

# Oil & Gas development Company Limited

## C&ESS DEPARTMENT

Field Gathering Construction Party-1, Multan

### HIRING PRIVATE VEHICLES ON RENTAL BASIS.

Oil & Gas Development Company Limited (OGDCL) is the largest E&P listed company of Pakistan. The detail about the company can be obtained from web site <http://www.ogdcl.com>.

1. Sealed bids/quotations are invited from well reputed firms for hiring of vehicles (Diesel operated) under competitive single stage two envelope bidding procedure, as per PPRA rules, for FGCP-1 of C&ESS Department, on monthly rental bases.
2. Bidders may download TORs from OGDCL website [www.ogdcl.com](http://www.ogdcl.com) and obtain further information from the office of Party Chief OGDCL FGCP-1, Near Wapda Gate Piran Ghaib Road Multan. PH#0300-5550961.

### **TERMS AND CONDITIONS:-**

3. D/Cabin 4x4 Pickups, Single cabin 4x2 Pickups, supplied by the contractor/supplier, shall not be older than 5years, and vehicles like reconditioned Hi ace 2008-2009, registered not older than 05 years may also be quoted. Locally manufactured vehicles shall be preferred. The bidders must specify Make, Model, Year of manufacture, year of registration of the vehicle to be supplied in his bid.
4. The supplier company having valid NTN, sale tax registration & valid Professional Tax Certificate shall be considered eligible to participate in bidding.(mandatory).
5. If the firm bid with Joint venture /Association, then must to confirm that leading partner who has the capability to supply the vehicles should submit the copy of joint venture agreement on judicial paper.
6. All types of repair, maintenance and replacement of Filters/engine oil shall be responsibility of the contractor.
7. Contractor shall replace the vehicle in case of its break down on first simple and written notice without any arguments or litigation and failure to replace the broken down vehicles shall be dealt as per liquidated damages clause.
8. Only diesel shall be provided by OGDCL. Running of vehicles on CNG or LPG will not be allowed and any such report may lead to de hiring of vehicle and the supplier shall provide replacement of vehicle.

9. The vehicles used for, shall be in hygienic perfect mechanical and satisfactory working conditions. The contractor shall also ensure that the vehicles are well maintained and their appearance both in interior and exterior is in excellent condition. All fittings and accessories should be in working condition.
10. Drivers shall be hired for vehicles by the contractor. The drivers must be literate with sound mental and physical body health & of good moral character, and must have valid CNIC and Driving License. Cost of driver shall be at the contractor's part however boarding to the drivers shall be provided by OGDCL. Drivers shall be available round the clock with the vehicle.
11. The contractor shall ensure that the papers of vehicles (Registration, road permit, tax and insurance documents and pollution / fitness certificate etc) are complete in all respect in accordance with government laws.
12. The rate quoted by the contractor shall be monthly rent for vehicles at site and inclusive of all taxes, levies, cost of drivers, all maintenance and other expenditures. It shall remain firm during the contract period.
13. Contractor shall be responsible for any theft, accident or any fault in vehicle. No responsibility in this regard shall be at OGDCL part.
14. 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, or any other person or installation due to vehicle. 3<sup>rd</sup> party insurance is mandatory.
15. The contractor shall be responsible for commissions and omissions of any act, thing or deed of their employees, workmen etc and any claim arises to the company or of third party shall be satisfied by the contractor and in case of refusal of contractor to do so the company shall deduct the amount involved from any such payment which may be due to the contractor.
16. The vehicle will be used in the respective area of the Field Units or by the instruction of Location In-charge where required within the country.
17. Contractor shall be responsible for safety and security of his vehicles / and staff during movement in the entire contract period.
18. Contractor shall be responsible for violation of traffic rules & misconduct of the drivers. OGDCL shall have the right to demand replacement of a driver in case of misconduct or repeated violation of traffic rules.
19. Contract period for hiring vehicles for Field Units of C&ESS department OGDCL Islamabad shall be two years from the date of agreement, which can be extended, with mutual consent

20. Payment shall be made through head office Islamabad on monthly basis to the contractor/firm, subject to income tax, Provincial tax or any other etc; deduction as per government rules, based on actual availability of vehicles during the month as verified by the transport officer / Admin Officer under provisions of the contract agreement. No advance payment will be admissible.
21. Any delay / interruption in supply of vehicles / replacement of vehicles or drivers as per TOR without any valid reason will be considered as Liquidated Damages clause.
22. The contract may be terminated as per draft contract section-18- Termination during contract period, if the services are no more required or the contractor fails to abide or violates the same or do not follow the instructions of the location in- charge or take no remedial / correction measures after receiving written notice from the location-in-Charge.
23. All pages of TOR, and other documents must be stamped and signed by the contractor 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 a authorized partner who have authority letter in this regard.
24. OGDCL reserves the right to accept or reject all bids. No claim shall be made by the bidders participated in the bidding in this regard as per PPRA rule-33. Quantity of required vehicles can be increased or decreased at the time of hiring.
25. All Bids must be accompanied by a Bid Security in the form of a Bank Draft/Pay order/Deposit at Call/CDR/Bank Guarantee payable at any schedule Bank for an amount of PKR 0.3 Million to be submitted original with Technical bid & must be delivered in the office of "Party Chief OGDCL FGCP-1, Near Wapda Gate Piran Ghaib Road Multan on behalf of ***Oil & Gas Development Company Limited (OGDCL) Islamabad***". Which shall be returned back immediately after receipt of performance bond. In case a bidder fails to provide the bid bond along with the bid, his 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 concurrency of the contract period it may entail temporary debarment / blacklisting for three years.
26. Performance Bond 2% to be provided by the successful contractor within 10 Days of issuance of LOI. Performance Bond will be liable to forfeiture under default of the contractor.
27. If the supplier fails to provide the vehicles with in specified time, Late delivery charges shall be imposed as per draft contract section-12-Liquidated Damages.
28. The contractor should provide the list of available vehicles along with all relevant information along with the bid.

29. Contractor may provide more vehicles at same terms and conditions (If agreed), if running projects are increased and OGDCL requires more vehicles during the contract period. Similarly any vehicle can be de hired if not required furthermore, and no claim of contractor for such vehicle shall be admissible after de hiring.
30. The following procedures shall be permissible for open competitive bidding:-

Bids are invited on single stage two envelop bidding procedure as per tender invitation to bid clause- 12. Bid shall be opened at Office of Party Chief OGDCL FGCP-1, Near Wapda Gate Piran Ghaib Road Multan and Bidders can quote the rates of vehicles against said one location. Technical evaluation shall be carried out at said location. Bidders are advised to submit their bids at under mentioned address on the bid opening date and time mentioned.

Party Chief, OGDCL, Field Gathering Construction Party-1, Near Wapda Gate Piran Ghaib road Multan. Phone-061 4422833, 0300-555096.

Information regarding the bids may also be obtained from location in charges, telephone numbers of location in charge has mentioned above.

31. Prospective bidder can down load tender document from OGDCL web site.

## Technical Evaluation Criteria

Minimum qualifying marks = 70

S/No	Mandatory items	Yes/No
1	Supplier company having valid NTN and sales tax registration shall be considered eligible to participate in bidding.	
2	If the firm bid with Joint venture /Association, then must to confirm that leading partner who has the capability to supply the vehicles should submit the copy of joint venture agreement on judicial paper as per PEC Bye Laws 1987.	

S/No	Name of Firm	Description	Marks	Max Marks
1		<b>Company history/Profile since Establishment</b>		
1.1		More than 5years	25	25
1.2		Less than 4 years	20	
1.3		More than 3 years	15	
1.4		Minimum 2 years	10	
2		<b>Audit and account reports of the firm of last three years</b>	15	15
3		<b>Relevant experience, (work orders required).</b>		
3.1		More than 5 years	25	25
3.2		More than 4 years	20	
3.3		More than 3 years	15	
3.4		Minimum 2 years	10	
4		<b>List of vehicles with the contractor firm</b>		
4.1		More than 20 vehicles	20	20
4.2		More than 15 vehicles	15	
4.3		Minimum 10 vehicles	10	
5		<b>List, of drivers with the contractor firm</b>	15	15
5.1		More than 20 drivers	15	
5.2		More than 15 drivers	10	
5.3		Minimum 10 drivers	05	
		Total marks		100



**OIL & GAS DEVELOPMENT COMPANY LIMITED**  
**C&ESS DEPARTMENT**  
**FGCP-1**

**SCHEDULE-"A"**

**Schedule Of Requirement**

<b>S. #</b>	<b>DESCRIPTION OF VEHICLES</b>	<b>Numbers Required</b>	<b>Unit</b>	<b>Period Required (Months)</b>
1	Double Cabin, Pickup with A/C (Fully loaded) 4x4 (2500 -3400 CC)	Month	02	24
2	13 Seator, Hiace Van with A/C (2800 CC) or above	Month	01	24
3	Hiace Van (2800 CC) ambulance, with A/C converted into Ambulance with all accessories and fitting as per SOPs.	Month	01	24
4	Single Cabin Pick up 4 X 2 with A/C (2800 CC) or above	Month	04	24



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**SCHEDULE-“B”**

**BILLS OF QUANTITIES**

Name of work - Hiring of Vehicles

S. #	DESCRIPTION OF VEHICLES	Unit	Qty	Period (Month)	Unit Rate (with all taxes)	Total Cost (with all taxes) (Rate x Qty x 24)
1	Double Cabin, Pickup with A/C (Fully loaded) 4x 4 (2500 -3400 CC)	Month	02	24		
2.	13 Seator, Hiace Van with A/C (2800 CC) or above	Month	01	24		
3.	Hiace Van (2800 CC) ambulance, with A/C converted into Ambulance with all accessories and fitting as per SOPs.	Month	01	24		
4.	Single Cabin Pick up 4 X 2 with A/C (2800 CC) or above	Month	04	24		
Total cost inclusive of provincial sales tax and all other applicable taxes Rs.						

Note:

1. The contractor shall quote rates inclusive of all taxes including withholding tax, GST, provincial sale tax and any other taxes as applicable till the day of bid submission.
2. Bidders must submit complete tender documents as available on website and having duly stamped and signed at the time of submission of bid otherwise OGDCL reserves the right to reject the bid.
3. Financial Evaluation shall be carried out on least cost method and work will be awarded to the lowest bidder based on total cost for hiring of all vehicles collectively. Vehicle wise/item wise hiring is not admissible.

**Signature & stamp of supplier**