



HIRING OF SERVICES FOR TOUR OPERATOR FOR UMRAH SERVICES  
TENDER ENQUIRY:PROC-SER/CB/HR-4333-A/19

**Term of Reference (TOR) for HIRING OF SERVICES FOR TOUR OPERATOR  
FOR UMRAH SERVICES TENDER ENQUIRY:PROC-SER/CB/HR-4333/19**

**1. INTRODUCTION**

Oil & Gas Development Company Limited (OGDCL) is the largest Exploration and Production listed Company in Pakistan. The company seeks experienced and competent/Reputed travelling agency/company to provide Umrah services to officials of OGDCL.

The successful Travel Agency / Company will be required to render a full spectrum of competitive services in prompt, professional and contended manner in accordance with the OGDCL policies, procedures & guidelines. The scope of services includes but not limited to the following:-

- a. Efficient bookings / arrangements of Air Travel tickets.
- b. Hotel accommodation for Umrah.
- c. Arrangements for Pick & Drop.
- d. Visa applications & processing and providing services as per latest Umrah policy.

**2. Affidavit**

The bidder shall provide an affidavit that the firm has never been black listed and has never been indulged in litigation / lawsuit in the past with OGDCL and in case of failure to do so shall cause the Application to stand rejected.

Affidavit regarding black listing status of the company by KSA and MORA authorities.

**3. TERMS & CONDITIONS**

**Eligibility Criteria for Travel Agencies/ Companies:**

- i) The bidders should be registered with tax authorities & incorporated with SECP.
- ii) The bidders must be engaged in the industry for a minimum of 2-4 years
- iii) The bidders should be having enrolment number of hajj ministry.
- iv) The bidders should preferably have office at Islamabad/Rawalpindi.
- v) The bidders should preferably have Munazzim number with KSA.
- vi) Copies of relevant certificates/documents/licences to be provided with bid.

#### 4. Methodology

The Firm shall use an acceptable Systematic Methodology to carry out its activities and prepare all conclusions and recommendations with supporting documentation.

Term of Reference should confirm strict compliance to all aspects/requirements.

#### 5. Technical Evaluation Criteria

Incomplete proposals will not be considered for evaluation. Minimum qualifying marks shall be 70%.

#	Description	Marks % age
1	Minimum 02 to 04 years' experience of the company with sound track record being reputable and consistent tax payer firm with requisite valid licenses/certificates as mentioned in eligibility criteria. i) Company having 4 years' experience :35 Marks ii) Company having 3 years' experience :30 Marks iii) Company having 2 years' experience :25 Marks	35
2	Copies of relevant certificates/documents/licences to be provided with bid.	20
3	Details of base office in Pakistan with staff, proving capability to perform the job independently. A. Islamabad/Rawalpindi 15 marks B. One Number each for other max 20	20
4	Proof of sound financial condition with details of current business and yearly audit of last two years.	25
<b>Total Marks</b>		100

## **Financial Evaluation Criteria :**

Bidder shall provide their prices on the following format:

Description of Services	Prices/Amount (Rs)
1. Confirmation of Umrah application/ Processing of VISA	
2. Shared Accommodation for 4-5 persons maximum upto 1000 mtr in <ul style="list-style-type: none"><li>• Makkah</li><li>• Madina</li></ul>	
3. Confirmation of arrival/ departure round prepared ticket	
4. Transport from Jeddah Airport to Macca/ Medina and back to Jeddah Airports/ Visit of Ziaraat	
5. Duration of package	15 days
Cost for 01 Persons	
Total Cost for 09 Persons	

### **Note:-**

- A. Bidder is requested to quote his package inclusive of all applicable duties, Taxes & levies except PST/ICT etc.
- B. Lowest bidder will be awarded with contract. Total no. of employees for umrah are 09.
- C. Evaluation will be carried out on package basis and bidder to quote all entry separately.
- D. Bid Security is PKR: 25000/- attached with bid.
- E. Payment Mode (Advance) in shape of cross cheque.  
(This clause will be prevailing instead of Master set of Tender document (Services) "ITB" clause # 07 'PAYMENT').
- F. Bids against this tender are invited on Single Stage One Envelope Bidding Procedure ([www.ppra.org.pk](http://www.ppra.org.pk)), as per Public Procurement Rules, 2004,  
(This Clause will be prevailing instead of Master Set of Tender document (Services) Preface clause#9)
- G. Prices should be quoted in PKR

### **Note**

The Master Set of Tender Documents For Services uploaded on OGDCL's website ([www.ogdcl.com](http://www.ogdcl.com)) is the integral part of this TOR.

Bidders are requested to read TOR & Master set to Tender Documents (Services) and provide complete information/ documents including Tender annexures with the bid.

Following is the link for Master Set of Tender Documents  
for Services:

<http://ogdcl.com/uploads/Master%20set%20of%20tender%20documents%20for%20uploading%20on%20OGDCL%20web%20as%20on%2002-01-2019.pdf>