

# **OIL & GAS DEVELOPMENT COMPANY LIMITED**



## **TENDER ENQUIRY NO. TE-SERVICES/CHAK NAURANG STORE/MMD/2020/001**

### **HIRING OF VEHICLE FOR CHAK NAURANG FIELD STORE PUNJAB PROVINCE**

#### **Important Notes:**

- i) Tender/Bid to be submitted to Field Manager Chak Naurang as per advertised date on OGDCL website. All further actions i.e. evaluation of bids /award of contract will be from Manager/I/C Store Chak Naurang Oil Field.
- ii) Master set of tender document (services) uploaded on OGDCL's website ([www.ogdcl.com](http://www.ogdcl.com)) is the integral part of this TOR/Tender.
- iii) Bidding Procedure is Single Stage Single Envelope.



**OIL & GAS DEVELOPMENT COMPANY LIMITED**  
**MATERIA MANAGEMENT DEPARTMENT**  
**Chak Naurang Oil Field**

Chak Naurang Oil Field  
Tehsil & Distt Chakwal,  
PAKISTAN

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**SCOPE OF WORK / TERM OF REFERENCE FOR HIRING OF VEHICLE FOR CHAK NAURANG OIL FIELD**

**1. SCOPE OF WORK (SOW)/ TERMS OF REFERENCE (TOR):**

OGDCL is operating for exploration and production of Oil and Gas in different districts of all provinces of Pakistan. The company is in the need of vehicle on rental basis to meet its logistics requirement at Chak Naurang Oil Field located in District Chakwal of PUNJAB Province. In this regard tender is floated for hiring of good condition vehicle **(2018 or up model Toyota double cabin or equivalent)** on as and when required and rate running contract basis. Contractor has to provide required type of vehicle, which will be deployed as per requirement for **Chak Naurang Store**.

The contractor should never be a defaulter or black listed from any Government or public sector organization. Contractor must have at least 01-year experience of providing rental vehicles to Government or Public Sector or private organizations.

Type and estimated number of vehicle required is as under:

Sr. #	Vehicle Type	Requirement (Nos.)
1	Double Cabin Pickup Vigo/ Champ AC (4x4) or equivalent (Model: 2018 or up)	01

**2. TERMS OF REFERENCE FOR HIRING OF VEHICLE FOR CHAK NAURANG STORE.**

- i. The contract period for hiring of vehicle shall **be for a period of One (01) year** from the date of delivery of accepted vehicle at Chaknaurang Store after signing of contract and will be on rate running and as on as when required basis extendable on mutual consent on same rate, terms and conditions.
- ii. OGDCL reserves the right to increase or terminate the contract before one year as per requirement.
- iii. The Contract may be terminated on 30 days' notice period during contract period, if the services are no more required or the contractor/company fails to abide or violates the same or do not follow the instructions of location in-charge or take no remedial/corrective measures after receiving written notice from the location in-charge. Similarly, the contractor/company shall serve a notice 30 days prior to withdrawal of vehicle(s).
- iv. The bidder shall be a registered company inside Pakistan with minimum registration

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period of one (01) year. Provide documents for registration.

- v. Contractor/Company must have established office(s).
- vi. Bidder to confirm that none of the Directors of bidder is black listed.
- vii. The Bidder shall be registered/active Tax payer having valid identity/CNIC with sound financial profile capable to provide rental vehicle as per requirement of OGDCL.
- viii. The contractor/company shall confirm that the vehicles' well maintained and are in excellent condition in all respects.
- ix. The company has to provide its own or third party hired vehicle within 20 days after issuance of LOI otherwise Performance Bond Guarantee (PBG) will be confiscated. Rent period will be started from the date of delivery of vehicle and its acceptance by OGDCL.
- x. All type of repair, maintenance and replacement of filters, engine oil and others lubricants shall be responsibility of the contractor.
- xi. Vehicle should be in compliance with HSEQ standards and be equipped with the following essentials:
  - a. First aid kit.
  - b. Fire Extinguisher.
  - c. Serviceable spare wheel.
  - d. Seat belt on all seats for all occupants in front & back.
  - e. Tool kit including jack and wheel nut spanner (Lug wrench).
- xii. The contractor to provide vehicle model not older than year 2018.
- xiii. Vehicle will be provided with driver 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.
- xiv. The vehicle with driver will have to perform duty round the clock including holidays/gazette holidays.
- xv. OGDCL will provide free accommodation facility to driver.
- xvi. OGDCL will provide messing facility on payment basis to the driver.
- xvii. In case of any extensive break down of vehicle(s), Contractor/company shall immediately replace the vehicle(s) with same OR up model good condition vehicle(s) on first written notice without any arguments or litigation.
- xviii. OGDCL may install vehicle tracking system on each vehicle and contractor shall have no objection on it.
- xix. Vehicle may be deployed throughout the country for temporary assignments under

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administrative control of location In-charge where required, in all terrain (i.e. hilly, desert, river catchment area, plains and cultivated areas).

- xx. The contractor/company shall ensure that the documents of vehicle (registration, road permit, tax and insurance documents / fitness certificate etc.) are complete in accordance with applicable Government Laws.
- xxi. 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 vehicle or driver. The contractor shall also be responsible /pay in case of traffic Challan and in any case payment of fine etc.
- xxii. Upon unsatisfactory performance, behavior or involvement in illegal or immoral practices, contractor/company will immediately replace the driver.
- xxiii. Bidder must quote fixed /firm rate in financial bid format otherwise incomplete bid shall not be entertained. Bidder must strictly follow and quote prices as per financial bid format. No clause with "if & but" having financial impacts will be entertained and in such case bid will be treated as non-responsive.
- xxiv. The rates quoted by the bidder will remain the same throughout the period of contract.
- xxv. The rates quoted by the contractor/company shall be on monthly rent basis for vehicle inclusive of lube oil, salary of driver and all applicable taxes/ levies charges except Provincial/ICT sales Tax on services.
- xxvi. HSD for the vehicle will be provided by OGDCL. In case fuel consumption of HSD is higher than set/allowable mileage limit, deduction will be made according to the prevailing market fuel rates at the time of payment to the contractor.
- xxvii. Payment to the contractor 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.
- xxviii. While submitting invoice(s) for payment, contractor shall submit a certificate from FBR to the effect that contractor has cleared its provincial tax liability.
- xxix. All bidders must give "Clean acceptance" of OGDCL terms and conditions and withdraw all exceptions if any to become eligible for technical evaluation.
- xxx. OGDCL reserves the right to accept or reject any/all bid (s) or annul the entire bidding process at any time prior to award of (Contract).
- xxxi. An Affidavit on stamp paper must be attached with the bid by the owner of vehicle that the provided vehicle has no relation/connection to any of OGDCL Employee or their relatives.**

### 3. TECHNICAL/FINANCIAL EVALUATION CRITERIA

Sr.	Vehicle Type / Description	Model Year	Quantity	Monthly Rent	Total Rent for Twelve Months (i.e. One Year)
1.	Toyota Double Cabin Pickup Vigo/ Champ AC (4x4) or equivalent: <u>Model 2018 or Up</u> Price in PKR (inclusive of all taxes except PST/ICT)		01		

#### Documents Required

- i. NTN Certificate.
- ii. Professional Tax Certificate.
- iii. Affidavit of Non-Black Listing duly attested by Notary Public.
- iv. Affidavit of owner that he has no relationship with OGDCL employees.
- v. Satisfactory Bank Account Certificate.
- vi. Last year sales tax paid form.
- vii. Company Profile with Offices detail in PUNJAB or in Pakistan.
- viii. Proof of experience with govt. /semi govt. Organization.

#### SPECIAL NOTE:

- i. No Advance payment will be made at the time signing/issuance of the contract.
- ii. **Financial evaluation** will be carried out comparing 12 Months rental charges including all expenses (i.e. complete package basis). And Contract will be awarded to technically responsive and financially lowest evaluated bidder.

### 5. BID PRICE:

- i) Bid price must be quoted in PKR otherwise the bid will be rejected.
- ii) Bid price shall be inclusive of all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) on services in Pakistan.
- iii) The prices quoted by the successful bidder (contractor) for required services shall remain firm and final throughout contract period. The price charged by the successful bidder (contractor) for required services shall not vary from the prices quoted by the service company.

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

### 6. PAYMENT TERMS:

- a) The rates quoted by the contractor/company shall be on monthly rent basis for vehicle inclusive of lube oil, salary of driver and all applicable taxes/ levies charges except Provincial/ICT sales Tax on services.
- b) HSD for the vehicle will be provided by OGDCL. In case fuel consumption of HSD is higher than set/allowable mileage limit, deduction will be made according to the prevailing market fuel rates at the time of payment to the contractor.
- c) Payment to the contractor 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

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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 prevail instead of Master Tender document "ITB" clause # 07 'PAYMENT').**

**7. AMOUNT OF BID BOND:**

Bid Bond /Bid Security amounting to **PKR: 30,000/-** is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

**Note: -**

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.