



OIL & GAS DEVELOPMENT COMPANY LIMITED

REQUEST FOR QUOTATION (SERVICES)

OGDCL House, Jinnah Avenue, Islamabad Pakistan

Description: **HIRING OF SERVICE UNITS FOR SULEMAN-2D PROJECT**
RFQ No.: PROC-SERVICES/CB/EXPL-6400000047/2022
Bidding Procedure: Single Stage One Envelope
Evaluation Criteria: Full Consignment Basis
Tax: ALL APPLICABLE TAXES EXCEPT ICT/PST.
Bid Validity: 180 Days from bid opening
Bid Bond Amount: PKR 3,395,396/-
Bid Bond Validity: 210 Days from bid opening
Duration of Contract / 15 MONTHS
Completion Period:

Item No.	Description	Unit	Qty	Total Price (PKR)
10	Hiring of Service Units for Suleman-2D	AU	1	339,539,575

Sub No	Service No	Service Description	Days	Quantity	Unit	Unit Price	Total Price
10.1	16000119	Surveyor	457	6	Days	2,125	5,826,750
10.2	16000120	Patwari	457	2	Days	1,191	1,088,574
10.3	16000121	Permit Man	457	5	Days	1,191	2,721,435
10.4	16000122	Dozer Pusher	457	6	Days	1,191	3,265,722
10.5	16000123	Field Recording Man	457	17	Days	1,191	9,252,879
10.6	16000124	Shooter/Loader	457	16	Days	2,215	15,538,000
10.7	16000125	Seismic Driller	457	29	Days	2,125	28,162,625
10.8	16000126	S/Driller Mechanic	457	11	Days	1,191	5,987,157
10.9	16000127	Vibrator Operator	457	6	Days	2,125	5,826,750
10.10	16000128	Vibrator Mechanic	457	2	Days	1,191	1,088,574
10.11	16000129	Mechanic Auto	457	8	Days	1,191	4,354,296
10.12	16000130	Welder	457	2	Days	1,191	1,088,574
10.13	16000133	Plumber	457	1	Days	1,058	483,506
10.14	16000134	Tyre Volcanizer	457	2	Days	1,191	1,088,574
10.15	16000135	Dispenser	457	2	Days	1,326	1,211,964
10.16	16000136	Drivers	457	34	Days	1,191	18,505,758
10.17	16000137	Pesh Imam	457	1	Days	1,326	605,982
10.18	16000138	Security Supervisor	457	1	Days	2,387	1,090,859
10.19	16000140	Cook	457	17	Days	1,058	8,219,602
10.20	16000141	Bearer/Dish Washer	457	19	Days	956	8,300,948
10.21	16000142	Washer Man	457	2	Days	1,058	967,012
10.22	16000143	Barber	457	2	Days	1,058	967,012
10.23	16000144	Sanitary Worker	457	4	Days	956	1,747,568
10.24	16000158	General Duty Helper (Miscellaneous)	457	450	Days	956	196,601,400
10.25	16000162	Elect.(Auto)	457	2	Days	1,191	1,088,574
20.26	16000168	Fireman	457	2	Days	1,191	1,088,574
20.27	16000180	HSEQ SUPERVISOR	457	1	Days	2,387	1,090,859
20.28	16000181	COMPRESSOR OPERATOR	457	14	Days	1,191	7,620,018
20.29	16000185	CARPENTER	457	1	Days	1,058	483,506

20.30	16000201	SENIOR SECURITY GAURD	457	3	Days	1,058	1,450,518
20.31	16000205	CCTV SUPERVISOR	457	2	Days	2,387	2,181,718
20.32	16000206	MOTOR REPAIR SRV	457	1	Days	1,191	544,287

Note: - Above rates are inclusive of 4.66% commission and 10% withholding tax except PST/ICT Tax on services.

Financial Rate Format

Bidder will have quoted commission strictly as per following format: -

Rate Per Day	Maximum Commission	Quoted Commission	Duration of project
Mention in table	4.66%	%	15 months (extendable)

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).

TERMS OF REFERENCE (TOR)

FOR

HIRING OF SERVICE UNITS FOR SULEMAN-2D PROJECT

OGDCL is operating with its 05 Nos. owned Seismic Crews. Upcoming assignment for Seismic party is Suleman-2D (650 L.Km.) in District Zhob, Loralai and Musa Khel for a duration of 15 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 Suleman-2D project (650 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 Suleman-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 LOI, for the period of fifteen 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 15 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 or Security laps, contractor will be held responsible, negligence in this regard can be used for termination of contract.

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 signing the date of contract, 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. Technical evaluation Criteria

Sr. No	Description	Min Requirement	Marks
1.	Minimum Experience	03- less than 05 Year	35
		01-less than 03 Years	25
		Less than 01 Year	15
		Less than 06 month	05
2.	Minimum of Turnover in last financial year about the company's annual turnover.	04 Million or More	35
		02 Million and less than 04 Million	25
		01 Million and less than 02 Million	15
		Less than 01 Million	05
3.	Contracts from renowned company/ department regarding Manpower provision.	05 or more	30
		03 or more	20
		01 or more	10
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Mandatory Requirement (Non fulfillment will lead to disqualification)

- 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.

Minimum Qualifying Criterion: -

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

5. 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)

6. 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).