



# OIL & GAS DEVELOPMENT COMPANY LIMITED

## REQUEST FOR QUOTATION (SERVICES)

OGDCL House, Jinnah Avenue, Islamabad Pakistan

**Description:** Hiring of Vehicles for Suleman-2D  
**RFQ No.:** PROC-SERVICES/CB/EXPL-6400000042/2022  
**Services Required For:** SULEMAN-2D PROJECT  
**Bidding Procedure:** Single Stage One Envelope  
**Evaluation Criteria:** Full Consignment Basis  
**Tax:** Applicable of all Taxes except ICT/PST  
**Bid Validity:** 180 days from Technical bid opening.  
**Bid Bond Amount:** PKR 1,818,750/-  
**Bid Bond Validity:** 210 Days from Technical bid opening  
**Duration of Contract / Completion Period:** 15 months

Item No.	Description	Unit	Qty	Total Price (PKR)
10	Hiring of Vehicles for Suleman2D Project	AU	1	

Sub No	Service No	Service Description	Quantity			Unit	Unit Price	Total Price
			Val 1	Val 2	Quantity			
10.1	16000028	Double Cabin (4x4) AC (+ driver)	15	5	75	Months		
Val 1: DURATION OF CONTRACT Val 2: NO OF VEHICLE								
10.2	16000029	Double Cabin (4x4) Non-AC (+ driver)	15	60	900	Months		
Val 1: DURATION OF CONTRACT Val 2: NO OF VEHICLE								
10.3	16000030	Single Cabin (4x4) Non-AC (+ driver)	15	12	180	Months		
Val 1: DURATION OF CONTRACT Val 2: NO OF VEHICLE								
10.4	16000031	Haulage Truck (3500cc) (4x4) (+ driver)	15	12	180	Months		
Val 1: DURATION OF CONTRACT Val 2: NO OF VEHICLE								
10.5	16000032	Water Tanker (4X4) (along with driver)	15	5	75	Months		
Val 1: DURATION OF CONTRACT Val 2: NO OF VEHICLE								
10.6	16000033	Hi-Ace (4x2) AC Euro P&Drop D. (+ driver)	15	1	15	Months		
Val 1: DURATION OF CONTRACT Val 2: NO OF VEHICLE								

Sub No	Service No	Service Description	Quantity			Unit	Unit Price	Total Price
			Val 1	Val 2	Quantity			
10.7	16000034	Hi-Ace (4x2) N-AC Euro DP (+ driver)	15	1	15	Months		
Val 1: DURATION OF CONTRACT								
Val 2: NO OF VEHICLE								
10.8	16000035	Ambulance (4x4) AC for field (+ driver)	15	1	15	Months		
Val 1: DURATION OF CONTRACT								
Val 2: NO OF VEHICLE								
10.9	16000036	Explosive Van (4X4)	15	4	60	Months		
Val 1: DURATION OF CONTRACT								
Val 2: NO OF VEHICLE								

## **TERM OF REFERENCE**

### **FOR**

### **HIRING OF VEHICLES FOR SULEMAN-2D PROJECT**

OGDCL is operating with its 05 Nos. owned Seismic Crews. Purpose of this tender is to hire services of firms that can provide good condition vehicles to meet the requirements of OGDCL seismic crew for healthy competition for Suleman-2D project located in Zhob, Loralai and Musa Khel districts, on as and when required basis for a duration of fifteen (15) months (further extendable with mutual consent on same rates and terms & conditions). The bidders are required to submit their details and willingness to provide different types of required vehicles and work with seismic crew of OGDCL.

Based on the Oil Industry seismic operations crew assignments, the bidder should never be defaulter before or black listed. Bidder must have previous work experience of about (01) one years or more. Vehicles are required on AS AND WHEN REQUIRED BASIS.

Financial Evaluation shall be carried out on **Grand total basis** and contract will be awarded to technically responsive and financially lowest bidder.

#### **TERMS OF REFERENCE FOR SHORTLISTING OF BIDDERS FOR HIRING OF VEHICLES FOR SULEMAN 2D.**

- 1- Contractor must possess latest NTN/Certificate of the last fiscal year.
- 2- Contractor should have the vehicles which are able to do the duty in all terrain (i.e. hilly, desert, river catchment area, plains and cultivated areas).
- 3- Contractor shall replace the vehicles in case of its major break down on first simple and written notice without any arguments or litigation and failure to replace the broken down vehicles shall deal as per liquidate damages within 15 days.
- 4- Contractor must have established offices. Contractor must provide detail listing of the established offices with address and detail of offices when established.
- 5- The vehicles should be in perfect mechanical and satisfactory working conditions and not older than 10 years. The contractor shall also ensure that the vehicles are well maintained and their appearance both in interior and exterior is in excellent condition, and must be acceptable to vehicle inspection

committee constituted at party before deployment of vehicle.

- 6-** The drivers shall be hired for the vehicles by the contractor. The driver must be literate with sound mental and physical body health and must have valid CNIC and valid driving license. Driver shall be available round the clock with the vehicle. Contractor is required to provide at least 30 CNIC and 30 driving license copies of drivers along with technical bid.
- 7-** The contractor shall ensure that the paper of vehicles (registration road permit tax and insurance documents / fitness certificate etc) is complete in accordance with Govt. Law and contractor will be responsible for it. Contractor must provide at least 30 registration copies of vehicles along with technical bid.
- 8-** Contractor is responsible to provide explosive vans with valid explosive carrying license.
- 9-** OGDCL shall not be responsible and no payment shall be made against any sort of road mishap, accident, injury, death, force majeure (stand by) or any unforeseen, loss and damage to the vehicles and driver. However, fuel will be provided by OGDCL.
- 10-** The vehicles will be used in the project area or under administrative control of location In-charge where required.
- 11-** Contractor shall be responsible for the violation of traffic rules and misconduct of the drivers, and compensations for an accident.
- 12-** All type of repair, maintenance and replacement of filters, engine oil and others lubricants shall be responsibility of the contractor, HSD will be provided by company.
- 13-** 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 contract documents.
- 14-** The firm/bidder/company should submit an affidavit attested with notary public along with the application to the effect that firm/directors or partners are not black listed by any other organization as per format provided in master set of tender document services annexure, F
- 15-** OGDCL reserves the right to accept or reject any or all applications of the contractors. No claim shall be made by contractors participating in the tender.
- 16-** Quoted prices must inclusive of all applicable taxes, duties, levies except PST/ICT on services.
- 17-** 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.

- 18- 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.
- 19- Contract will be effective from the date of mobilization notice to the bidder/firm after the issuance of LOI.
- 20- Bidder is bound to provide the vehicles within one week after receiving the letter from location in-charge or indenting department, otherwise, LD will be charged as per clause # 12 of draft contract.
- 21- Bidder must read, understand, duly signed and stamp all the pages of TOR.
- 22- Please submit a certificate that bidder has read and understand all terms and conditions and would abide during the contract.
- 23- Contractor must submit a certificate that no vehicle was previously use in any criminal activity or theft etc.
- 24- Vehicles should in compliance with HSEQ standards be fitted with the following:
  - a. Fire extinguisher.
  - b. First aid kit.
  - c. Communications; radio and contingency plan where appropriate will be provided by OGDCL
  - d. Serviceable spare wheel.
  - e. Seat belt on all seats for all occupants in front & back.
  - f. Tool kit including jack and wheel nut spanner (Lug wrench).
  - g. Reverse warning / backup alarm device if appropriate.

**25- Mandatory Requirement (Non fulfillment will lead to disqualification):**

If the bidder failed to fulfill any of the mandatory requirement, then their bid will not be considered for further evaluation.

- a. Registration with income/sale tax (NTN/GST certificate is required)
- b. Income tax return of last two fiscal years
- c. Audit account report of last fiscal year
- d. Provide copies of registration books (minimum 30)
- e. Provide copies of valid fitness certificate of vehicles (minimum 30)
- f. Provide copies of valid driving license of drivers (minimum 30)

**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)

**TECHNICAL EVALUATION CRITERIA**

SR#	DESCRIPTION	MARKS	MAX. MARKS	
<b>1</b>	<b>Profile Since establishment</b>		40	
	i.	More than 03 Years		40
	ii.	More than 01 Years and less than 03 Years		15
	iii.	Minimum 01 Years		10
<b>2</b>	<b>Experience</b>		40	
	i.	More than 03 Years		40
	ii.	More than 01 Years and less than 03 Years		30
	iii.	Minimum 01 Years		20
<b>3</b>	<b>Minimum 01 Projects completed</b>		20	
	<b>Zero Project</b>		0	
<b>TOTAL MARKS</b>			<b>100</b>	

**Minimum Qualifying Criterion: -**

Minimum **70%** marks are required for successful Firm/Bidders.

**PERFORMANCE BANK GUARANTEE**

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

(This clause will prevail instead of tender documents clauses of PBG to the extent of 2% PBG instead of 10% PBG only).

**Note:-**

Following documents must be attached with the bid:-

- Bid bond of **PKR 1,818,750/- (Pak Rupees one million eight hundred eighteen thousand seven hundred fifty only) must be submitted with the technical bid.** Please see tender documents (services) for further detail.
- The master set of tender documents (services) uploaded on OGDCL website ([www.ogdcl.com](http://www.ogdcl.com)) is the integral part of this TOR.