

## **TERMS OF REFERENCE**

### **1. General Introduction.**

OGDCL intends to hire three (03) bulletproof vehicles (Diesel 4 X 4 D/Cabins) having B6 protection level on daily rent basis for OGDCL Drilling Rig N-1 deployed at location as mentioned below, however, Rig or Well location can be changed to anywhere in security sensitive area as Rig is a mobile unit and can be deployed anywhere across the country as per OGDCL operational requirement.

Rig	Location (Well)	District	Province	Tentative Bullet Proof Vehicles' Route
Rig N-1	Wali-01	Lakki Marwat	Khyber Pakhtunkhwa	Rig to Malang Ada and back (Near Indus Highway)

### **2. Contract Period**

The hiring contract will be for a period of approximately 90 days from the date of signing agreement which may be extended with mutual consent.

### **3. Contractors Responsibility & Scope of Supply**

- 3.1. Contractor has to provide required vehicles at the Rig as mentioned above.
- 3.2. The contractor will be responsible to provide bulletproof vehicles with driver for round the clock services during contract period.
- 3.3. Year of manufacturing of offered vehicle should be 2012 or up.
- 3.4. Bidder to provide make/model, year of manufacture, year of registration of the offered vehicles with the bid.
- 3.5. Offered vehicles should be
  - 3.5.1. In good operating condition with AC (Hot & Cold) and other standard fittings / accessories.
  - 3.5.2. Interior and exterior should be in good condition.
- 3.6. OGDCL reserves the right to visit the contractor site for inspection of vehicles prior to deployment at respective rigs.
- 3.7. Contractor is to provide the following mandatory data with the bid.
  - 3.7.1. Copy of NTN/GST.
  - 3.7.2. Company profile.
- 3.8. All types of maintenance of vehicles will be the sole responsibility of the contractor in respect of spare parts, material, manpower, allied services & support and all other requirements.
- 3.9. The contractor will ensure that all necessary documents i.e. vehicle's bullet proof certificate from concerned authority, registration / fitness certificate, road permit, tax / insurance documents should be complete in all respect in accordance with government laws (copies to be provided with the bid).
- 3.10. All types of repair, maintenance and replacement of filters/engine oil will be responsibility of the contractor at its own cost and only fuel (diesel) will be provided by the OGDCL. Lube Oil, filters, batteries & battery electrolyte and radiator coolant or any other requirement except diesel to be fulfilled by the contractor at its own cost.
- 3.11. In case of breakdown of the vehicle, contractor will provide substitute vehicle having same or better condition and of similar capacity and type.
- 3.12. All risks and liabilities related to the offered vehicles will be sole responsibility of bidder/contractor.

- 3.13. OGDCL will not be responsible for any damage caused to vehicle due to any reason under any circumstances.
- 3.14. Contractor will be responsible for any theft, accident or any fault in vehicle and no responsibility will be on OGDCL part in this regard what so ever.
- 3.15. The contractor will be responsible to arrange alternate driver in case of absence of deputed driver due to sickness, leave, domestic or any other reason.
- 3.16. Contractor will provide the relevant literature / information of the offered vehicles with the bid.

#### **4. Delivery Time.**

The delivery period for supply of vehicles at respective OGDCL Rig sites is 15 calendar days (at maximum) from the issuance of service order / award of contract.

#### **5. End of Contract**

OGDCL reserves the right to call off the contract as per draft contract section # 18 "Termination". Contract may be terminated in case services are no more required or the contractor fails to abide or violates the terms and conditions.

#### **6. Terms & Conditions**

- 6.1. No down time is allowed and contractor is liable to provide smooth un-interrupted services round the clock during hiring period and in case of vehicle breakdown, absence of driver, deduction in rent will be made accordingly.
- 6.2. OGDCL will only provide accommodation to the contractor's drivers at rigs site. All other expenses of contractor's crew including meals, medical etc. will be on the part of contractor.
- 6.3. Offered vehicles must be equipped with active navigational and jamming devices.
- 6.4. Number of required vehicles may be increased or decreased as per OGDCL requirement. Driver should have a sound mental and physical health and must have valid CNIC and driving license. Contractor has to change the driver if his performance is found unsatisfactory or found involved in any illegal activities.
- 6.5. Payment to the service provider will be made as per actual days of utilization against invoices submitted at the end of each month after verification by location in-charge of respective rigs.

## 7. Technical Evaluation Criteria.

Technical bids shall be evaluated according to the following evaluation criteria and bid shall be considered Non-Responsive if it secures less than qualifying marks (i.e. less than 70% of aggregate marks).

Sr. #	OGDCL Requirement	Marks to be allocated	Max. Marks	Remarks
i.	Bidder's experience regarding manufacturing / supplying of bulletproof vehicles. a. 05 years or more b. Less than 05 years	40 30	40	
ii.	Vehicle's Model a. 2018 and up b. 2015 – 2017 c. 2012 – 2014.	45 35 30	45	Zero marks if model earlier than 2012 is quoted.
iii.	Delivery Period a. Within 10 days b. Within 11 to 15 days.	15 10	15	Zero marks if delivery period is quoted more than 15 days.
	<b>Marks obtained:</b>		100	

## 8. Financial Bid Format

S #	Vehicle Description	No. of Vehicles (A)	Year of Manufacturing	Daily Rent in PKR/Vehicle (B)	Total Daily Rent of Three Vehicles in PKR
		03			<b>C=A X B</b>
	<b>Total cost for 90 Days</b>				<b>C X 90</b>

- i. Bid price shall be inclusive of all taxes, duties, levies, charges etc. **except provincial sales tax PST/ Islamabad capital territory Sales Tax in Pakistan.**
- ii. Any other/fixed cost (Mob/De-mob, installation, commissioning etc) will not be entertained separately. OGDCL will pay only rent. Bidder to quote accordingly.
- iii. Prices should be firm without any adjusting formula.

## **OTHER IMPORTANT INFORMATION**

### **BIDDING METHOD:**

Bids against this tender are invited on ‘**Single Stage One envelope**’

### **AMOUNT OF BID BOND:**

Bid Bond /Bid Security amounting to **PKR 270,000.00/-** is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

### **MANDATORY REQUIREMENT**

**For online payment to vendors/contractors through (IBFT & LFT). Following info is required from your company: -**

1. IBAN (INTERNATIONAL BANK ACCOUNT NUMBER 24 DIGITS).
2. VENDOR NAME AS PER TITLE OF THEIR BANK ACCOUNT.
3. NTN NO.
4. CONTACT # OF COMPANY CEO/OWNER (MOBILE & LANDLINE).
5. POSTAL ADDRESS.
6. BANK NAME.
7. BANK BRANCH NAME & ADDRESS.

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.

**Bidders are requested to read TOR & Master Set to Tender Documents (Services) and provide complete information / documents including tender annexures with the bid.**