



## OIL & GAS DEVELOPMENT COMPANY LIMITED REQUEST FOR QUOTATION (SERVICES)

OGDCL House, Jinnah Avenue, Islamabad, Pakistan

- Description:** Hiring of Manpower for Nowshera-2D Project  
**RFQ No.:** PROC-SERVICES/CB/EXPL--6400000122/2023  
**Services Required For:** Nowshera-2D Project  
**Bidding Procedure:** Single Stage One Envelope  
**Evaluation Criteria:** Full Consignment Basis  
**Tax:** ALL APPLICABLE TAXES EXCEPT ICT/PST.  
**Bid Validity:** 180 Days from Technical bid opening  
**Bid Bond Amount:** PKR 2,222,415.65  
**Bid Bond Validity:** 210 Days from Technical bid opening  
**Duration of Contract:** One (01) Year  
**Payment Terms:** Payment will be made at actual on monthly basis against verified invoices.  
**Financial Rate Format:** Bidder will have to quote commission strictly as per following format: -

Rate Per Day	Maximum Commission	Quoted Commission	Duration of project
Mention in table	4.66%	%	12 months (extendable)

**Note:** Commission quoted by bidder above 4.66% will not be considered.

Contract will be awarded to technically responsive and lowest commission bidder (if two bidder or more quoted same commission percentage then the bidder with highest qualifying marks in technical evaluation will be considered for award of contract).

Sr. #	GROUP/ NMG	SERVICE UNITS	REQUIREMENT	DAYS	P/DAY RATE	AMOUNT (Rs.)
1	VI	HSEQ Supervisor	2	365	2337	1,706,010.00
2	III	Fireman	2	365	1310	956,300.00
3	V	Surveyor	4	365	2337	3,412,020.00
4	III	Patwari	1	365	1310	478,150.00
5	III	Permit Man	1	365	1310	478,150.00
6	III	Dozer Pusher	4	365	1310	1,912,600.00
7	V	Seismic Driller	24	365	2337	20,472,120.00
8	III	Compressor Operator	10	365	1310	4,781,500.00
9	V	Vibrator operator	6	365	2337	5,118,030.00
10	III	Recording Man	13	365	1310	6,215,950.00
11	V	Shooter/Loader	21	365	2337	17,913,105.00
12	III	Driver	38	365	1310	18,169,700.00
13	III	Mechanic (D/Workshop)	2	365	1310	956,300.00
14	III	Mechanic(Auto)	4	365	1310	1,912,600.00
15	III	Mechanic (Vibrator)	2	365	1310	956,300.00
16	III	Elect.(Auto)	1	365	1310	478,150.00
17	II	Tyre Vulcanizer	1	365	1164	424,860.00
18	III	A.C Mechanic	1	365	1310	478,150.00
19	III	Welder	1	365	1310	478,150.00
20	III	Elect.(Power)	2	365	1310	956,300.00
21	IV	Dispenser	1	365	1458	532,170.00
22	IV	Pesh Imam	1	365	1458	532,170.00
23	II	Washer-Man	2	365	1164	849,720.00
24	II	Hair cutting/Barber	1	365	1164	424,860.00
25	I	Sanitary worker	3	365	1052	1,151,940.00
26	II	Cook	8	365	1164	3,398,880.00
27	I	Bearers	12	365	1052	4,607,760.00
28	I	Security Guard	48	365	1052	18,431,040.00
29	I	Unskilled General Helper	271	365	1052	104,058,580.00
TOTAL Rs.						<b>222,241,565.00</b>
Gr. Total Rs.						<b>222,241,565.00</b>

**Note:** - Above rates are inclusive of 4.66% commission and all taxes except PST Tax on services.

## **TERMS OF REFERENCE**

### **FOR**

#### **HIRING OF SERVICE UNITS FOR NOWSHERA 2-D PROJECT**

OGDCL is operating with its 05 Nos. owned Seismic Crews. Upcoming assignment for Seismic party is Nowshera-2D (450 L.kms.) in Districts Nowshera, Mardan, Charsada & Swabi for a duration of 12 months (extendable with mutual consent on same rates & terms & conditions). Purpose of this tender is to invite bids of labor/service provider for healthy competition for upcoming Nowshera-2D project (450 L.Km). Bidders that can provide skilled-unskilled labor/workers (manpower) to meet the requirements of OGDCL seismic crew on as and when required basis may participate.

Based on the Oil Industry seismic operations crew assignments', the bidder shall provide the proposed **Skilled/unskilled workers/Service units (Manpower)** and willingness for providing the manpower on **as and when required basis**.

#### **1. TERMS & CONDITIONS**

- i-** Bidder will confirm to provide skilled /unskilled manpower for Seismic operations for Nowshera-2D project.
- ii-** Number of manpower to be hired may be increased or decreased as per discretion of OGDCL in view of operational requirement on as and when required basis. Bidders should provide Pakistani origin skilled / unskilled local manpower.
- iii-** The contract will be effective from the written notice given to the contractor/bidder after the issuance of LOA, for the period of twelve months (further extendable with mutual consent on same rates and terms & conditions) and bidder is bound to provide the labor as per requirement.
- iv-** OGDCL have rights to cancel the contract at any stage, due to any reasons.
- v-** Services will be hired on rate running contract basis (as per OGDCL 3rd party worker rates copy attach) for a period of 12 months that shall be extendable with the mutual consent. The rates for hired manpower will be on lump sum daily basis to be provided /fixed by OGDCL for the specific project and the contract will be awarded on the basis of bidder's commission percentage.
- vi-** It is sole responsibility of contractor for provision of PPE/Health Facilities to the 3rd party hired contractor/project worker as per SOP/HSE of the company during the said project, in case of any incident happened due to non-provision of PPE or non-compliance of HSEQ Standards, contractor will be held responsible.

#### **2. PAYMENT AND PROVISION OF SERVICE UNIT**

- a.** Payment shall be made at actual in the name of the contractor through cross cheque only at the end of each month against verified invoices. No cash payment is allowed. Contractor is bound to provide the manpower within one week after issuance of

LOA, otherwise, LD will be charged as per clause # 12 of draft contract.

- b. Payment to the contractor will be made on the commission rate given/agreed by the bidder
- c. Payment to the contractor will be made according to company policy letter on current tax rate as per Government of Pakistan (GOP).

**3. BOARDING AND LODGING:**

- I. No boarding/lodging will be provided to the hired labor/manpower hired through the contractor and will be the sole responsibility of the bidder.
- II. OGDCL can modify the tender documents in any respect by way of clarification, addition, deletion, or otherwise, prior to the Closing Date.
- III. Prospective Bidder shall ensure that its Bid Proposal is complete in all respects of such that Company may perform a complete and meaningful evaluation.
- IV. The Bidder will provide a list of Projects completed during at least 1 years along with Certificates and name, Email, Phone & Fax of client's who may be contacted for confirmation.
- V. Bidder is to provide Profile of the Bidder and its financial statements for last 12 months.
- VI. Only the bidder, who can provide the services of all types/ category of manpower as required in OGDCL TOR, will be considered for Technical Evaluation.
- VII. OGDCL is not bound to accept the Bid Proposal received in response to this Enquiry. Company shall not be held liable for any expenses incurred in the preparation or submittal of any Bid Proposal or any subsequent discussion and/or negotiations.

**4. BIDDING METHOD**

Bids against this tender are invited on Single Stage Single Envelope Bidding Procedure.

(This clause will prevail instead of tender documents clause# 9 of invitation to bid)

**5. PERFORMANCE BANK GUARANTEE**

2% of the contract value will be submitted by the successful bidder as Performance Bank Guarantee.

## 6. TECHNICAL EVALUATION CRITERIA

Sr. No	Description	Min Requirement	Marks
1.	Minimum Experience	03- less than 05 Year 01-less than 03 Years Less than 01 Year Up to 06 month	35 25 15 5
2.	Minimum of Turnover in last financial year about the company's annual turnover.	04 Million or More 02 Million and less than 04 Million 01 Million and less than 02 Million Up to half Million	35 25 15 05
3.	Contracts from renowned company/ department regarding Manpower provision.	05 or more 03 or more 01 or more	30 20 10
<p><b><u>Mandatory Requirement (Non fulfillment will lead to disqualification)</u></b></p> <p>Bidder shall full fill all the requirement mentioned in TOR. Bidder shall provide compliance of all clauses of TOR signed and stamped with the Bid. All documents be clear and visible submission of Fake document will lead to rejection and black listing of company. Bidder shall provide all relevant document required for technical evaluation. List of Manpower owned by company and its joint venture. Bidder will provide an indemnity bond that the company is not black listed by any other company. Bidder will provide NTN certificate. Bidder will provide Tax Return and audited accounts report of Last Year. Bidder will provide undertaking to ensure following labor laws. In case of JV, JV agreement stating responsibility of each partner and name of the lead partner must be clearly mentioned in agreement and JV agreement must be attached with the bid.</p>			

### **Minimum Qualifying Criterion: -**

Minimum **60%** marks are required for successful Firm/Bidders.

## **OTHER IMPORTANT INFORMATION**

### **BIDDING METHOD:**

Bids against this tender are invited on '**single stage one envelope**'

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

Bid Bond /Bid Security amounting to PKR 2,222,415.65 is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

### **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.