

# OIL & GAS DEVELOPMENT COMPANY LIMITED



**TENDER ENQUIRY NO. PROC-SERVICES/WEB TENDER/SCM-4689/2020**

## **HIRING OF SERVICES FOR SORTING AND SHIFTING OF OLD RECORD**

### **Note:**

Bid bond of **PKR 40,000/- (Forty Thousand Rupees Only)** to be submitted with the technical bid. Please see tender documents 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.

**TERMS OF REFERENCE (TOR)**

**For**

**HIRING OF SERVICES FOR SORTING AND SHIFTING OF  
OLD RECORD.**



**Oil & Gas Development Company Limited, Pakistan**  
**(OGDCL)**

**1. INTRODUCTION:**

Oil and Gas Development Company Limited (hereafter referred as Company), a Government of Pakistan Enterprise, is a premier E & P Company engaged in exploration and production of crude oil and natural gas in different parts of Pakistan.

SCM Department of OGDCL requires to hire the Services for sorting & shifting of its old record from Head office & I-9 base stores to its newly constructed record room at I-9 Islamabad.

Approximately 11,500 folders lying at I-9 and 20000 folders (approximately) lying at SCM department 1st floor OGDCL Head office Islamabad. However, OGDCL reserves the right to increase/ decrease the scope of work.

**2. SCOPE OF WORK:**

Services aims at sorting & listing of the files and its archiving. The consultant shall propose, design and put in place an adequate manual as well as computerized system of classification and filing in order to facilitate the classification, filing and retrieval of the files.

The potential bidder to submit the rates on total lump sum cost basis. Evaluation will be finalized on complete package basis. The scope work includes but not limited to: -

- i. Prepare list of all record in MS Excel.
- ii. Classifying and indexing document in a way to identify and recognize and easy retrieval.
- iii. Put page numbers, and file/volume number on each case by mentioning opening Page numbers to closing Page numbers at each volume of case file i.e. 1-150 & this volume is closed at page-150.
- iv. Change the worn out files covers.
- v. Arrange safe transportation for shifting of files from Head office to I-9 and files available at I-9 (02 buildings) to newly constructed Record Room.
- vi. Place all files on the Steel Racks in sequence of file numbers and on year wise basis / section wise basis.
- vii. Record of SCM department is to be segregated in Foreign, Local and Services Sections, therefore at least 3 teams comprising of three (03) members each with 02 Data Entry Operators and 01 Non skilled labor needs to be provided.
- viii. Provide complete list of entire record in hard and soft form.

### 3. COMPLETEION PERIOD:

Project completion time is 06 months effective after one week from the date of issuance of mobilization notice by SCM Department. However early completion of job shall be highly preferred.

### 4. TECHNICAL EVALUATION CRITERIA:

The bidder shall have the following experience and qualifications: -

- i. Registered with NTN, GST / PST/ICT.
- ii. Documentarist/ archivist should be ICS/FA with Excel specialty.
- iii. At least (02) years' experience in filing / archiving.
- iv. Work plan and methodology
- v. Equipment detail (Computer, and Printers etc.)
- vi. Confirmation of non-skilled labor.

SR#		DESCRIPTION	MARKS	MAX. MARKS
1		Registered with NTN, GST / PST	10	10
2		<b>Relevant experience</b>		30
	i.	More than 02 Years	30	
	ii.	More than 01 Year	15	
	iii.	Less than one year	zero	
3		Work plan and methodology	30	30
4	i.	Documentalist/ archivist with FA/ICS etc.- provide 06 CVs	20	20
	ii.	Confirmation of at least 03 Non skilled labor	5	5
5		Equipment detail (Computer, printers etc.)	5	5
<b>TOTAL MARKS</b>				<b>100</b>
<b>Qualifying marks</b>				<b>70%</b>
<b>Bidders obtaining less than 50% marks in any category will be disqualified</b>				

### 5. FINANCIAL EVALUATION CRITERIA / RATE FORMAT:

The bidder must quote prices on lump sum basis as per following format.

Description	Rates in PKR
Total lump sum cost for sorting, Listing & shifting etc. (as above) of record to I-9 (newly constructed building) inclusive of all applicable taxes except PST/ICT on services. PST/ICT where applicable will be borne by OGDCL.	

**Financial evaluation will be carried out on Lump Sum cost (total package basis).  
Contract will be awarded to technically responsive and financially lowest bidder.**

## **6. PAYMENT TERMS:**

Total Lump Sum payment in Pak Rupees will be made upon completion of assignment & approval of report by SCM department and against verified invoices (by concerned Manager of each section of SCM) through cross cheque.

### **SPECIAL NOTE:**

- OGDCL will provide file covers, flappers and markers etc.
- Bidders will have to arrange computers, printers, papers, tonners etc.
- Bidder shall ensure secrecy / confidentiality of record and bidder shall furnish an under taking to this effect.
- Bid bond amounting to PKR 40,000/- to be attached with the bid.
- Bids to be submitted on single stage single envelop.
- Bids must be valid for 180 days from technical cum financial bids opening.
- All annexures (B to J) must be attached with the bid.
- Master set of tender documents (Services) uploaded on OGDCL website is the integral part of this TOR.