

**Terms of Reference (TOR)/Scope of Work (SOW)**  
**Schedule of Requirement**

**TENDER ENQUIRY NO.TE 001/ Admin/TOC/2023**

**Repairing of Caravans at Officers, Assistant and Workers camps, Tando Alam central facility, Tando Alam Oil Complex, District Hyderabad,**

| <b>S#</b> | <b>Description</b>   | <b>Qty</b>          | <b>Unit Rate (PKR)</b>                     | <b>Total Cost (PKR)</b> | <b>Remarks</b> |
|-----------|--|---------------------|--|-------------------------|----------------|
| 1         | <p>Repairing of Caravans (cabins 10'X10'), located at Residential Staff Houses /Officers, Assistant &amp; Workers' Camps. (Total 03 Caravans having 12 cabins)</p> <p>The repair work consists of:</p> <ol style="list-style-type: none"><li>1. Change of all wall sheets replaced with new lamination and Thermopol sheets of good quality size of 3/8", along with Border Patti, Corner Patti / Gola Patti etc.</li><li>2. Roof work, change of sheets with new one with design of Jafari ,</li><li>3. Work on floor as required.</li><li>4. Repair and polish /color of cupboards, center table and all beds. (02 cup boards and 04 beds)</li><li>5. Electric work as required.</li><li>6. Change of locks of cupboards and doors, handles and curtains of windows etc.</li></ol> | 12 Nos.<br>(cabins) |  |                         |                |
|           |  |                     | <b>Total Cost</b>                          |                         |                |
|           |  |                     | <b>Taxes GST/SST (%)</b>                   |                         |                |
|           |  |                     | <b>Total Cost Incl. of all taxes (PKR)</b> |                         |                |

## **Terms and Conditions:-**

All bidders must comply following terms and conditions and specs. In case of non-compliance OGDCL will have the right to reject the bid.

|    |   |
|----|---|
| 1  | Bidders can participate item wise or complete package. Similarly OGDCL reserves the right to evaluate the Bids either item wise / group wise or complete package.                     |
| 2  | Work is required to accomplishment within 4-6 weeks after placement of confirmed work / serviceorder.   |
| 3  | Bidder will provide/deliver / carryout the work at Tando Alam Oil Complex. (Tando Alam central facility).   |
| 4  | Work should be carried out proper way to avoid any loss during execution of work. OGDCL will not be responsible for any such loss.  |
| 5  | Late charges in case of Late completion of work will be imposed as penalty up to maximum of 5% of the amount of work order excluding taxes as per tender document.                    |
| 6  | Detailed Inspection of work will be carried out by OGDCL officials at site.   |
| 7  | Successful Bidder will use material as per specification.   |
| 8  | In case of wrong delivery, the cargo charges to & from the site (Tando Alam Oil Complex) will be supplier's responsibility.   |
| 9  | Payment will be made through cross cheque from H.O OGDCL, after delivery / completion and inspection of work at site.   |
| 10 | Partial Payments will not be made, in any case.   |
| 11 | All the participating companies / service providers should have at least 3-5 years' experience in relevant work, bidder will provide proof of its previous experience in this regard. |
| 12 | OGDCL encourages the bidders to Participate in Bidding ceremonies, in person.   |

*Note: Bidders are requested to read this document carefully and provide complete information required in this TOR. All information required in the Technical Evaluation Criteria must be provided. OGDCL reserves the right to reject Proposals with in-complete or partial information.*