



**OIL AND GAS DEVELOPMENT COMPANY LIMITED**  
**KUNNAR / KPD TAY LPG PLANT**

Dated: 27-11-2023

**SCHEDULE OF REQUIREMENT**

**“Two Rental residential caravans for six months at Nim East #1 Facility”**

<b><u>Sr. No.</u></b>	<b><u>Description</u></b>	<b><u>Reference No.</u></b>	<b><u>Rate</u></b>	<b><u>Total Rate (inclusive of all Taxes)</u></b>	<b><u>Deviation</u></b>
1	As per scope of work and TOR attached				

**Note: Separate rate to be quoted for each activity as given in scope of work. Terms & conditions are attached.**

## TORs (TERMS OF REFERENCE)

### HIRING RENTAL CARAVANS/PORATA CABINS SERVICES, AT Well NIM EAST#1 FACILITY

#### **1. GENERAL INTRODUCTION**

OGDCL intends to hire the services of an experienced and well reputed contractor for provision of self-standing fully furnished with required accessories and air conditioned Porta Cabins/caravans in good condition on rental basis for approx. 22 personnel for a period of six months located in District Tando Allahyar, Sindh extendable with mutual consent with on same rates terms and conditions.

#### **2. SCOPE OF WORK**

The services include:

- i. Provision of Self-standing fully furnished as per international standards with required accessories Porta Cabins/caravans in good condition at Well Nim East#1 Facility Oil & Gas Field of OGDCL to accommodate approximately 22 personnel (**apart from bidder manpower providing services at site**) along with mob/demob, loading/unloading (along with equipment required e.g. cranes, wooden sleepers / pads, staircase), set up and dismantling (electrical wire network/plumbing where required and any other associated work) with complete operation and maintenance services.
- ii. Provision of basic consumable accessories as defined under contractor's responsibility.
- iii. Provision of electrician/plumbing and all other maintenance services during the term of the contract.
- iv. Any other requirements as per routine.

#### **Minimum Services Requirement:**

Sr #	Item description	Type	Size	Bedding	Qty	Total beds	
1	Living Unit (03 no Rooms/ compartments with attached bath)	Twin Bun Bed	40' x 10'	04 persons per unit	01	12	Side Tables and cupboards etc
2	Living Unit (03 no Rooms/ compartments with attached bath)	2 rooms Twin Bunk Bed & 1 room twin Bed	40' x 10'	4 persons in 2 rooms and 2 persons in one room	01	10	Side Tables and cupboards etc
					02		

#### **3. Contract Period/ Duration & its Termination**

The rental contract will be for a period of six months after the signing of contract by the successful bidder. The contract can be extended further on mutual consent basis on same rates and satisfactory performance. However, OGDCL reserves the right to cancel the contract on a 30 days' advance notice without assigning any reason(s) at any stage during the contract period. Bidder shall be liable to remove his entire facilities from OGDCL site and clear the occupied land within 15 days. The bidder cannot claim any compensation in this regard. After this no payment shall be made to contractor except verified pending invoices.

#### **4. Contractor's Responsibility**

- 4.1. The contractor will be responsible to supply the self-standing skid mounted, portable, water proof and steel skeleton based Porta Cabins with comfortable environment.
- 4.2. The supplied Porta Cabins should be of good condition and should meet the requirements of this tender enquiry.
- 4.3. The contractor will be responsible for all electrical and plumbing connections along with complete material during setup, rental and dismantling.
- 4.4. Provision of electrical cables from porta cabins to OGDCL power source shall be responsibility of the contractor.
- 4.5. Provision of plumbing and sewerage connections along with material with OGDCL water supply and sewerage system will be responsibility of the contractor.
- 4.6. The contractor will be responsible for loading, unloading and grounding of his Porta Cabins with all equipment and crew required.
- 4.7. The contractor will be responsible for all sort of maintenance of all equipment provided by the contractor during the term of the contract.
- 4.8. The contractor will ensure continuous operation of all equipment installed in Porta cabins.
- 4.9. The contractor has to supply the Porta Cabins with Operation and maintenance services.
  - 4.9.1. The contractor is responsible to provide all necessary tools/accessories to their manpower for routine maintenance.
  - 4.9.2. Backup for heating and cooling system.
- 4.10. Providing atleast two bed sheet and two towels per bed along with double ply blanket which should be replaced when necessary.
- 4.11. The contractor will supply following items with each bed.

- *Good quality Foam.* 01 No
- *Blanket, size 220cmx240cm* 01 No
- *Ball Fiber Pillow* 01 No
- *Printed bed sheets along with pillow cover* 02 Nos.
- *Bath size Towel white color* 02 Nos.
- *Bed Strip Light* 01 No
- *Wall mounted bracket fan* 01 No

##### 4.11.1. Supply of following items in each room.

- *1.5 ton DC inverter split A/c (Heat & Cool)* 01 No
- *Illumination Lights (Double Shade Tube lights)*
- *Center Table* 01 No
- *Mirror* 01 No
- *Emergency Light* 01 No
- *Power Point/Gang Board (for light switches, computer sockets, TV socket etc.)*
- *Telephone connection (wherever required)* 01 No
- *Up-board for Holy Quran along with Holy Quran* 01 No
- *Jai Namaz* 01 No
- *2-Doors based Wardrobe* 02 Nos.
- *Towel* For every person
- *Dust bin* 01 No

##### 4.11.2. Supply of following items with each Porta cabin.

- *Earth bus Bar* 01 set
- *Light Pole* 02 Nos.
- *Fire Extinguisher* 02 Nos.
- *Supply of standard power cables up to Generator of any required length.*

- *Electric geyser with each attached washroom for provision of hot/cold water.*

**Note:** Other allied accessories shall be installed by the supplier if required by the field management as per requirement

## **5. Installation.**

- 5.1 The contractor is responsible for mobilization, demobilization, loading and unloading of Porta Cabins and placing them on their wooden pads / sleepers at OGDCL site. Staircase for each room of caravans also to be provided by bidder if not constructed by OGDCL.
- 5.2 The contractor has to make arrangements for making electric power connections with the OGDCL panel board.
- 5.3 The contractor has to make arrangements for making sewerage connections of its Porta Cabins with the OGDCL sewerage system.
- 5.4 All necessary checks are the responsibility of the contractor.

## **6. Operation**

- 6.1. Contractor is fully responsible for trouble free service provision, maintenance and routine checkups of the Porta Cabin units during the contract period.
- 6.2. Un-interrupted operation of all equipment installed should be ensured.
- 6.3. Maintenance of Porta Cabins and equipment will be the sole responsibility of the contractor in all respects.
- 6.4. Contractor is responsible to provide all required PPE'S to his operational staff.

## **7. End of Contract**

After termination of contract or issuance of termination notice (contract cancellation notice) and expiry of notice period, the contractor will be responsible to lift and demobilize the Porta Cabins at contractor's risk and cost from the OGDCL site within 15 days, after which the contractor will be liable to pay storage charges @ 1 % of the monthly rental rate of specific un-lifted Porta Cabin maximum up to 5% of total contract value.

## **8. Terms & Conditions**

- 8.1. No down time is allowed for accessories breakdown.
- 8.2. In case of leakage or damage to any Porta Cabin, bidder will repair/replace it immediately.
- 8.3. In the event of any breakdown of electric accessory or damage to other accessories (e.g. AC, Fan, Geyser, Furniture, washroom accessories etc.) the contractor has to repair or make alternate arrangements for provision of required accessory within 12 hours.
- 8.4. In the event of any breakdown/non-provision of required facility (e.g., AC, Fan, Geyser, Furniture, washroom accessories etc.), the contractor's maintenance team will repair/replace it within 2 hours. If breakdown of equipment/accessory occurs more than 2 hours and up to 12 hours per month, contractor is liable to pay penalty, which will be one-day rental deduction from monthly rental of that specific Porta Cabin.
- 8.5. In an event, the breakdown/non-provision of required facility prolongs more than 12 hours up to 24 hours per month per Porta cabin, the contractor will be imposed penalty as per para 8.4 above plus 15% of monthly rental deduction of that specific Porta Cabin.
- 8.6. In an event the breakdown/non-provision of required facility prolongs more than 24 hours per month per Porta cabin, the contractor will be imposed penalty as per para 8.4 above plus 20% of the monthly rental deduction of that specific Porta Cabin.
- 8.7. If complete facilities as mentioned in the TOR are not maintained in any Porta Cabin in any month during contract period, the contractor will be imposed penalty @ 25% of the monthly rental deduction of that specific Porta Cabin in that month.
- 8.8. OGDCL will not be responsible for any damage caused to Porta Cabins & its associated accessories and/or contractor's crew under any circumstances.

- 8.9. Contractor has to submit monthly rental invoice of the preceding month to OGDCL on the last date of every month to the address as mentioned in the contract.
- 8.10. Rental charges will be started after handing over the Porta Cabins at site and from the date of satisfactory site inspection report by field inspection committee.
- 8.11. The deductions if any will be incorporated before payment of monthly rental invoice.
- 8.12. Payment will be made through cross cheque after deduction of applicable taxes against invoices.
- 8.13. OGDCL will not provide pick & drop facility, accommodation and meals or any other facility to contractor's crew at site. All expenses/arrangements will be made/borne by the contractor himself.
- 8.14. The contractor has to confirm that maintenance crew will be COVID-19 vaccinated and would abide the rules and regulations of OGDCL and would wear proper PPE's.
- 8.15. OGDCL may increase/decrease the required Porta Cabins as per field requirements but the rental charges shall be the same whatever quoted in the financial bid/contract throughout the contract period on pro rata basis.
- 8.16. All the caravans to be fitted with standard electrical cables (flexible, copper, PVC insulated, PVC sheathed), plugs/ receptacles, earth leakage circuit breakers of suitable ratings and with provisions for proper grounding. (electrical earthing) with electrical distribution panels placed at suitable places of the caravans.
- 8.17. Bidder to provide complete drawings with dimensions of caravans required.
- 8.18. Bidder to provide complete furnishing lists of provisions/accessories provided along-with each type of caravan.
- 8.19. Before mobilization, OGDCL representative will visit vendor yard for inspection of designated caravans and accordingly mobilization notice will be issued for OGDCL Field.
- 8.20. **Wooden pads & Steel stair case are to be provided by bidder for safe placing of caravans & easy personnel movement in & out from Caravans.**
- 8.21. Loading/unloading at bidder's/suppliers yard as well as at OGDCL site will be bidder's responsibility.
- 8.22. Bidder will provide Camp Boss free of cost. Bidder staff will be headed by camp boss, who will ensure all tasks are performed smoothly as per scope of work.
- 8.23. Bidder may **visit OGDCL site** for determining SOW (scope of work) before submission of bid.
- 8.24. Bidder must be active taxpayer on FBR.

## **9. Inspection**

- 9.1. After award of contract, the successful bidder will manage availability of Porta cabins as per scope of work in his warehouse and will inform OGDCL accordingly. OGDCL field inspection committee will inspect the Porta cabins at his warehouse according to specifications of this tender enquiry. During inspection, if any of the Porta Cabin is rejected, bidder will have to replace it within the delivery period.
- 9.2. After mobilization and setup at field, the field inspection committee will again inspect the Porta Cabins. In case of any short fall, contractor will be bound to manage the shortfalls.

## **10. Delivery Time.**

After contract award, OGDCL will issue Mobilization Notice. The time line for supply, installation & handing over the Porta Cabins is 7 calendar days from the date of issuance of mobilization notice.

## **11. PAYMENT TERMS:**

The payments will be made in 100% Pak rupees, at actual, against verified invoices

The prices quoted by bidder in financial bid should fixed/firm and are inclusive of all applicable

taxes, duties and levies etc. except PST/ICT Tax on services.

**12. BID BOND:**

Bid Bond/Bid security amounting to PKR 60000.00 is to be attached/provided **with technical bid**. Please see master set of tender document for further details.

**13. Performance Bond:**

The Performance bond value shall be 10 % total contract value.

**14. MODE OF PROCUREMENT:**

Bids against this tender are invited on “**Single Stage Two Envelope Bidding Procedure**” through web tendering therefore, the bidders shall submit original and soft copy of their technical bid and one original financial bid.

**Note:** The master set of tender documents for services uploaded on OGDCL’s website ([www.ogdcl.com](http://www.ogdcl.com)) is the integral part of this TOR.

### **TECHNICAL EVALUATION**

All the bidders are required to provide a compliance certificate to the following. The bidder must fulfill the below mentioned minimum requirements for technical qualification. Even single no in below mentioned technical evaluation tables will lead to disqualification. The equipment/Crew must be sufficient to carry out duties as per scope. Provide documentary proof and/or documents which are required.

**Company profile/Equipment/Requirements**

Sr.	Description	Confirmation
1	Registered company inside Pakistan with minimum registration period of 03 years. Provide documents for registration.	Yes/No
2	The contractors who intend to participate must provide documentary proof for at least 3 years of rental Porta cabins experience in Pakistan.	Yes/No
3	The bidder should submit a list of projects of similar nature carried out in Pakistan.	Yes/No
4	Performance certificates (at least 02 of last 3 years) from respective companies for current & previous rental caravan and catering contracts.	Yes/No
5	Commitment that bidder will provide quality equipment as per scope of work within one month of issuance of contract / service order.	Yes/No
6	Company financial standing & financial reports/bank statements.	Yes/No
7	List of previous contract for Operation & Maintenance of rental Porta cabins with OGDCL or other E&P companies/organizations operating in Pakistan during last 5 years.	Yes/No
8	Confirm clean acceptance of OGDCL TORs without any exception.	Yes/No
9	Confirm that any exception found in the bid may be considered withdrawn.	Yes/No
10	Bidder to provide complete drawings with dimensions of caravans required.	Attach
11	Bidder to provide complete furnishing lists of provisions/accessories provided along-with each type of caravan.	Attach

## FINANCIAL BID FORMAT/EVALUATION

Sr.	Description	UOM	Qty	Total months	Unit Rate Per Month per porta cabin/LSM	Total Amount for 6 months
1	Living Unit (03 Rooms/ compartments with attached bath)	Per month per No	01	6		
2	Living Unit (03 no Rooms/ compartments with attached bath)	Per month per No	01	6		
<b>Grand Total Cost (PKR)</b>					=SUM(R1:R13)	

### **Financial TORs/Note:**

- 1 The bidder quoting lowest in the above table at "Grand Total Cost" of the bid shall be the financially lowest and contract will be awarded to the financially lowest bidder.
- 2 No payment other than quoted in financial bid format will be entertained.
- 3 Zero (0) value shall depict "free of cost" service.
- 4 Equipment / Crew shall be mobilized only after signing of contract between Client and contractor.
- 5 Contractor will raise invoices whenever defined scope of work is completed, or on monthly basis, whichever is applicable.
- 6 50% of the applicable Mob/De-Mob charges will be paid on mobilization rest will be paid after demobilization.
- 7 50% of the applicable loading/unloading charges will be paid on mob and rest will be paid after demob.
- 8 Mob/De-Mob, loading/unloading and camp set up charges are lump sum for 27 caravans/porta cabins as per TOR and financial model. In case of usage of fewer cabins/caravans or mob/de-mob, loading unloading in stages the lump sum rate will be prorated for actual utilization.
- 9 No additional charges will be paid for crew mob/demob other than quoted above whether the crew stays or rotates during the period of the contract.
- 10 Rental charges will not be applicable during mob/demob and during camp set up/dismantling. Rental charges will start to commence only after intimation from the contractor regarding readiness as per scope of work and confirmation by inspection team of OGDCL.
- 11 All costs (whether quoted at unit price or calculated for total cost) will be considered upto two (02) decimal places without rounding off for evaluation and payment purposes. Bidders are advised to quote price accordingly upto two (02) decimal places only. Bidder to confirm compliance.

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