

**OIL & GAS DEVELOPMENT COMPANY LTD**  
**LOGISTIC FIELD KOTSARANG, TALAGANG, DISTT. CHAKWAL**  
**PH#0543-682117 Fax#0543-682115**

**WEB TENDER NO. "LOG/KSG/01/2021"**

SUBJECT:-**TERMS & CONDITIONS FOR HIRING OF LIGHT VEHICLES FOR LOGISTIC FIELD KOTSARANG**

*Dear Sir,*

1. OGDCL intends the services of contractors for hiring of different light vehicles for **Logistic Field KotSarang**, Talagang, Distt.Chakwal as mentioned in the schedule of requirement of the tender.
2. The Company "**OGDCL**" Logistic Field Kot Sarang invites sealed bids from eligible firms/Transport Contractors. Bidders may obtain information, Tender documents & TORs, from the office of the Operation Manager **Logistic Field Kot Sarang**, Talagang Distt. Chakwal, Phone No.0543-682117 or download from the website [www.ogdcl.com](http://www.ogdcl.com) under the title bar of Tenders.
3. All bids must be accompanied by a Bid Security @ **2 %** of the Bid value of **each vehicle** in the form of Pay order or Demand Draft in the name of **OGDCL**, which must reach in the office of Operation Manager, Logistic Field Kot Sarang, Talagang, Distt. Chakwal, on the date and time mentioned in the Web Tender. The Bids which received late will not be entertained. Bids will be opened at the time and date as mentioned in Web Tender Notice, in the presence of bidders or their authorized representatives (along with Authority letter) who choose to attend.
4. Bidders will quote per month cost for each vehicle as per TOR and it shall be inclusive of all taxes levies/PST, overhead charges profit and other expenditure as per **Annex-A** on your Company/Firm letter pad in original.
5. Contract will be awarded to the lowest evaluated bidder on the **item wise basis** for the said location.
6. Neither the Contractor/owner of the hired vehicle, both should not be employee of OGDCL and nor the relative of the employees of OGDCL.
7. The **(TOR)** Terms of Reference for hiring of vehicles for Logistic Field Kotsarang are as under:-
  - 7.1. Model (Year of Manufacturing) of all vehicles shall be Model 2019 or above at the time of Agreement/Hiring.
  - 7.2. All type of repair, Maintenance, replacement of Filters, and salary of drivers shall be responsibility of the contractor.
  - 7.3. Quantity of vehicles may be increased or decreased according to the operational requirement as per TOR intact.

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7.4. Contractor shall replace the vehicle with same model or up model vehicle in case of its break down on first simple and written notice without any arguments or litigation, failure to replace the affected (by any reason like detained by local management etc.) vehicles shall be deal as per OGDCL discretion/Rules.

7.5. Only HSD shall be provided by OGDCL as per practice. Running of vehicles on CNG or LPG or petrol will not be allowed and any such report may lead to termination of contract with the contractor.

7.6. Fuel average of each vehicle shall be considered as per actual.

7.7. The vehicles provided by the contractor shall be equipped with Tracking and fuel monitoring system.

7.8. The Vehicles shall be in hygienic perfect and satisfactory working conditions. The contractor shall also ensure that the vehicles are well maintained and their appearance both interior and exterior is in excellent condition.

7.9. Drivers shall be hired for vehicles by the contractor. The drivers must be literate with sound mental, physical body health, of good moral character, must have valid CNIC and valid Driving License. Pay & Meal Cost of driver shall be at the contractor's part, however Residence to the drivers at Field will be provided by OGDCL. Drivers shall be available round the clock with the vehicle in OGDCL premises.

7.10. The contractor shall ensure that the papers of vehicles (Registration, road permit, tax and insurance documents and pollution / fitness certificate etc.) are complete in accordance with government laws.

7.11. The rate quoted by the contractor shall be monthly rent for vehicles at site and inclusive of all taxes, levies, P.S.T, cost of drivers, all maintenance and other expenditures. It shall remain firm during the contract period.

7.12. Contractor shall be responsible for any theft, accident or any fault in vehicle. No responsibility in this regard shall be at OGDCL part.

7.13. OGDCL shall not be responsible and no payments shall be made against any sort of road mishap, accident, injury, death, force majeure or any unforeseen loss and damage to the vehicles and driver /contractor employees.

7.14. The contractor shall be responsible for commissions and omissions of any act, thing or deed of their employees, workmen etc.

7.15. The vehicle will be used as per instruction of Location In-charge as and when required basis (throughout the country).

7.16. Contractor shall be responsible for safety and security of his vehicles and staff during movement in the entire contract period.

7.17. Contractor shall be responsible for violation of traffic rules & misconduct of drivers. OGDCL shall have the right to demand replacement of a driver in case of misconduct or repeated violation of traffic rules.

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7.18. 1<sup>st</sup> Contract Period for hiring of vehicle shall be for the period of three (03) months from the date of signature of contract, however, OGDCL may extend contract period on same terms and conditions as per requirement with mutual consent.

7.19. Payment shall be made on monthly basis subject to income tax, P.S.T deduction as per Government rules, based on actual availability of vehicles during the month as verified by the Transport incharge / Admin Officer under provisions of the contract agreement. No advance payment will be admissible.

7.20. Payment shall be made in the name of the Firm/Company through cross cheque only. No cash payment is allowed.

7.21. Ownership certificate with invoice of each month claim to be provided.

7.22. Any delay / interruption in supply of vehicles / replacement of vehicles or drivers as per TOR without any valid reason will be imposed Liquidated Damages on the contract price or Cost of the balanced days or as per recommendation of the OM (Log) field.

7.23. In Case of any dispute, Suspension of work and default, company procedure/ rules shall be followed and MD/CEO or his nominated representative shall be the sole arbitrator.

7.24. No escalation shall be allowed on account of fluctuation in market rates throughout the contract period.

7.25. 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 bid documents or violates the same or do not follow the instruction of the OM (Log) field or take no remedial /Correction measures after receiving written notice from the OM (Log) field.

7.26. All pages of TOR, BOQ and other documents must be stamped and signed by the bidder or his authorized representative who have authority letter in this regard. The Bid on behalf of a Joint venture shall be signed by all the partners or by an authorized partner who have authority letter in this regard.

7.27. OGDCL reserves the right to accept any or reject all bids. No claim shall be made by the bidders participated in the bidding in this regard.

7.28. **Bid Security shall be two (02) % of the total Bid value of each vehicle** in the form of Pay order or Demand Draft in the name of **OGDCL**. In case a bidder fails to accompany the Bid Security with the technical cum financial bid, its bid shall be declared as non-responsive. If the bidder fails to abide by the terms of the bid document / bid or violates the same during currency of the contract period, it may entail temporary debarment / blacklisting for three years.

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8. Arithmetical errors found will be corrected as follows:

8.1. Where there is discrepancy between amount in figure and word, the amount in word will prevail.

8.2. Where there is discrepancy between the unit price and the total amount, derive from the multiplication of the unit price and the quantity, the quoted unit price will prevail.

8.3. In case due date of the bids opening falls on holiday, the bid shall opened on the next working day.

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## BID/QUOTATION SUBMISSION PROCEDURE

The following procedures shall be permissible for open competitive bidding:-

### Single Stage –Single envelope procedure

- i. During the technical cum financial evaluation no amendments in the Bid proposal shall be permitted.
- ii. The bid found to be technically cum financially responsive, the lowest evaluated bidder and fulfill the entire TOR, shall be accepted.
- iii. The contractor shall quote rates inclusive of all taxes including, provincial sale tax and other taxes as applicable till the day of bid submission.
- iv. Following Documents should be attached with **Technical cum financial Bid/Quotation**.
  1. Covering letter on Firm/Company letter head pad with sign & Stamp of Contractor/Firm/Company Owner.
  2. Copy of the valid CNIC of contractor/Firm owner.
  3. Technical specification of vehicles to be mentioned in original Quotation of Firm/Company with sign & Stamp of Contractor/Firm/Company Owner.
  4. Copy of valid/active FBR NTN/Registration certificate of Firm/Company.
  5. Copy of valid/active PRA PNTN/Registration certificate of Firm/Company.
  6. Copy of valid Fitness certificates of all vehicles.
  7. Copy of Bank statement of Firm/Company for last 01 year.
  8. Copy of valid Token Tax receipt of all vehicles& professional Tax certificate of Contractor/Firm/Company.
  9. Copy of relevant experience (Agreement/Work order/Performance certificate etc.)
  10. Copy of all vehicles Registration Books, Make, Model (Year of Manufacturing) capacity etc.
  11. Copy of lease Agreement from owner of vehicle (if vehicle is not registered with the name of Contractor/Firm/Company owner).
  12. List of relevant Staff of Company/Firm with copy of valid CNIC & Driving License etc.
  13. Copy of (attached) Affidavit on Rs.50/- Stamp Paper.
  14. Original quotation must be on letter pad with sign and stamp of contractor/Firm/Company owner.
  15. Original Tender documents signed& stamp by contractor/Firm/Company owner.

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- v. Bid security Demand Draft or pay order will be returned to those Bidders, who could not qualify at any stage.
  
- vi. **Technical cum Financial Proposal shall reach in the office of the operation Manager Logistic Field Kotsarang on or before the date 06<sup>th</sup> Feb-2021 and time 10:30A.M**

**ENCLOSURE:-**

- 1. Annex-A
- 2. Technical cum financial Bid Evaluation Criteria

Your's faithfully,

**CONTRACTOR**  
**Sign.&Stamp**

**(OPERATION MANAGER)**  
**OGDCL, LOGISTIC FIELD KOTSARANG**  
**TALAGANG DISTT. CHAKWAL**  
**Ph#0543-682117, Cell #0300-5553402**



**ANNEX-A**

**OIL & GAS DEVELOPMENT COMPANY LTD.**

**LOGISTIC DEPARTMENT, LOGISTIC FIELD KOTSARANG (TALAGANG)**

**SCHEDULE OF REQUIREMENT**

<b>S.#</b>	<b>Description of vehicles</b>	<b>Numbers of required vehicles</b>	<b>Unit rate per month PKR inclusive all Govt Taxes/PST PKR</b>	<b>Total value of Rent for three (03 ) Month inclusive all Govt Taxes/PST PKR</b>
1	Toyota Double Cabin Vigo/Revo 4x4 with Dual Cooling/Heating System, Fuel Type HSD, Model 2019 or Up Model	02		
2	Toyota Hiace van with standard size roof, Dual Cooling / Heating System,14 Seater, Fuel Type HSD Model 2019 or Up Model	01		
3	Toyota Hiace van Ambulance with standard size roof, Dual Cooling / Heating System. Fuel Type HSD, equipped with all accessories as per SOP Model 2019 or Up Model	01		
4	Bus/Coaster with standard size roof, seating capacity 30, Dual Cooling / Heating System, Fuel type HSD Model 2019 or Up Model	01		
<b>Total</b>		<b>05</b>		

Note: The contractor shall quote rates, inclusive of all taxes including Income tax, provincial sale tax and other taxes as applicable till the day of bid submission. Any tax or any change in the rate of existing taxes made applicable after bid submission by Government shall be excluded from the quoted rates and will be paid to contractor on submission of deposit receipt of Government Exchequer.

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## 1. TECHNICAL/ FINANCIAL EVALUATION CRITERIA

S.#	Description of vehicles	Numbers of required vehicles	Unit rate per month PKR inclusive all Govt Taxes/PST PKR	Total value of Rent for three (03) Month inclusive all Govt Taxes/PST PKR
1	Toyota Double Cabin Vigo/Revo 4x4 with Dual Cooling/Heating System, Fuel Type HSD, Model 2019 or Up Model	02		
2	Toyota Hiace van with standard size roof, Dual Cooling / Heating System,14 Seater, Fuel Type HSD Model 2019 or Up Model	01		
3	Toyota Hiace van Ambulance with standard size roof, Dual Cooling / Heating System. Fuel Type HSD, equipped with all accessories as per SOP Model 2019 or Up Model	01		
4	Bus/Coaster with standard size roof, seating capacity 30, Dual Cooling / Heating System, Fuel type HSD Model 2019 or Up Model	01		
<b>Total</b>		05		

### 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 03 Months rental charges, including all expenses (i.e. complete package basis) And Contract will be awarded to technically responsive and financially lowest evaluated bidder.

### Contractor's Sign/Stamp

### 2..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’)

### 3.. 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 payment will be admissible. Payment shall be made in the name of the contractor/ company through cross cheque only. No cash payment is allowed.

4.. 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.

**AFFIDAVIT** (on Stamp paper of Rs.50/-)

1. I, Mr. \_\_\_\_\_ S/O \_\_\_\_\_, as a Director / Chief Executive of M/S \_\_\_\_\_ hereby undertake to execute the assigned work “ \_\_\_\_\_ ” according to prescribed specifications & terms and conditions of the Contract Agreement and shall also abide by the rules and regulations of the Company. I shall also be responsible for signing/submitting any document and to receive payments and instructions relating to the contract.

2. I do hereby solemnly affirm on behalf of M/S. \_\_\_\_\_:-

i. Our firm is situated at the below cited address:-

M/S \_\_\_\_\_,

Full address:- \_\_\_\_\_.

\_\_\_\_\_.

Tel. No. \_\_\_\_\_, Fax No. \_\_\_\_\_.

Email address:- \_\_\_\_\_.

3. I am & my relative not an employee of OGDCL and no employee of Oil & Gas Development Company Ltd has directly or indirectly shares or interest in the work.

4. I hold myself responsible to pay the Income Tax/Provincial Sales Tax as livid accordance with the Government Policy during the currency of work on behalf of M/S.

\_\_\_\_\_.

For M/S \_\_\_\_\_,

Dated :- \_\_\_\_\_.

( \_\_\_\_\_ ),  
DIRECTOR / CHIEF EXECUTIVE,  
CNIC No. \_\_\_\_\_

## FORM OF BID

### **Bid Reference No: Hiring of vehicles for Logistic Field KotSarang.**

To:

Operation Manager,  
(OGDCL), Logistic Field KotSarang  
C/O TCS, TalagangDistt: Chakwal.

Gentleman,

1. Having examined the TORs / Conditions of Contract for the provision of vehicles for Logistic Field Kot Sarang, Talagang District Chakwal, we, the undersigned, offer to supply the vehicles on monthly rent as desired in conformity with the TORs / Conditions of Contract.
2. We understand that all the appendices attached here to form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith Bid Security as desired and understand that in case of our failure to abide by the terms of the bid documents/ bid or violates the same our bid security may be forfeited and we may be entailed for temporary debarment / blacklisting for three years.
4. We undertake, if our Bid is accepted, we will provide the vehicles without any delay as per agreement/contract.
6. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
7. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other bidder for the supply of vehicles.
8. We understand that you are not bound to accept the lowest or any bid you may receive.
9. We understand that work order shall be issued for hiring of vehicles as per BOQ. In response vehicle will be provided to you within 10 days from the date of issuance of LOI. In case of non-compliance, OGDCL Management will be rightful to take action against us as deemed fit.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 202

Signature: \_\_\_\_\_  
in the capacity of \_\_\_\_\_  
duly authorized to sign Bids for and on behalf of

\_\_\_\_\_  
(Name of Bidder in Block Capitals)  
(Seal/Stamp)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness:

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_

Address. \_\_\_\_\_

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Occupation \_\_\_\_\_