

OIL & GAS DEVELOPMENT COMPANY LIMITED



TENDER ENQUIRY NO. PROC-SERVICES/CB/LOG-5349/2022

HIRING OF HEAVY VEHICLES FOR TANDO ALAM LOGISTIC FIELD

## **TERMS OF REFERENCE (TOR)**

1. OGDCL intends to hire services of a contractor's/Firms for hiring of trailers and cranes for Field Units of Logistic Department on call out basis.
2. Company/Firms will quote rent for Trailer on per kms rent charges for trailers and cranes on per day charges (24 Hours) on call out basis as per TOR and it shall be inclusive of all taxes (Exclusive of PST/ICT) levies overhead charges profit and other expenditure as per schedule "A" on your Company/Firm original Quotation Pad.
3. Contract will be awarded to the lowest quoted rate of the technically responsive bidder.
4. Neither the Contractor/owner/director/partner of the firm/company /vehicles should employee of OGDCL and nor the relative of the employees of OGDCL.
5. HSD, Toll Tax, all types of repair, Maintenance, replacement of Filters, engine oil and Tyres etc. shall be the responsibility of the contractor/ firm/company.
6. Contractor shall replace the vehicle in case of its break down/ vehicles hold by any law enforcement agency on first simple and written notice without any arguments or litigation. Any failure to replace the broken down/ holds vehicles within 3 days, a penalty equal to double per day per vehicle rent charges will be imposed / deducted. Further shall be deal as per OGDCL Rules.
7. Any damage of OGDCL material during shifting through private trailers is the responsibility of contractor. The contractor will pay the loss assessed by OGDCL officials.
8. The Vehicles should be in accordance to HSEQ policy, with perfect hygienically, mechanically 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.
9. The contractor to perform Drug testing of Drivers and helpers at least once a year, OGDCL may request more frequent testing from contractor in case of accident/incident or random testing at no cost to OGDCL. The Contractor should provide physical checkup and fitness certificate of the drivers/helpers on annual basis.
10. The contractor shall ensure that the papers of vehicles (Registration, road permit and regulatory requirements, tax and insurance documents, token Tax and pollution / annual fitness certificate from regulatory authority etc.) are complete in accordance with government laws. All vehicles provided should be comprehensively insured at no additional cost to OGDCL.
11. The rate quoted by the contractor shall be inclusive of all taxes except ICT/PST, levies, cost of drivers & helpers, and all maintenance, tracking system / Fuel level sensors and other expenditures. It shall remain firm during the contract period.
12. The utilization of the vehicles/Trailers will be used as per instruction of Logistic Location In-charge to all fields / locations all over within the country on plane and rough terrain, where and when required.
13. Contractor shall be responsible for violation of traffic rules & misconduct of drivers. OGDCL shall have the right to demand replacement of a driver/ helper in case of misconduct/ illegal activities or repeated violation of traffic rules.
14. Contract Period for hiring of vehicles (Trailers) for Field Units of Logistic department shall be one year (12) months from the date of signing of contract. However, any extension in the contract shall be with mutual consent of the both parties.

15. In Case of any dispute, Suspension of work and default, the matter will be deal as per OGDCL contract clause # 17 "Arbitration".
16. No escalation shall be allowed on account of fluctuation in market rates during the contract period.
17. The load carrying/ lifting capacity of each trailer should be fit for the route in plain and hilly areas, as per current logistic movement practice.
18. The contract may be terminated as per contract clause # 18 "Termination"
19. After award and during contract period, if the services are no more required or the contractor fails to abide by the terms of the bid documents or violate the same or do not follow the instruction of the Location workshop in-Charge or take no remedial /Correction measures after receiving written notice from the Location workshop in-charge.
20. All pages of TOR, BOQ and other documents must be stamped and signed by the contractor or his authorized representative who have authority letter in this regard. The Bid on behalf of a Joint venture shall be signed by all the partners or by an authorized partner who have authority letter in this regard.
21. The distance for services will be confirmed by OGDCL as per OGDCL systems (distance chart etc.) and OGDCL decision will be final in this regard. The distance of Trailers will considered/evaluated from loading point to unloading point.
22. The quantities shown are only for evaluation purpose. The payments will be made on the actual services accepted by OGDCL and performed by the contractor.
23. OGDCL reserves the right to accept any or reject all bids. No claim shall be made by the bidders participated in the bidding process in this regard as per ITB clause #26 of Tender Enquiry.
24. OGDCL being a large Tax Payer Unit only works with "Standard Tax Rates" that can be claimed as input adjustments. No "Reduced Tax rates" are allowed in OGDCL.
25. The contractor must follow the OGDCL security instructions, where needed.
26. OGDCL standard Terms and Conditions will apply.

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# TECHNICAL SPECIFICATION

## 1- Specification of Cranes

<b>Specification of Crane</b>	<b>No. Of cranes Required</b>
50 Ton Hydraulic Mobile Cranes with 120 Ft Telescopic Boom, fully equipped with slings of appropriate strength & length, Shackles and Fire Extinguishers etc.	03

## 2- Specification of Flat Bed Trailers

<b>Specification of Flat Bed Trailers</b>	<b>No. Of Flat Bed Trailers Required</b>
Flat Bed Trailer 45 long, 8 ft. wide, 5 ft. bed height. 35 to 45 MT Load Capacity coupled with Prime mover power 250 to 320 HP or more, double axle, drive 6x4, equipped with all accessories i.e. Minimum 4 steel chain and load binders, belts, side support pipes, tarpaulin, cotton / manila rope and fire extinguishers etc.	15

**TECHNICAL EVALUATION CRITERIA**  
**FOR HIRING OF CRANES ON CALL-OUT BASIS**

**1. Mandatory Requirement.**

S. No.	MANDATORY REQUIREMENT				
	Company Name	Company Registration for the last 02 years	NTN and Provincial (Punjab) sales tax Registration No.	Affidavit regarding no black listing of company, its director or partner by any other organization	Income Tax return for the last 03 years
		Y/N	Y/N	Y/N	Y/N

**2. Technical Evaluation Criteria.**

Sr.#		Max. Marks	Min. Qualifying Marks	Marks Obtained
01.	Rig shifting Experience-4 Marks for each Rig Shifting (Duly Verified documentary evidence for Rigs shifting will be required)  (Below 7 Rig Shifting = Disqualified)	40  (10 Rig Shifting)	28	
02.	Number of vehicles & cranes in the fleet and verified online in owner(s) name, company name or with bank Online documentary verification to be submitted by contractor. 2 Marks per vehicles (Crane or Trailer)  (Below 11 Vehicles = Disqualified)	30  (15 Vehicles)	22	
03.	Minimum turnover in last 3 financial years More than 20 Million per Year- 7 Marks per year More than 30 Million per Year- 8 Marks per year More than 40 Million per Year- 10 Marks per year (Certified financial statement must be submitted)  (Below 20 Million in any year in the last 3 years = Disqualified)	30  (More than 40 Million every year)	21	
	Total Marks	100	71	

**Note:** 1- Firms qualifying Mandatory Requirement will only be evaluated against Technical Evaluation criteria.

3- Overall qualifying marks should be 70 %.

**TECHNICAL EVALUATION CRITERIA**  
**FOR HIRING OF DOUBLE AXLE FLAT BED TRAILERS ON CALL-OUT BASIS**

**1. Mandatory Requirement.**

S. No.	MANDATORY REQUIREMENT				
	Company Name	Company Registration for the last 02 years	NTN and Provincial (Punjab) sales tax Registration No.	Affidavit regarding no black listing of company, its director or partner by any other organization	Income Tax return for the last 03 years
		Y/N	Y/N	Y/N	Y/N

**2. Technical Evaluation Criteria.**

Sr.#		Max. Marks	Min. Qualifying Marks	Marks Obtained
01.	Rig shifting Experience-4 Marks for each Rig Shifting (Duly Verified documentary evidence for Rigs shifting will be required)  (Below 7 Rig Shifting = Disqualified)	40  (10 Rig Shifting)	28	
02.	Number of vehicles & cranes in the fleet and verified online in owner(s) name, company name or with bank Online documentary verification to be submitted by contractor. 2 Marks per vehicles (Crane or Trailer)  (Below 12 Vehicles = Disqualified)	30  (15 Vehicles)	21	
03.	Minimum turnover in last 3 financial years More than 20 Million per Year- 6 Marks per year More than 30 Million per Year- 8 Marks per year More than 40 Million per Year- 10 Marks per year (Certified financial statement must be submitted)  (Below 20 Million in any year in the last 3 years = Disqualified)	30  (More than 40 Million every year)	21	
	Total Marks	100	70	

**Note:** 1- Firms qualifying Mandatory Requirement will only be evaluated against Technical Evaluation criteria.

2- Overall qualifying marks should be 70 %.

**FINANCIAL EVALUATION****Group "A" Cranes (Call-Out Basis)**

S#	Description of Vehicle	Quantity	UOM	Unit Rate (PKR)	Total Amount (PKR)
1	50 Ton Hydraulic Mobile Cranes	5	Days		
2	Mob/Demob. Charges of each Crane	250	km		
	<b>Total cost of One Crane / Month (A)</b>				
	<b>Total cost of Three (03) Cranes / Month (B = 3 X A)</b>				
	<b>One year total cost (C= 12 X B)</b>				

**Group "B" Double Axle Flat Bed Trailers (Call-Out Basis)**

S#	Description of Vehicle	Quantity	UOM	Unit Rate (PKR)	Total Amount (PKR)
1	Double Axle Flat Bed Trailer	300	km		
	Total cost of One Flat Bed Trailer / Month (G)				
	<b>Total cost of Fifteen (15) Flat Bed Trailer / Month (H = 15 X G)</b>				
	<b>One year total cost (I= 12 X H)</b>				

**Note:**

1. Financial Evaluation will be carried out on group wise basis and contract shall be awarded to the lowest evaluated bidder.
2. All the above prices are inclusive of all taxes, duties, levies, (except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) which shall be borne by OGDCL at actual)

## **OTHER IMPORTANT INFORMATION**

### **BIDDING METHOD:**

Bids against this tender are invited on 'Single stage Two envelop'

### **AMOUNT OF BID BOND:**

Group wise Bid Bond /Bid Security amount is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

<b>Groups</b>	<b>Description</b>	<b>Bid Bond Value (PKR)</b>
"A"	Cranes	PKR: 700,000/-
"B"	Flat Bed Double Axle Trailers.	PKR: 1,080,000/-
		PKR: 1,780,000/-

### **MANDATORY REQUIREMENT**

**For online payment to vendors/contractors through (IBFT & LFT). Following info is required from your company: -**

1. IBAN (INTERNATIONAL BANK ACCOUNT NUMBER 24 DIGITS).
2. VENDOR NAME AS PER TITLE OF THEIR BANK ACCOUNT.
3. NTN NO.
4. CONTACT # OF COMPANY CEO/OWNER (MOBILE & LANDLINE).
5. POSTAL ADDRESS.
6. BANK NAME.
7. BANK BRANCH NAME & ADDRESS.

The master set of tender documents (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, "CLARIFICATION - ONLINE TRANSFER OF FUNDS TO OGDCL" & Master Set** to Tender Documents (Services) and provide complete information / documents including tender annexures with the bid.