

# OIL & GAS DEVELOPMENT COMPANY LIMITED



TENDER ENQUIRY NO. PROC-SERVICES/CB/LOG-5272-A/2021

HIRING OF LIGHT VEHICLES FOR LOGISTIC FIELD KOT SARANG

## **TERMS OF REFERENCE (TOR)**

1. OGDCL intends to hire services of contractors for hiring of different light vehicles for **Logistic Field Kot Sarang**, Chakwal Distt. Chakwal as mentioned in the schedule of requirement of the tender.
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/Owner of the hired vehicle both should employee of OGDCL nor the relatives of the employees of OGDCL.
5. The **(TOR)** Terms of Reference for hiring of vehicles for Logistic Field Kotsarang are as under:-
  - 5.1. Model (Year of Manufacturing) of all vehicles shall be Model 2020 or above at the time of Agreement/Hiring.
  - 5.2. All type of repair, Maintenance and replacement of Filters, engine oil, Tyres 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. At the time of agreement the vehicles shall be equipped with Tracking and fuel monitoring systems by the contractor.
  - 5.8. 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.
  - 5.9. 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.
  - 5.10. 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.
  - 5.11. 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.
  - 5.12. Contractor shall be responsible for any theft, accident or any fault in vehicle. No responsibility in this regard shall be at OGDCL part.

- 5.13. 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.
- 5.14. The contractor shall be responsible for commissions and omissions of any act, thing or deed of their employees, workmen etc.
- 5.15. The vehicles will be used as per instructions of Location In-Charge / Workshop In-Charge, as and when required basis (throughout the country).
- 5.16. Contractor shall be responsible for safety and security of his vehicles and staff during movement in the entire contract period.
- 5.17. 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.
- 5.18. Contract Period for hiring of vehicle shall be for the period of one year 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.
- 5.19. 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.
- 5.20. Payment shall be made in the name of the Firm/Company through cross cheque only. No cash payment is allowed.
- 5.21. Ownership certificate with invoice of each month claim to be provided.
- 5.22. Any delay/interruption in supply of vehicles/replacement of vehicles or drivers as per TOR without any valid reason will be imposed Liquidated Damages as per draft contract section # 12.
- 5.23. No escalation shall be allowed on account of fluctuation in market rates throughout the contract period.
- 5.24. The contract may be terminated in the light of Draft Contract Section # 18.
- 5.25. 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.
- 5.26. 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.
- 5.27. 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.
- 5.28. Company/Firm should not be black listed.
- 5.29. Previous experience of Company/Firm should not be less than 03 (Three) years for providing services of light vehicles on rent.
- 5.30. Ambulance should be well equipped with all accessories like first aid box, Oxygen Cylinder etc. and should be registered as Ambulance.
- 5.31. 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.
- 5.32. OGDCL standard terms & conditions will apply.

Following Documents should be attached with **Bid/Quotation**:-

1. Covering letter on Firm/Company letter head pad with sign & Stamp of Contractor/Firm/ Company Owner.
2. Copy of the valid CNIC of contractor/Firm owner.
3. Technical specification of vehicles to be mentioned in original Quotation of Firm/Company with sign & Stamp of Contractor/Firm/Company Owner.
4. Copy of valid/active FBR NTN/Registration certificate of Firm/Company.
5. Copy of valid/active PRA PNTN/Registration certificate of Firm/Company.
6. Copy of valid Fitness certificates of all vehicles.
7. Copy of Bank statement of Firm/Company for last 01 year.
8. Copy of valid Token Tax receipt of all vehicles& professional Tax certificate of Contractor/ Firm/Company.
9. Copy of relevant experience (Agreement/Work order/Performance certificate etc.)
10. Copy of all quoted vehicles Registration Books, Make, Model (Year of Manufacturing) capacity etc.
11. Copy of valid lease Agreement from owner of vehicle (if vehicle is not registered with the name of Contractor/Firm/Company owner).
12. List of relevant Staff of Company/Firm with copy of valid CNIC & Driving License etc.
13. Copy of (attached) Affidavit on Rs.50/- Stamp Paper.
14. Original quotation must be on letterhead pad with sign and stamp of Contractor/Firm/ Company owner.
15. Original Tender documents signed& stamp by contractor/Firm/Company owner.
16. Copy of valid company registration certificate/valid trade license/certificate of incorporation.

**EVALUATION CRITERIA OF EACH VEHICLE / TRANSPORTER FOR HIRING OF LIGHT VEHICLES**

Sr.#	Company Name	ELIGIBILITY CRITERIA					TECHNICAL EVALUATION CRITERIA				
		Copy of valid NTN & sales tax certificate of company	Reg. certificate / certificate of incorporation / valid Trade License	List of vehicles with make/model and capacity with lease agreement from owner	List of relevant staff with valid CNIC, driving license	Tax return of last 03 years		Minimum Marks	Maximum Marks	Remarks	Marks Obtained
							Experience minimum 03 years	15	20	Additional 01 mark of extra experience / per year	
							Bank statement of minimum 05 million	35	50	2 No. for further each million.	
							Model (2020 or above) making of years of vehicle	25	30	30 marks for model 2021	
		Y/N	Y/N	Y/N	Y/N	Y/N					
							<b>TOTAL MARKS</b>	<b>75</b>	<b>100</b>		

Note:-

1. Minimum qualifying criteria is 70% marks in each category. Overall aggregated marks for qualifying will be 75 % marks
2. Each year experience having 05 marks.
3. Bank statement of 01 million having 07 marks.
4. Model of vehicle of 2020 having 25 marks.



**OIL & GAS DEVELOPMENT COMPANY LTD.**  
**LOGISTIC DEPARTMENT, LOGISTIC FIELD KOTSARANG (TALAGANG)**

**SCHEDULE OF REQUIREMENT**

<b>S.#</b>	<b>Description of vehicles</b>	<b>Number of required vehicles</b>	<b>Unit rate per month PKR inclusive of all applicable Taxes except PST/ICT</b>	<b>Total value of Rent for one year inclusive of all applicable Taxes Except PST/ICT (PKR)</b>
1	Double Cabin Vigo/ Revo 4x4 with Dual Cooling/Heating System, 2494 CC to 3000 CC, Fuel Type HSD, Model 2020 or above.	02		
2	Hiace van with Standard size Roof 2980 CC Dual Cooling/Heating System, 14 Seater, Fuel Type HSD, Model 2020 or above.	01		
3	Hiace van Ambulance with Standard size Roof 2980 CC Dual Cooling/Heating System. Fuel Type HSD, equipped with all accessories like first aid box, Oxygen Cylinder etc. Model 2020 or above.	01		
4	Coaster with standard size roof 4009 CC seating capacity 30 with heating & AC system, Fuel type HSD, Model 2020 or above.	01		
<b>Total</b>		<b>05</b>		

**Note:**

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

## OTHER IMPORTANT INFORMATION

### BIDDING METHOD:

Bids against this tender are invited on ‘single stage Two envelop’

### AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details. *Item wise Bid Bond value are as follow:-*

Sr. No.	Description of the vehicles	Bid Bond Value (PKR)
01	Double Cabin Vigo / Revo 4x4 with Dual Cooling/Heating System, 2494 CC to 3000 CC, Fuel Type HSD, Model 2020 or above.	Rs:176,000/=
02	Hiace van with Standard size Roof 2980 CC Dual Cooling/Heating System, 14 Seater, Fuel Type HSD, Model 2020 or above.	Rs: 72,000/=
03	Hiace van Ambulance with Standard size Roof 2980 CC Dual Cooling/Heating System. Fuel Type HSD, equipped with all accessories like first ad box, Oxygen Cylinder etc. Model 2020 or above.	Rs: 72,000/=
04	Coaster with standard size roof 4009 CC seating capacity 30 with heating & AC system, Fuel type HSD, Model 2020 or above.	Rs: 66,000/=
	<b>Total</b>	<b>Rs:386,000/=</b>

### 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) is the integral part of this TOR.

Bidders are requested to read **TOR, "CLARIFICATION - ONLINE TRANSFER OF FUNDS TO OGDCL" & Master Set** to Tender Documents (Services) and provide complete information / documents including tender annexures with the bid