

Web Tender Enquiry # M(RMP)/SK-750/01/2022

Schedule of Requirement

Sr.No	Description of Vehicle	Quantity Required	Unit Price (PKR)	Extended Price(PKR)
01	Double Cabin Vigo/ Revo 4x4 with Dual Cooling/Heating System, 2494 CC to 3000 CC, Fuel Type HSD, Model 2018 or above.	01 No.		
02	Hiace van with Standard size Roof 2980 CC Dual Cooling/Heating System, 14 Seater, Fuel Type HSD, Model 2017 or above.	01 No.		
03	Hiace van Ambulance with Standard size Roof 2980 CC Dual Cooling/Heating System, equipped with all accessories like first aid box, Oxygen Cylinder etc. Model -2017 or above.	01 No.		
<p>Amount Of Bid Bond: For vehicle at Sr.No.01 a bid bond of PKR 20,500/- and for vehicles at Sr. No. 2 & 3 bid bonds of PKR 17,000/- each to be provided with the technical bid.</p>				
<p>Delivery Period: Within one week of award of contract.</p>				
<p>Delivery Location: OGDCL Rig SK-750</p>				
<p>Payment: against the original invoices to be submitted by the contractor at the end of each month and as per OGDCL Payment procedure.</p>				

Note:

The Evaluation will be carried out on item wise basis. The rates should be quoted inclusive of all existing applicable taxes, levies, duties charges etc. (except ICT/PST).

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TERMS OF REFERENCE (TOR)

1. OGDCL intends to hire services of contractors for hiring of various light transport vehicles for **Rig SK-750 for a period of 06 months**. The Rig is presently deployed in District Hyderabad Sindh, but can be mobilized to any location throughout the country. Detailed terms of reference for this tender enquiry are as under.
2. Bidder will quote per month rate for each vehicle as per TOR and it shall be inclusive of all taxes, levies, duties (Except ICT/PST), overhead charges profit and other expenditure as per **Annex-A** on its Company/Firm letter pad in original.
3. Contract will be awarded to the lowest evaluated bidder on the item wise basis for the said location, so provide item wise breakup of rates.
4. Neither the Contractor nor Owner of the vehicle(s) should be employee(s) or relative(s) of the employee(s) of OGDCL.
5. Detailed terms of reference (TOR) for this tender enquiry are as under:-
 - 5.1. Model (Year of Manufacturing) of all vehicles shall be Model 2017 or above at the time of Agreement/Hiring.
 - 5.2. All type of repair, Maintenance and replacement of Filters, engine oil, Tires etc. shall be the responsibility of the contractor/firm/company.
 - 5.3. Quantity of vehicles may be increased or decreased according to the operational requirement as per TOR intact.
 - 5.4. 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.
 - 5.5. 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.
 - 5.6. Fuel average of each vehicle shall be considered as per actual of consumption.
 - 5.7. 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.
 - 5.8. 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.
 - 5.9. 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.
 - 5.10. The rate quoted by the contractor shall be monthly rent for vehicles at site and inclusive of all taxes, duties, levies, cost of drivers, all maintenance and other expenditures (Except ICT/PST). It shall remain firm during the contract period.
 - 5.11. Contractor shall be responsible for any theft, accident or any fault in vehicle. No responsibility in this regard shall be at OGDCL part.

- 5.12. 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.
- 5.13. The contractor shall be responsible for commissions and omissions of any act, thing or deed of their employees, workmen etc.
- 5.14. The vehicles will be used as per instructions of Location In-Charge / Workshop In-Charge, as and when required basis (throughout the country).
- 5.15. Contractor shall be responsible for safety and security of his vehicles and staff during movement in the entire contract period.
- 5.16. 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.
- 5.17. Contract Period for hiring of vehicle shall be for the period of six months from the date of signing of contract, however, OGDCL may extend contract period (subject to Model of Vehicles not more than five years old) on same terms and conditions as per requirement with mutual consent.
- 5.18. Payment shall be made on monthly basis subject to income tax, deduction as per Government rules, based on actual availability of vehicles during the month as verified by the Transport in charge / Admin Officer under provisions of the contract agreement. No advance payment will be admissible.
- 5.19. Payment shall be made in the name of the Firm/Company through cross cheque or through provided account IBAN number only. No cash payment is allowed.
- 5.20. Ownership certificate with invoice of each month claim to be provided.
- 5.21. Any delay/interruption in supply of vehicles/replacement of vehicles or drivers as per TOR without any valid reason will lead to imposition of Liquidated Damages as per OGDCL procedure.
- 5.22. No escalation shall be allowed on account of fluctuation in market rates throughout the contract period.
- 5.23. 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.
- 5.24. 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.
- 5.25. A performance bond not less than 10% of the contract value to be deposited with OGDCL before award of the contract.
- 5.26. If the bidder fails to abide by the terms of the bid document / bid or violates the same during the contract period, performance bond shall be confiscated and further necessary action shall be taken as per company policy.
- 5.27. Company/Firm should not be black listed.
- 5.28. OGDCL being a large taxpayer unit only works with standard tax rates that can be claimed as input adjustment. No reduced tax rates are allowed in OGDCL.
- 5.29. OGDCL standard terms & conditions will apply.
6. Following Documents should be attached with **Bid/Quotation**:-
 - i. Covering letter on Firm/Company letter head pad with sign & Stamp of Contractor/Firm/ Company Owner.

- ii. Copy of the valid CNIC of contractor/Firm owner.
 - iii. Technical specification of vehicles to be mentioned in original Quotation of Firm/ Company with sign & stamp of Contractor/Firm/Company Owner.
 - iv. Copy of valid/active FBR NTN/Registration certificate of Firm/Company.
 - v. Copy of valid/active SRA PNTN/Registration certificate of Firm/Company.
 - vi. Copy of valid Fitness certificates of all vehicles.
 - vii. Copy of all quoted vehicles Registration Books, Make, Model (Year of Manufacturing), Capacity etc.
 - viii. Original quotation must be on letterhead pad with sign and stamp of Contractor/ Firm/ Company owner.
 - ix. Original Tender documents signed & stamped by contractor/Firm/Company owner.
 - x. Copy of valid company registration certificate/valid trade license/certificate of incorporation.
7. Bids shall be received at the following address on or before the time and date mentioned against tender enquiry (at least half hour earlier to bid opening). Bidder(s) or their authorized representative(s) are encouraged to attend the tender opening meeting on the specified date and time.

**Operation Manager Rig SK-750 C/O Main TCS Office Fatah Chowk Hyderabad.
Cell # 0308-5147030 (Operation Manager Rig SK-750), FAX # 051-2623129, PH # 051-2623245**

OTHER IMPORTANT INFORMATION

1. BIDDING METHOD:

Bids against this tender are invited on ‘**Single stage two envelop**”

2. PAYMENT TERMS:

Payment shall be made against submitted verified invoices on monthly basis in the name of the Firm/Company through cross cheque or through provided account IBAN number/ details only. No cash payment is allowed. For online payment to vendors/contractors through (IBFT & LFT). Following informations are required from your company: -

- i. IBAN (INTERNATIONAL BANK ACCOUNT NUMBER 24 DIGITS).
- ii. VENDOR NAME AS PER TITLE OF THEIR BANK ACCOUNT.
- ii. NTN NO.
- iv. CONTACT # OF COMPANY CEO/OWNER (MOBILE & LANDLINE).
- v. POSTAL ADDRESS.
- vi. BANK NAME.
- vii. BANK BRANCH NAME & ADDRESS.

Note: Bidders are requested to read TOR and provide complete information / documents including tender annexures with the bid.