

TERMS OF REFERENCE (TOR)

FOR

**HIRING CATERING AND LAUNDRY SERVICES,
AT OGDCL WELL KUC-1**



**TENDER ENQUIRY # PROC-SERVICES/CB/PROD-
5326/2022**

TORs (TERMS OF REFERENCE)

HIRING CATERING AND LAUNDRY SERVICES, AT OGDCL WELL KUC-1

1. GENERAL INTRODUCTION

OGDCL intends to hire the services of an experienced and well reputed contractor for provision of catering and laundry services for approx. 88 personnel (on and off basis) 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 complete catering services as per menu.
- ii. Provision of laundry services along with material i.e. detergents/bleach etc.
- iii. Provision of cookery (non-plastic), cutlery and cooking utensils.
- iv. Small appliances as per requirement e.g. grinders/blenders etc.
- v. Arrangement of raw food (vegetables/fruits/meat/chicken, Oils and spices etc.)
- vi. Arrangement of LPG cylinders or other any other fuel for cooking.
- vii. Provision of doing dishes along with all the required material.
- viii. Provision of ample crew/manpower to carry out these tasks.
- ix. **Crew to be headed by camp boss, responsible for smooth provision of services as per scope of work. Camp boss will render required services and will be responsible for bidder crew. Camp boss will keep record of messing sheets/attendance sheets, signed/vetted daily by OGDCL representative and will submit the same along with invoices.**
- x. Any other requirements as per routine.

Weekly Meals Menu

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast	Aloo Ki Bhujjiya	Mix Vegetable	Red Bean	DaalChanna	Daal Mash	Chick Peas	Black Eye Beans
	Paratha / Bread	Paratha / Bread	Paratha / Bread	Paratha / Bread	Paratha / Bread	Paratha / Bread	Paratha / Bread
	Egg	Egg	Egg	Egg	Egg	Egg	Egg
	Jam /Butter	Jam / Butter	Jam / Butter	Jam / Butter	Jam / Butt	Jam / Butter	Jam / Butter
	Tea	Tea	Tea	Tea	Tea	Tea	Tea
Lunch	Mutton Karahi	Chicken Palak	Seasonal Vegetable	Beef Kofta	Chicken Biryani	Mutton Namkeen	Pakora Curry
	Daal Mix	Daal Malka Masoor	DaalMakhni	Daal Moong	Daal Mix	Daal Mash	Seasonal Vegetable
	Brown Rice	Zeera Rice	Brown Rice	Veg. Rice	Brown Rice	Plain Rice	Yellow Rice
	Fresh Green Salad	Fresh Green Salad	Fresh Green Salad	Fresh Green Salad	Fresh Green Salad	Fresh Green Salad	Fresh Green Salad
	Chapati	Chapati	Chapati	Chapati	Chapati	Chapati	Chapati
	01 Fruit	01 Fruit	01 Fruit	01 Fruit	01 Fruit	01 Fruit	01 Fruit

Dinner	Beef Mince Fry	Fried Fish	Beef Nehari	Chicken Masala	Beef Paya	Chicken Haleem	Chicken Ginger
	Vegetable	Vegetable	Daal Mix	Vegetable	Vegetable	Vegetable	Daal Masoor
	Green Salad	Green Salad	Green Salad	Green Salad	Green Salad	Green Salad	Green Salad
	Chapati	Chapati	Chapati	Chapati	Chapati	Chapati	Chapati
	Sweet dish	Sweet dish	Sweet dish	Sweet dish	Sweet dish	Sweet dish	Sweet dish

WEEKLY MEAT CYCLE

S#	WeeklyMeatFrequency	Lunch	Dinner	Total
1	Mutton	2	0	2
2	Beef	1	3	4
3	Chicken	2	3	5
4	Fish	0	1	1
Total				12

Other food provisions:

Provision of 03 times per day Tea/coffee apart from breakfast.

Provision of good quality mineral water, 02 no. 1.5 liters' mineral water per person per day and ample water in mess and TV rooms. Provision of 19L mineral water of good quality at all available water dispensers.

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 and General Terms and Conditions

- 4.1 Providing consistently high standard of Quality Food Ingredients, Cooked Food Items with Preparation & Serving as per **Menu Sheet** as described in scope of work.
- 4.2 **Providing Quality Mineral Drinking Water for Cooking & drinking Purpose.**
- 4.3 **Providing and using tetra pack milk of good quality.**
- 4.4 **Providing LPG and/or any other fuel for Kitchen**
- 4.5 Maintaining operation of Kitchen and Dining Hall
- 4.6 Ensuring services conducted 24 Hours per day, seven days a week,
- 4.7 Appropriate Storage of Raw Food-Stuff and proper cleaning;
- 4.8 **Providing Crockery, Cutlery, Utensils, Pots, Pans, small appliances, plates, glassware, kettles etc.**
- 4.9 Ensuring Cleaning of Kitchen and work place at all times.
- 4.10 Providing Professional Staff with necessary medical certificates, vaccination as per standards subject to inspection/rejection by client;
- 4.11 Ensuring Cleaning Supplies Soaps, Detergents etc for kitchen.
- 4.12 **Maintenance of Meal Sheets for Billing Purpose;**
- 4.13 Raising of Invoices for such meals and services as per stipulated rates with counter-acknowledgment of meals and services
- 4.14 Any other job required for smooth running of the camp.

- 4.15 Ensuring services conducted 24 Hours per day, seven days a week.
- 4.16 Appropriate Storage of Raw Food-Stuff, Refrigerators/Deep Freezers etc. with subsequent Inspection thereof.
- 4.17 **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;**
- 4.18 Living arrangement and meals for crew will be at contract holder's expenses
- 4.19 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.
- 4.20 The contractor will provide complete laundry services in efficient manner. OGDCL can replace any personnel if the performance of the personnel is unsatisfactory and Contractor will provide the replacement accordingly without any additional cost.
- 4.21 The Contractor will be responsible for movement of the personnel (Mob/demob).
- 4.22 The Contractor will provide proper uniform to the personnel as per industry standards for these services.
- 4.23 Health insurance of the offered crew will be responsibility of the bidder.
- 4.24 Payment will be made as per actual work done against verified invoices
- 4.25 In case OGDCL wish to demobilize the contractor for some period of time, it will do so by giving 01 week notice for mobilization and demobilization and no payment apart for mob/demob will be applicable during mentioned period.
- 4.26 Minimum payment for 15 personnel will be applicable for any given day where the attendance is below or equal to 15 persons for days where contractor is not demobilized accordingly as per clause 4.25.

5. Delivery Time.

After contract award, OGDCL will issue Mobilization Notice. The time line for supply, of all equipment and crew and readiness for provision of services must not exceed 10 days.

6. 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.

7. 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 equipment and crew from OGDCL site and clear the occupied land within 05 days. After this no payment shall be made to contractor.

8. PAYMENT TERMS:

- 8.1 The payments will be made in 100% Pak rupees, at actual, against verified invoices
- 8.2 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.

9. BID BOND:

Bid Bond/Bid security amounting to PKR 700,000.00 is to be attached/provided **with technical bid**. Please see master set of tender document for further details.

10. 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) 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
2	The contractors who intend to participate must provide documentary proof for at least 3 years of catering services in Pakistan.	Yes/No
3	The bidder should submit a list of projects of similar nature carried out by him with brief scope of work for similar orders.	Yes/No
4	Performance certificates (at least 03 of last 3 years) from respective companies for current & previous rental caravan and catering contracts.	Yes/No
5	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
6	Company financial standing & financial reports/bank statements.	Yes/No
7	In case of joint venture, copy of valid JV agreement should be provided in technical bid.	Yes/No

FINANCIAL BID FORMAT/EVALUATION

Sr.	Description	UOM	Qty	Unit Rate PKR	Total Cost PKR
1	Catering and Laundry charges and all other services.	Per person per day	9,500		
2	Mob/De-Mob Charges for all equipment/crew	Lump sum	4		
Grand Total Cost (PKR)					=SUM (ROW1:ROW2)

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 Equipment / Crew shall be mobilized only after signing of contract between Client and contractor.
- 4 Contractor will raise invoices whenever defined scope of work is completed, or on monthly basis, whichever is applicable.
- 5 50% of the applicable Mob/De-Mob charges will be paid after each mobilization, rest will be paid after each demobilization.
- 6 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 other than written confirmation of mobilization/demobilization by OGDCL.
- 7 Catering and Laundry charges will start to commence after intimation from the contractor regarding readiness of provision of services as per scope.