

OIL & GAS DEVELOPMENT COMPANY LIMITED
LOGISTIC FIELD TANDO ALAM DISTRICT HYDERABAD
PH#022-722264 FAX#022-722281

TENDER NOTICE NO LOG/TA/01/2019

SUBJECT: TERMS & CONDITIONS FOR HIRING OF LIGHT VEHICLES FOR LOGISTIC FIELD TANDO ALAM

Dear Sir,

1. OGDCL intends to hire services of contractors for hiring of different light vehicles for **Logistic Field Tando Alam** District Hyderabad as mentioned in the schedule of requirement of the tender.
2. The Company "**OGDCL**" Logistic Field Tando Alam invites sealed bids from eligible firms/Transport Contractors. Bidders may obtain information, Tender documents & TORs, from the office of the Operation Manager **Logistic Field Tando Alam**, District Hyderabad, Phone No.022-722264 or download from the website www.ogdcl.com under the title bar of Tenders.
3. All bids must be accompanied by a Bid Security @ 2 % of the Bid value of all vehicles in the form of Payorder or Demand Draft in the name of **OGDCL** which must reach in the office of Operation Manager Logistic Field Tando Alam District Hyderabad, on the date and time mentioned in the Tender Notice. The Bids which received late will not be entertained. Bids will be opened at the time and date as mentioned in Tender Notice, in the presence of bidders or their authorized representatives (along with Authority letter) who choose to attend.
4. Bidder will quote per month cost for each vehicle as per TOR and it shall be inclusive of all taxes levies/PST overhead charges profit and other expenditure as per **Annex-A** on your Company/Firm letter pad in original.
5. Contract will be awarded to the lowest evaluated bidder on the item wise basis for the said location.
6. Neither the Contractor/owner of the hired vehicle both should employee of OGDCL and nor the relative of the employees of OGDCL.
7. The **(TOR)** Terms of Reference for hiring of vehicles for Logistic Field Tando Alam are as under:-
 - 7.1. Model (Year of Manufacturing) of all vehicles shall be Model 2017 or above at the time of Agreement/Hiring.
 - 7.2. All type of repair, Maintenance and replacement of Filters shall be responsibility of the contractor.
 - 7.3. Quantity of vehicles may be increased or decreased according to the operational requirement as per TOR intact.

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7.4. Contractor shall replace the vehicle with same model or up model vehicle in case of its break down on first simple and written notice without any arguments or litigation, failure to replace the affected (by any reason like detained by local management etc.) vehicles shall be deal as per OGDCL discretion/Rules.

7.5. Only HSD shall be provided by OGDCL as per practice. Running of vehicles on CNG or LPG or petrol will not be allowed and any such report may lead to termination of contract with the contractor.

7.6. Fuel average of each vehicle shall be considered as per actual.

7.7. The vehicles provided by the contractor shall be equipped with Tracking and fuel monitoring system.

7.8. The Vehicles shall be in hygienic perfect and satisfactory working conditions. The contractor shall also ensure that the vehicles are well maintained and their appearance both interior and exterior is in excellent condition.

7.9. Drivers shall be hired for vehicles by the contractor. The drivers must be literate with sound mental, physical body health, of good moral character, must have valid CNIC and valid Driving License. Pay & Meal Cost of driver shall be at the contractor's part however Residence to the drivers at Field will be provided by OGDCL. Drivers shall be available round the clock with the vehicle in OGDCL premises.

7.10. The contractor shall ensure that the papers of vehicles (Registration, road permit, tax and insurance documents and pollution / fitness certificate etc.) are complete in accordance with government laws.

7.11. The rate quoted by the contractor shall be monthly rent for vehicles at site and inclusive of all taxes, levies, P.S.T, cost of drivers, all maintenance and other expenditures. It shall remain firm during the contract period.

7.12. Contractor shall be responsible for any theft, accident or any fault in vehicle. No responsibility in this regard shall be at OGDCL part.

7.13. OGDCL shall not be responsible and no payments shall be made against any sort of road mishap, accident, injury, death, force majeure or any unforeseen loss and damage to the vehicles and driver /contractor employees.

7.14. The contractor shall be responsible for commissions and omissions of any act, thing or deed of their employees, workmen etc.

7.15. The vehicle will be used as per instruction of Location In-charge as and when required basis (throughout the country).

7.16. Contractor shall be responsible for safety and security of his vehicles and staff during movement in the entire contract period.

7.17. Contractor shall be responsible for violation of traffic rules & misconduct of drivers. OGDCL shall have the right to demand replacement of a driver in case of misconduct or repeated violation of traffic rules.

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7.18. Contract Period for hiring of vehicle shall be for the period of one year from the date of signature of contract, however, OGDCL may extend contract period on same terms and conditions as per requirement with mutual consent.

7.19. Payment shall be made on monthly basis subject to income tax, P.S.T deduction as per Government rules, based on actual availability of vehicles during the month as verified by the Transport incharge / Admin Officer under provisions of the contract agreement. No advance payment will be admissible.

7.20. Payment shall be made in the name of the Firm/Company through cross cheque only. No cash payment is allowed.

7.21. Ownership certificate with invoice of each month claim to be provided.

7.22. Any delay / interruption in supply of vehicles / replacement of vehicles or drivers as per TOR without any valid reason will be imposed Liquidated Damages on the contract price or Cost of the balanced days or as per recommendation of the OM (Log) field.

7.23. In Case of any dispute, Suspension of work and default, company procedure/ rules shall be followed and MD/CEO or his nominated representative shall be the sole arbitrator.

7.24. No escalation shall be allowed on account of fluctuation in market rates throughout the contract period.

7.25. 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 bid documents or violates the same or do not follow the instruction of the OM (Log) field or take no remedial /Correction measures after receiving written notice from the O.M. (Log) Field.

7.26. All pages of TOR, BOQ and other documents must be stamped and signed by the bidder 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.

7.27. OGDCL reserves the right to accept any or reject all bids. No claim shall be made by the bidders participated in the bidding in this regard.

7.28. Bid Security shall be two (02) % of the total Bid value of all vehicles in the form of Pay order or Demand Draft in the name of **OGDCL**. In case a bidder fails to accompany the Bid Security with the technical cum financial bid, its bid shall be declared as non-responsive. If the bidder fails to abide by the terms of the bid document / bid or violates the same during currency of the contract period, it may entail temporary debarment / blacklisting for three years.

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8. Arithmetical errors found will be corrected as follows:

8.1. Where there is discrepancy between amount in figure and word, the amount in word will prevail.

8.2. Where there is discrepancy between the unit price and the total amount derives from the multiplication of the unit price and the quantity, the quoted unit price will prevail.

8.3. In case due date of the bids opening falls on holiday, the bid shall opened on the next working day.



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BID/QUOTATION SUBMISSION PROCEDURE

The following procedures shall be permissible for open competitive bidding:

Single Stage -Single Envelope Procedure

- i. During the technical cum financial evaluation no amendments in the Bid proposal shall be permitted.
- ii. The bid found to be technically cum financially responsive, the lowest evaluated bidder and fulfill the entire TOR, shall be accepted.
- iii. The contractor shall quote rates inclusive of all taxes including, provincial sale tax and other taxes as applicable till the day of bid submission.
- iv. Following Documents should be attached with **Technical Cum Financial Bid/Quotation**.
 1. Covering letter on Firm/Company letter head pad with sign & Stamp of Contractor/Firm/Company Owner.
 2. Copy of the valid CNIC of contractor/Firm owner.
 3. Technical specification of vehicles to be mentioned in original Quotation of Firm/Company with sign & Stamp of Contractor/Firm/Company Owner.
 4. Copy of valid/active FBR NTN/Registration certificate of Firm/Company.
 5. Copy of valid/active PRA PNTN/Registration certificate of Firm/Company.
 6. Copy of valid Fitness certificates of all vehicles.
 7. Copy of Bank statement of Firm/Company for last 01 year.
 8. Copy of valid Token Tax receipt of all vehicles& professional Tax certificate of Contractor/Firm/Company.
 9. Copy of relevant experience (Agreement/Work order/Performance certificate etc.)
 10. Copy of all vehicles Registration Books, Make, Model (Year of Manufacturing) capacity etc.
 11. Copy of lease Agreement from owner of vehicle (if vehicle is not registered with the name of Contractor/Firm/Company owner).
 12. List of relevant Staff of Company/Firm with copy of valid CNIC & Driving License etc.
 13. Copy of (attached) Affidavit on Rs.50/- Stamp Paper.
 14. Original quotation must be on letter pad with sign and stamp of contractor/Firm/Company owner.
 15. Original Tender documents signed& stamp by contractor/Firm/Company owner.

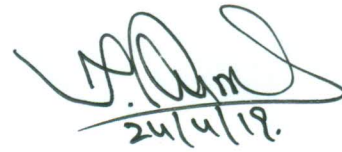
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- v. Bid security Demand Draft or pay order will be returned to those Bidders, who could not qualify at any stage.
- vi. **Technical cum Financial Proposal shall reach in the office of the operation Manager Logistic Field Tando Alam on or before the date 12 Jun 2019 and time 10:00A.M**

ENCLOSURE:-

1. Annex-A 2. Technical cum financial Bid Evaluation Criteria

Your's faithfully,



24/4/19.

**CONTRACTOR
Sign. & Stamp**

**(OPERATION MANAGER)
OGDCL, LOGISTIC FIELD TANDO ALAM
DISTRICT, HYDERABAD
Ph#022-722264**

**JAHANGIR AHMAD
OPERATION MANAGER
Logistic / CSB Tando Alam**