

TERMS OF REFERENCE (TOR)
OTHER TERMS & CONDITIONS

1- TYPE / NATURE OF CONTRACT:

- i. Rate Running Contract (as and when required basis).
As per Para#03 of Scope of work

2- CONTRACT DURATION / COMPLETION PERIOD:

- i. **Contract Duration:**

The initial term of this Contract shall be One (01) year from the date of signing of contract unless earlier terminated under the provisions hereof. Any extension in the term of Contract will be subject to mutual consent of both the parties.

3- AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to **PKR 2,200,000/-** is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

4- PAYMENT TERMS:

Payment shall be made on monthly basis subject to tax deduction as per Government rules, based on actual availability of vehicle during the month as verified by the in-charge transport under provision of the contract agreement. No advance payment will be admissible. Payment shall be made in the name of the contractor/ company through cross cheque only. No cash payment is allowed.

(This clause will be prevail instead of Master Tender document "ITB" clause # 07 'PAYMENT').

5- BID PRICE:

- i. Bid price shall be inclusive of all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) in Pakistan.
- ii. The prices should be quoted in PKR otherwise the bid will be rejected.

(This clause will be prevail instead of Master Tender document "ITB" clause # 06 'BID PRICE')

Note:-

The master set of tender documents (services) uploaded on OGDCL's website (www.ogdcl.com) is the integral part of this TOR.

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SCOPE OF WORK:

Oil & Gas Development Company Limited (OGDCL), a leading exploration and production company, requires **Hiring of Transport Services for OGDCL Rigs and Overhauling Base Kot Sarang**. For this purpose OGDCL plans to enter into rate running Contract for a period of 01 year and extendable further with mutual consent.

A specific transport fleet is ultimate requirement of a drilling/ work-over rig and plays vital role in smooth rig operations. Rig fleet includes vehicles for transportation and handling/lifting of materials.

Types and estimated number of vehicles required on rate running contract bases are as under.

Sr. No.	Vehicles Type	Number of Vehicles Required
1	Double cabin Vigo 4x4 P-UP 2900CC or equivalent	27
2	Ambulance, Fully equipped 4x2 2900CC	09
3	Hiace Van (AC) 4x2, 2900CC, 14 SEATS	09
4	Coaster Van(A/c) 4X2, 3500CC (24 seating)	09
5	Mini Truck, 4X2, 05 TON	09
6	Haulage Truck6X4, 16 Tons	03
7	Fork Lifter (5-7 Tons)	03
8	Mobile Crane (25-30 Ton)	03

TERMS OF REFERENCE FOR HIRING OF VEHICLES**1. Mandatory Requirement:**

- 1.1 The bidder shall have minimum registration period of 02 Years.
- 1.2 All bidders must give "Clean acceptance" of OGDCL terms and conditions and withdraw all exceptions if any to become eligible for technical evaluation.
- 1.3 Confirm that none of the Directors of bidder is blacklisted. Affidavit on non-judicial stamp paper is required.
- 1.4 The bidder should be income tax registered company. Provide NTN certificate and last year tax returns.

2. General Terms and Conditions:

- 2.1 The Bidder shall be active Tax payer having valid identity/CNIC with sound financial profile capable to provide rental vehicles as per requirement of OGDCL.

- 2.2 Contractor must have established office/s. Details to be provided with the technical bid.
- 2.3 The contractor shall confirm that the vehicles/machinery are well maintained and are in excellent condition in all respects.
- 2.4 Model of vehicles/machinery to be supplied by the contractor must not be older than 05 years for category (1 to 6) and 10 Years for category (7 &8).
- 2.5 All vehicles/machinery will be provided with drivers by the contractor/company. The driver must be literate with sound mental and physical health and must have valid CNIC, valid driving license and security clearance from the respective police station.
- 2.6 Contractor shall immediately replace the vehicles/machinery with same model and condition in case of any break down on first simple and written notice without any arguments or litigation.
- 2.7 OGDCL may install vehicle tracking system on each vehicle and contractor shall have no objection on it. The trackers will be retrieved after de-hiring of vehicles/machinery.
- 2.8 The vehicle with driver will have to perform duty round the clock including holidays/gazetted holidays.
- 2.9 Vehicles/machinery may be deployed throughout the country for temporary assignments under administrative control of location In-charge where required, in all terrain (i.e. hilly, desert, river catchment area, plains and cultivated areas).
- 2.10 The contractor shall ensure that the documents of vehicles/machinery (registration, road permit, tax and insurance documents / fitness certificate etc) are complete in accordance with applicable Government Laws. All cost related to the aforesaid shall be the responsibility of the contractor.
- 2.11 OGDCL shall not be responsible for any sort of mishap, accident, injury, death, force majeure or any unforeseen, theft, kidnapping, destruction/loss and damage to the vehicles/machinery or driver. The contractor shall also be responsible/pay in case of traffic challan and in any case payment of fine etc.
- 2.12 Upon unsatisfactory performance, behavior or involvement in illegal or immoral practices, contractor will immediately replace the driver.
- 2.13 OGDCL will provide free accommodation. Messing facility on payment basis to the driver as per OGDCL staff mess.
- 2.14 While submitting invoice(s) for payment, contractor shall submit a certificate from FBR to the effect that contractor has cleared its provincial tax liability.
- 2.15 Bid Bond /Bid Security amounting to **PKR 2,200,000/-** is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details
- 2.16 Vehicles/machinery should be in compliance with HSEQ standards and be equipped with the following essentials:
 - First aid kit.
 - Serviceable spare wheel.
 - Seat belt on all seats for all occupants in front & back.
 - Tool kit including jack and wheel nut spanner (Lug wrench).
- 2.17 Contract period for hiring of vehicles/machinery shall be initially for one year from the date of agreement which may be extended with mutual consent.
- 2.18 The contractor can provide its own/third party vehicles/machinery to meet the requirement of OGDCL. However, the contractor has the sole

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responsibility of the third party hired vehicle. In case of third party vehicles/machinery, copy of the JV partnership agreement has to be provided with the technical bid.

2.19 The contractor has to provide its own or third party hired vehicle within 45 days of issuance of LOI otherwise bank guarantee will be confiscated.

2.20 HSD for the vehicles/machinery will be provided by OGDCL. In case fuel consumption of HSD is higher than set/allowable mileage limit, by the company, deduction will be made according to the prevailing market fuel rates at the time of payment to the contractor. Location incharge will decide the monthly fuel average keeping in view the load, terrain, traffic conditions etc. All type of repair, maintenance and replacement of filters, engine oil and others lubricants shall be responsibility of the contractor.

2.21 The number of vehicles/machinery are tentative; the number of vehicle may increase or decrease as per actual requirement. If requirement increases the Contractor have to provide the additional vehicles/machinery at same rates/terms and conditions.

TECHNICAL EVALUATION CRITERIA

SR#	DESCRIPTION	MARKS	MAX. MARKS	
1	Required Documents		30	
	i.	Registration Certificate /Certificate of Incorporation		5
	ii.	NTN Certificate		5
	iii.	Professional Tax Certificate		5
	iv.	Certificate of Chamber of Commerce & Industry		5
	v.	Satisfactory Bank Account Certificate		4
	vi.	Last year sales tax paid form		3
	vii.	Bidder Profile with Offices detail in Pakistan		3
2	Commitment to provide vehicles		30	
	i.	Commitment to provide all vehicle within 20 days of issuance of LOI		30
	ii.	Commitment to provide all vehicle within 30 days of issuance of LOI		25
	iii.	Commitment to provide all vehicle within 45 days of issuance of LOI	20	
3	Financial Status		15	
	i.	Tax Returns of Last Year		05
	ii.	Bank Statement of Last Year		05
	iii.	Bank Statement worth > Rs. 05 million	05	
4	Experience		20	
	i.	01+ Year Experience with Govt./Semi Govt./Autonomous bodies/Private		20
	ii.	01 Year Experience with Govt./Semi Govt./Autonomous bodies/Private.	15	
5	Oil Industry Experience		5	
TOTAL MARKS			100	

Minimum Qualifying Criterion:-

Overall 65% (Minimum) marks are required for technical qualification with 50% marks in each category.

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FINANCIAL BID FORMAT:**1. Financial TOR:**

- 1.1 Bidder must strictly follow and quote prices as per financial bid format. The Financial Bid must be complete in all aspects and comparable. Conditional Prices and/or Prices mentioned other than Rate Format/Financial Evaluation Criteria, may not be accepted. In case, the Bidder is not charging any rate and/or the rates are not applicable, Zero (0) must be clearly mentioned.
- 1.2 The rates quoted by the contractor shall be inclusive of salary of driver, lube oil and all applicable taxes/ levies charges except ICT/PST.
- 1.3 Evaluation will be carried out on item wise basis.
- 1.4 Contract will be awarded to lowest bidder in each category.

FORMATE FOR RATES AND FINANCIAL EVALUATION CRITERIA

Sr. No.	Vehicles Type	Rig-N1 Sughri (Punjab)	Rig-N2 Siab (KPK)	Rig-N3 Wasan (Sindh)	Rig-N4 Garhi (Punjab)	Rig-N5 Zin (Balochistan)	Rig-N6 Nashpa (KPK)	Rig-N55 Mangrio (Sindh)	SK-750 Thal Sindh	K-750T Snghar Sindh	OHG-Kot Sarang (Punjab)	Required Number of Vehicles
1	Double cabin Vigo 4x4 P-UP 2900C or equivalent	03	03	03	03	03	03	03	01	02	02	27
1.1	Monthly Rent Per Vehicles Double cabin Vigo 4x4 P-UP 2900C or equivalent											
1.2	Total Rent for One Year											
2	Ambulance, Fully equipped 4x2 2900CC	01	01	01	01	01	01	01	01	01	Nil	09
2.1	Monthly Rent Per Ambulance, Fully equipped 4x2 2900CC											
2.2	Total Rent for One Year											

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3	Hiace Van (AC) 4x2, 2900CC, 14 SEATS	01	01	01	01	01	01	01	01	01	Nil	09
3.1	Monthly Rent Per Hiace Van (AC) 4x2, 2900CC, 14 SEATS											
3.2	Total Rent for One Year											
4	Coaster Van(A/c) , or equivalent 4X2, 3500CC (24 seating)	01	01	01	01	01	01	01	01	01	Nil	09
4.1	Monthly Rent Per Coaster Van(A/c) , or equivalent 4X2, 3500CC (24 seating)											
4.2	Total Rent for One Year											
5	Mini Truck, 4X2, 05 TON	01	01	01	01	01	01	01	01	01	Nil	09
5.1	Monthly Rent Per Mini Truck, 4X2, 05 TON											
5.2	Total Rent for One Year											
6	Haulage Truck6X4, 16 Tons	Nil	Nil	Nil	Nil	01	01	Nil	Nil	01	Nil	03
6.1	Monthly Rent Per Haulage Truck6X4, 16 Tons											
6.2	Total Rent for One Year											
7	Fork Lifter (5-7 Tons)	Nil	Nil	Nil	Nil	01	01	Nil	Nil	01	Nil	03
7.1	Monthly Rent Per Fork Lifter (5-7 Tons)											
7.2	Total Rent for One Year											
8	Mobile Crane (25-30 Ton)	Nil	Nil	Nil	Nil	01	01	Nil	Nil	01	Nil	03
8.1	Monthly Rent Per Mobile Crane (25-30 Ton)											
8.2	Total Rent for One Year											

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