feb 10, 2021
 Zakia Salahuddin
 HR Officer
 Extn: 2567

AFFIDAVIT
(To be attached with bid)

I, _____ S/o _____ aged _____ years _____ working as Proprietor/Managing Partner/Director of M/s _____ having its registered office at _____ do hereby solemnly affirm and declare on oath as under:

1. That I am competent to swear this affidavit being proprietor/one or the partners/ Director of M/s _____
2. That M/s _____ is a proprietorship/partnership firm/company is participating in tender process conducted by OGDCL.
3. That I hereby confirm and declare that none of my/our group/sister concern/associate company is participating/ submitting this tender.
4. That I hereby confirm and declare that my/our firm/company M/s _____ and my/our firm/group/company/ sister concern / associate company or any of its directors have not been black listed/de-listed by any Institutional agencies/Govt. Deptt/ Public Sector Undertaking.
5. That there is no change in the Name & Style, Constitution and Status of the firm, after Pre-qualification.
6. That I further undertake that in case any of the facts contained above and in-our application is round other-wise or incorrect or false at any stage, my/our firm/company/ group/sister concerns/ associate companies shall stand debarred from the present and future tenders of the OGDCL.

(Signature of the Proprietor/ Managing Partner/Director with Seal)

DEPONENT

Verified at _____ on _____ that the contents of paras 1 to 6 of this affidavit are true and correct to best of my knowledge and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal of Notary)