

**TERMS OF REFERENCE (TOR)**

**FOR**

**RENTAL CARAVANS/PORTA CABINS,  
AT OGDCL WELL KUC-1**



**TENDER ENQUIRY # PROC-SERVICES/CB/PROD-  
5325/2022**

## TORs (TERMS OF REFERENCE)

### RENTAL CARAVANS/PORTA CABINS, AT OGDCL WELL KUC-1

#### **1. GENERAL INTRODUCTION**

OGDCL intends to hire the services of an experienced and well reputed contractor for provision of self-standing fully furnished with required accessories and air conditioned Porta Cabins/caravans in good condition on rental basis for approx. 88 personnel for a period of 09 months at well KUC # 01 located in District Hyderabad of Sindh Province extendable with mutual consent with on same rates terms and conditions.

#### **2. SCOPE OF WORK**

The services include:

- i. Provision of Self-standing fully furnished as per international standards with required accessories Porta Cabins/caravans in good condition at well KUC-1 of OGDCL to accommodate approximately 88 personnel (**apart from bidder manpower providing services at site**) along with mob/demob, loading/unloading (along with equipment required e.g. cranes, wooden sleepers / pads, staircase), set up and dismantling (civil work/electrical wire network/plumbing where required and any other associated work) with complete operation and maintenance services.
- ii. Housekeeping of rooms, all caravans and camp area complete in all respects.
- iii. Janitorial services for washrooms and toilets complete in all respects.
- iv. Grey water/Garbage disposal to a distant place outside camp.
- v. Provision of basic consumable accessories as defined under contractor's responsibility.
- vi. Provision of electricity/electric generators, plumbing and all associated equipment.
- vii. Provision of ample crew to carry out these tasks.
- viii. Any other requirements as per routine.

#### **Minimum Services Requirement:**

Sr #	Item description	Type	Size	Bedding	Qty	Total beds	Remarks
1	Living Unit (4 Rooms w/o Bath)	4 Bed	40' ft.	16 persons per unit	2	32	With required furniture and accessories including table, beds, bed sets, blankets, air conditioners, chairs, sofas and towels, dining table, TV (in dining room and TV room equipped with basic
2	Living Unit (4 Rooms w/o Bath)	Twin Bed	40' ft.	8 persons per unit	4	32	
3	Living Unit (3 Rooms with Bath)	Twin Bed	40' ft.	6 persons per unit	4	24	
4	Office Caravan	2 Room	40' ft.	Offices use + Dispensary	2		
5	TV room	1 Room	40' ft.	Fully furnished TV room	1		
6	Mess for 24 persons (Dining Hall)	Hall	40' ft.		1		

							channels/new channels) etc.
7	Kitchen	Hall	40' ft.		1		Fully equipped including Electric Geyser
8	Cold/Dry Store	2 Room	40' ft.		1		Fully equipped
9	Laundry	1 Room	20' ft.		1		Fully equipped including Electric Geyser
10	Washroom	Washroom	40' ft.		2		08 toilets and 08 bath rooms fully equipped including Electric Geyser
11	Diesel Generator	As per actual electricity requirement of the camp	-		3		12 hours ops each Along with backup
12	Diesel Tank	20,000.LTR	-		1		Along with filling equipment
13	Water Tank	20,000.LTR	-		1		Along with motor and necessary fittings/plumbing
<b>Staff:</b> <b>Ample staff headed by camp boss, must be provided by the bidder in order to smoothly perform tasks as per scope of work. Camp boss will render required services and will be responsible for bidder crew.</b>							

### 3. Contract Period & its Termination

The rental contract will be for a period of nine months which can be extended further on mutual consent basis on same rates. However, OGDCL reserves the right to cancel the contract on a 10 days' advance notice without assigning any reason(s) at any stage during the contract period. The bidder cannot claim any compensation in this regard.

### 4. Contractor's Responsibility

- 4.1. The contractor will be responsible to supply the self-standing skid mounted, portable, water proof and steel skeleton based Porta Cabins with comfortable environment.
- 4.2. The supplied Porta Cabins should be of good condition and should meet the requirements of this tender enquiry.
- 4.3. The contractor will be responsible for all civil works/electrical and plumbing along with complete material during setup, rental and dismantling.
- 4.4. The contractor will be responsible for grounding of his Porta Cabins.
- 4.5. The contractor will ensure continuous operation of all equipment installed in Porta cabins.
- 4.6. The contractor has to supply the Porta Cabins with Operation and maintenance services with
  - 4.6.1. Service/maintenance Team (carpenter, electrician, plumber, A/C mechanic, Gen operator etc. (24 Hours)

- 4.6.2. The contractor is responsible to provide all necessary tools/accessories to their manpower for routine maintenance.
- 4.6.3. Backup for heating and cooling system.
- 4.7. Ensuring services conducted 24 Hours per day, seven days a week.
- 4.8. Appropriate Storage of Raw Food-Stuff, Refrigerators/Deep Freezers etc. with subsequent Inspection thereof.
- 4.9. **Providing small appliances like dispenser at all critical places like TV room, Kitchen and Dining room.**
- 4.10. Ensuring Cleaning of Kitchen, Galleys, Stores, Cupboards, Storage Racks, Freezers, Refrigerators and such other items;
- 4.11. **Providing Sufficient Professional Staff (Supervisory, Clerical, Support) with appropriate training, familiarity with Safety Policies/Instructions, Emergency System etc as per plausible standards in Oil & Gas Sector, subject to inspection/rejection by client;**
- 4.12. Providing Professional Staff with necessary medical certificates, vaccination as per standards subject to inspection/rejection by client;
- 4.13. Ensuring appropriate cleaning of Sleeping Rooms, Offices, Clinic, Recreational Rooms, Toilets, Bathrooms & Galleys
- 4.14. Making Beds and clean Rooms daily.
- 4.15. Changing the Bed sheets/Towels twice weekly or before a bed is occupied by another person or when necessary
- 4.16. Ensuring Laundry services for Crew personal clothing & work clothes, Mess Hall and lodging Linen, including Uniform, towels, rags, sheets, blankets, all of which shall be kept in a clean and sanitary condition
- 4.17. Ensuring Sanitation and Cleaning Supplies Soaps, Detergents etc
- 4.18. **Providing Living to staff in Bidder's own arranged Caravans**
- 4.19. Civil work including pads, etc
- 4.20. Cleaning and maintenance of septic tanks
- 4.21. Any other job required for smooth running of the camp
- 4.22. Kitchen, sufficient Kitchen Equipment, Power operated appliances (electric), Stoves for Cooking, Exhaust Hood etc. as per standard.
- 4.23. Cutting Tables, Raw-Food Preparation Tables
- 4.24. Dining Hall, Dining Tables, Service Table, Dining Chairs.
- 4.25. Dry Storage with Storage Racks for Grocery/Vegetable.
- 4.26. Cold Storage with Refrigerators/Deep Freezers for Meat etc.
- 4.27. Maintenance/Repairing of Kitchen Equipment, Hood etc, Deep Freezers, Refrigerators, Racks etc, all Furniture, Tables, Chairs, Racks
- 4.28. Maintenance/Repairing of Drain Lines
- 4.29. Waste/Garbage Lifting and Disposal
- 4.30. Grey Water Disposal and Garbage Disposal to distant location outside Camp
- 4.31. The contractor will supply following items with each bed.

- *Good quality Foam.* 01 No
  - *Blanket, size 220cmx240cm* 01 No
  - *Ball Fiber Pillow* 01 No
  - *Printed bed sheets along with pillow cover* 02 Nos.
  - *Bath size Towel white color* 02 Nos.
  - *Bed Strip Light* 01 No
  - *Wall mounted bracket fan* 01 No
- 4.31.1. Supply of following items in each room.
- *1.5 ton DC inverter split A/c (Heat & Cool)* 01 No
  - *Illumination Lights (Double Shade Tube lights)*
  - *Center Table* 01 No
  - *Mirror* 01 No
  - *Emergency Light* 01 No
  - *Power Point/Gang Board (for light switches, computer sockets, TV socket etc.)*
  - *Telephone connection* 01 No
  - *Ash tray* 01 No
  - *Up-board for Holy Quran along with Holy Quran* 01 No
  - *Jai Namaz* 01 No
  - *2-Doors based Wardrob* 02 Nos.
  - *Insect Killers and Air Freshner* 02 per room per month/ample for Dinning/Kitchen
  - *Tissue boxex* 02/60 per month per room/dinning and TV room
  - *Towel* For every person
- 4.31.2. Supply of following items with each Porta cabin.
- *Earth bus Bar* 01 set
  - *Light Pole* 02 Nos.
  - *Fire Extinguisher* 02 Nos.
  - *Supply of standard power cables up to Generator of any required length.*
- 4.31.3. Mess/Dining Halls/TV Room
- *2.0 Ton DC inverter split A/c (Heat & Cool)* 02 Nos.
  - *Equipped with Dining tables and chairs for 24 Persons*
  - *Wooden cabinets*
  - *Notice Board*
  - *TV with basic new channels*
  - *Sofas for TV room utilizing space in best possible manner.*

**Note:** Other allied accessories shall be installed by the supplier if required by the field management as per requirement

## 5. Installation.

- 5.1 The contractor is responsible for mobilization, demobilization, loading and unloading of Porta Cabins and placing them on their wooden pads / sleepers at OGDCL site. Staircase for each room of caravans also to be provided by bidder.
- 5.2 The contractor has to make arrangements for making electric power connections with the OGDCL panel board.

5.3 The contractor has to make arrangements for making sewerage connections of its Porta Cabins with the OGDCL sewerage system or otherwise arrangements.

5.4 All necessary checks are the responsibility of the contractor.

## **6. Operation**

6.1. Contractor is fully responsible for trouble free service provision, maintenance and routine checkups of the Porta Cabin units during the contract period.

6.2. Un-interrupted operation of all equipment installed should be ensured.

6.3. Maintenance of Porta Cabins and equipment will be the sole responsibility of the contractor in all respects.

6.4. Contractor is responsible to provide all required PPE'S to his operational staff.

6.5. The contractor is responsible to arrange alternative crew member in case of absence of any crew member due to sickness, leave, domestic or any other reason.

## **7. End of Contract**

After termination of contract or issuance of termination notice (contract cancellation notice) and expiry of notice period, the contractor will be responsible to lift and demobilize the Porta Cabins at contractor's risk and cost from the OGDCL site within 15 days, after which the contractor will be liable to pay storage charges @ 1 % of the monthly rental rate of specific un-lifted Porta Cabin maximum up to 5% of total contract value.

## **8. Terms & Conditions**

8.1. No down time is allowed for accessories breakdown.

8.2. In case of leakage or damage to any Porta Cabin, bidder will repair/replace it immediately.

8.3. In the event of any breakdown of electric accessory or damage to other accessories (e.g., AC, Fan, Geyser, Furniture, washroom accessories etc.,) the contractor has to repair or make alternate arrangements for provision of required accessory within 2 hours.

8.4. In the event of any breakdown/non-provision of required facility (e.g., AC, Fan, Geyser, Furniture, washroom accessories etc.,), the contractor's maintenance team will repair/replace it within 2 hours. If breakdown of equipment/accessory occurs more than 2 hours and up to 12 hours per month, contractor is liable to pay penalty, which will be one-day rental deduction from monthly rental of that specific Porta Cabin.

8.5. In an event, the breakdown/non-provision of required facility prolongs more than 12 hours up to 24 hours per month per Porta cabin, the contractor will be imposed penalty as per para 8.4 above plus 15% of monthly rental deduction of that specific Porta Cabin.

8.6. In an event the breakdown/non-provision of required facility prolongs more than 24 hours per month per Porta cabin, the contractor will be imposed penalty as per para 8.4 above plus 20% of the monthly rental deduction of that specific Porta Cabin.

8.7. If complete facilities as mentioned in the TOR are not maintained in any Porta Cabin in any month during contract period, the contractor will be imposed penalty @ 25% of the monthly rental deduction of that specific Porta Cabin in that month.

8.8. OGDCL will not be responsible for any damage caused to Porta Cabins & its associated accessories and/or contractor's crew under any circumstances.

8.9. Contractor has to submit monthly rental invoice of the preceding month to OGDCL on the last date of every month to the address as mentioned in the contract.

8.10. Rental charges will be started after handing over the Porta Cabins at site and from the date of satisfactory site inspection report by field inspection committee.

- 8.11. The deductions if any will be incorporated before payment of monthly rental invoice.
- 8.12. Payment will be made through cross cheque after deduction of applicable taxes against invoices.
- 8.13. OGDCL will not provide pick & drop facility, accommodation and meals or any other facility to contractor's crew at site. All expenses/arrangements will be made/borne by the contractor himself.
- 8.14. The contractor has to confirm that maintenance crew will be COVID-19 vaccinated and would abide the rules and regulations of OGDCL and would wear proper PPE's.
- 8.15. OGDCL may increase/decrease the required Porta Cabins as per field requirements but the rental charges shall be the same whatever quoted in the financial bid/contract throughout the contract period.
- 8.16. All the caravans to be fitted with standard electrical cables (flexible, copper, PVC insulated, PVC sheathed), plugs/ receptacles, earth leakage circuit breakers of suitable ratings and with provisions for proper grounding. (electrical earthing) with electrical distribution panels placed at suitable places of the caravans.
- 8.17. Bidder to provide complete drawings with dimensions of caravans required.
- 8.18. Bidder to provide complete furnishing lists of provisions/accessories provided along-with each type of caravan.
- 8.19. Bidder would provide required caravans with all the accessories **within 30 days** after issuance of service order as per scope of work.
- 8.20. After issuance of service order to the successful bidder, OGDCL representative will visit vendor yard for inspection of designated caravans and accordingly will decide it's acceptance before mobilization to OGDCL Field.
- 8.21. OGDCL will provide plain area for erecting camp. If any type of civil works is required for caravans it shall be in scope of bidder as per requirement. **Wooden pads & Steel stair case are to be provided by bidder for safe placing of caravans & easy personnel movement in & out from Caravans.**
- 8.22. Loading/unloading at bidder's/suppliers yard as well as at OGDCL site will be bidder's responsibility.
- 8.23. Bidder will provide Camp Boss free of cost. Bidder staff will be headed by camp boss, who will ensure all tasks are performed smoothly as per scope of work.
- 8.24. Bidder shall be responsible for their staff pays, Medical examinations, traveling, Services benefits / compensations, insurance, uniforms and boarding / lodging etc.
- 8.25. Each bidder will provide team for maintenance of caravans and provision of services as per scope of work. Food, living/accommodation at site, medical, laundry etc of team will be borne by supplier and arranged by the supplier separately.
- 8.26. Maintenance of generator including filters, lube oil, coolant, battery electrolyte, and such other consumable items would be responsibility of bidder. However, diesel would be provided by OGDCL.
- 8.27. Utility water supply to water tanks will be OGDCL's responsibility.
- 8.28. Bidder would include prices for proving janitorial and other housekeeping & fumigation services as mentioned in scope.
- 8.29. Bidder may **visit OGDCL site** for determining SOW (scope of work) before submission of bid.
- 8.30. Bidder must be active taxpayer on FBR.

## 9. Inspection

- 9.1. After award of contract, the successful bidder will manage availability of Porta cabins as per scope of work in his warehouse and will inform OGDCL accordingly. OGDCL field inspection committee will inspect the Porta cabins at his warehouse according to specifications of this tender enquiry. During inspection, if any of the Porta Cabin is rejected, bidder will have to replace it within the delivery period.

- 9.2. After mobilization at field, the field inspection committee will again inspect the Porta Cabins. In case of any short fall, contractor will be bound to manage the shortfalls.

**10. Delivery Time.**

After contract award, OGDCL will issue Mobilization Notice. The time line for supply, installation & handing over the Porta Cabins is 30 calendar days from the date of award of contract failing which LD shall be imposed.

**11. Contractor's Crew**

The contractor shall have to provide tentative details of its crew with their CNIC Numbers and COVID-19 vaccine certificates. The Field Manager will have to make the security clearance of the same. The contractor has to change any or all of its crew members whose performance is found unsatisfactory or involved in any illegal activities. The crew members must have hands on experience in their related field. OGDCL would have the right to interview, accept or reject any crew member any stage.

**12. DURATION OF CONTRACT:**

The duration of contract would be 09 months initially, which shall be extendable for a time period as required by OGDCL with mutual agreement between OGDCL and bidder at same rates, terms and conditions. Any extension in term of contract will be subject to mutual consent of both parties in writing. OGDCL has the right to terminate the contract 15 days' prior notice either before 09 months or exceeding to the 09 months. Bidder shall be liable to remove his entire facilities from OGDCL site and clear the occupied land within 15 days. After this no payment shall be made to contractor.

**13. PAYMENT TERMS:**

- 13.1 The payments will be made in 100% Pak rupees, at actual, against verified invoices.
- 13.2 The prices quoted by bidder in financial bid should fixed/firm and are inclusive of all applicable taxes, duties and levies etc. except PST/ICT Tax on services.

**14. BID BOND:**

Bid Bond/Bid security amounting to PKR 800,000.00 is to be attached/provided **with technical bid**. Please see master set of tender document for further details.

**15. MODE OF PROCUREMENT:**

Bids against this tender are invited on "**Single Stage Two Envelope Bidding Procedure**" through press tendering therefore, the bidders shall submit original and soft copy of their technical bid and one original financial bid.

**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.



## TECHNICAL EVALUATION

All the bidders are required to provide a compliance certificate to the following. The bidder must fulfill the below mentioned minimum requirements for technical qualification. Even single no in below mentioned technical evaluation tables may lead to disqualification. The equipment/Crew must be sufficient to carry out duties as per scope. Provide documentary proof and/or documents which are required.

### Company profile/Equipment/Manpower Requirements

Sr.	Description	Confirmation
1	Registered company inside Pakistan with minimum registration period of 03 years. Provide documents for registration.	Yes/No
	The contractors who intend to participate must provide documentary proof for at least 3 years of rental Porta cabins experience in Pakistan.	Yes/No
	The bidder should submit a list of projects of similar nature carried out by him with brief scope of work along the technical portion of the bid for similar orders.	Yes/No
	Performance certificates (at least 03 of last 3 years) from respective companies for current & previous rental caravan and catering contracts.	Yes/No
	Commitment that bidder will provide experienced Manpower/ Equipment and services as per scope of work within one month of issuance of contract / service order.	Yes/No
	Company financial standing & financial reports/bank statements.	Yes/No
	In case of joint venture, copy of valid JV agreement should be provided in technical bid.	Yes/No
	List of previous contract for Operation & Maintenance of rental Porta cabins with OGDCL or other E&P companies/organizations operating in Pakistan during last 5 years.	Yes/No

## FINANCIAL BID FORMAT/EVALUATION

Sr.	Description	UOM	Qty	Unit Rate PKR	Total Cost PKR
1	Complete Camp Set up Charges. Complete equipment (Porta cabins/ caravans) with all accessories placement charges (including all required civil work, loading/unloading, plumbing, electrical connections all other set up cost)	Lump Sum	1		
2	Complete equipment (Porta cabins/ caravans) with all types of caravans and accessories mentioned at scope of work including living caravans, Kitchen, Store, dining hall, TV room, tanks, Generators, Laundry, Washrooms and manpower etc – Rental Charges	Day	270		
3	Equipment Mob/De-Mob Charges for all equipment/crew	Lump sum	1		
<b>Grand Total Cost (PKR)</b>					=SUM (ROW1:ROW5)

### **Financial TORs/Note:**

- 1 The bidder quoting lowest in the above table at “Grand Total Cost” of the bid shall be the financially lowest and contract will be awarded to the financially lowest bidder.
- 2 No payment other than quoted in financial bid format will be entertained.
- 3 Zero (0) value shall depict “free of cost” service.
- 4 Equipment / Crew shall be mobilized only after signing of contract between Client and contractor.
- 5 Contractor will raise invoices whenever defined scope of work is completed, or on monthly basis, whichever is applicable.
- 6 50% of the applicable Mob/De-Mob charges will be paid on mobilization rest will be paid after demobilization.
- 7 No additional charges will be paid for crew mob/de-mob other than quoted above whether the crew stays or rotates during the period of the contract.
- 8 Rental charges will not be applicable during mob/de-mob and during camp set up/dismantling. Rental charges will start to commence only after intimation and confirmation from the contractor regarding readiness as per scope of work.