



**TENDER ENQUIRY # PROC-SERVICES/CB/SEC-5127-
A/2021**

**HIRING OF VEHICLES FOR SUNDHA THAL AND
KALERISHUM WELL RAJANPUR**

SCOPE OF WORK AND TERM OF REFERENCE FOR HIRING OF VEHICLES
(SUNDHATHAL WELL & KEHLARISHUMP WELL- RAJINPUR TRIBLE AREA
PUNJAB)

SCOPE OF WORK:

1. OGDCL is operating for exploration and production of Oil and Gas in different districts of all provinces of Pakistan. The company is in the need of different kind of vehicles on rental basis to meets its security requirements at SundhaThal well & KaleriShum well (Civil & Drilling Operation) located in Punjab Province. In this regard tender is to be floated for hiring of good condition vehicles to meet the requirements of OGDCL civil work / rig locations on as and when required on rate running basis. Contractor have to provide required numbers and types of vehicles which will be deployed as per requirement for field locations of OGDCL in Punjab Province.
2. The company/contractor should never be a defaulter or black listed from any Government or public sector organization. Contractor must have at least 01year experience of providing rental vehicles of all categories to Government or public sector or private organizations.
3. Location wise detail of OGDCL fields located in Punjab province is as under.

Sr. No.	Field	District
1	SundhaThal Well (CCDC-26)	RajinPur (Tribal Area) Punjab
2	KaleriShum Well (Civil & Drilling Operation)	RajinPur (Tribal Area) Punjab (Punjab / Balochistan) border area

4. Types and estimated number of vehicles required in OGDCL locations located in Punjab on rate running contract and on **AS AND WHEN REQUIRED BASIS** are as under.

SundhaThal Well Drilling Operation (CCDC-26) (Tribal Area) Punjab

S.No.	Description
a	04 Double Cabin (Vigo/Revo 4x4)
b	06 Toyota Single Cabin (4x4)

KaleriShum Well, Rajinpur (Trible Area) Punjab (Civil and Drilling Operation)

S.No.	Description
a	04 Double Cabin (Vigo/Revo 4x4)
b	06 Toyota Single Cabin (4x4)

TERMS OF REFERENCE FOR HIRING OF VEHICLES FOR OGDCL SECURITY
FIELDS LOCATED IN PUNJAB PROVINCE.

1. Mandatory Requirement:

- 1.1 The bidder shall be a registered company inside Pakistan. Provide documents for registration.
- 1.2 The company shall have minimum registration period of 01 Years.
- 1.3 All bidders must give “Clean acceptance” of OGDCL terms and conditions and withdraw all exceptions if any to become eligible for technical evaluation.
- 1.4 Confirm that none of the Directors of bidder is blacklisted, moreover provide Certificate of Incorporation/Valid Trade License.

2. General Terms and Conditions:

- 2.1 The Bidder shall be active Tax payer having valid identity / CNIC with sound financial profile capable to provide rental vehicles as per requirement of OGDCL. The audited financial statement for the last 01 year will be required to confirm the financial status of the contractor/company.
- 2.2 Contractor/Company must have established offices.
- 2.3 The contractor/company shall confirm that the vehicles are well maintained and are in excellent condition in all respects.
- 2.4 Model of vehicles to be supplied by the contractor/company must not be older than 05 years.
- 2.5 All vehicles will be provided with drivers by the contractor/company. The driver must be literate with sound mental and physical health and must have valid CNIC, valid driving license and security clearance from the respective police station.
- 2.6 Contractor/company shall immediately replace the vehicles with same model and condition in case of any break down on first simple and written notice without any arguments or litigation.
- 2.7 OGDCL may install vehicle tracking system on each vehicle and contractor shall have no objection on it.
- 2.8 The vehicle with driver will have to perform duty round the clock including holidays/gazetted holidays.
- 2.9 Vehicles may be deployed throughout the country for temporary assignments under administrative control of location In-charge where required, in all terrain (i.e. hilly, desert, river catchment area, plains and cultivated areas).
- 2.10 The contractor/company shall ensure that the documents of vehicles (registration, road permit, tax and insurance documents / fitness certificate etc) are complete in accordance with applicable Government Laws.
- 2.11 OGDCL shall not be responsible for any sort of mishap, accident, injury, death, force majeure or any unforeseen, theft, kidnapping, destruction/loss and damage to the vehicles or driver. The contractor shall also be responsible/pay in case of traffic challan and in any case payment of fine etc.
- 2.12 Upon unsatisfactory performance, behavior or involvement in illegal or immoral

practices, contractor/company will immediately replace the driver.

- 2.13 HSD for the vehicles will be provided by OGDCL. In case fuel consumption of HSD is higher than set/allowable mileage limit, deduction will be made according to the prevailing market fuel rates at the time of payment to the contractor. All type of repair, maintenance and replacement of filters, engine oil and others lubricants shall be responsibility of the contractor.
- 2.14 OGDCL will provide free accommodation and messing facility on payment basis to the driver.
- 2.15 The rates quoted by the contractor/company shall be on monthly rent basis for vehicles inclusive of lube oil and all applicable taxes (Except ICT/PST), duties, levies charges and salary of driver.
- 2.16 OGDCL being a large Tax Payer Unit only works with “Standard Tax Rates” that can be claimed as input adjustments. No “Reduced Tax rates” are allowed in OGDCL.
- 2.17 While submitting invoice(s) for payment, contractor shall submit a certificate from FBR to the effect that contractor has cleared its provincial tax liability
- 2.18 The Contract may be terminated on 30 days’ notice period, after award and during contract period, if the services are no more required or the contractor/company fails to abide or violates the same or do not follow the instruction of location in-charge or take no remedial/corrective measures after receiving written notice from the location in-charge. Similarly, the contractor/company shall give a notice of 30 days prior to withdraw the vehicle.
- 2.19 Vehicles should be in compliance with HSEQ standards and be equipped with the following essentials:
 - a. First aid kit.
 - b. Serviceable spare wheel.
 - c. Seat belt on all seats for all occupants in front & back.
 - d. Tool kit including jack and wheel nut spanner (Lug wrench).
- 2.20 Contract period for hiring of vehicles shall be initially for 12 Months from the date of agreement which may be extended with mutual consent.
- 2.21 The company can provide its own/third party vehicles to meet the requirement of OGDCL. However, the contractor has the sole responsibility of the third party hired vehicle.
- 2.22 The company has to provide its own or third party hired vehicle within 30 days of issuance of LOI otherwise bank guarantee will be confiscated.
- 2.23 Payment shall be made on monthly basis subject to tax deduction as per Government rules, based on actual availability of vehicle during the month as verified by the in-charge transport under provision of the contract agreement. No advance payment will be admissible. Payment shall be made in the name of the contractor/ company through cross cheque only. No cash payment is allowed.
- 2.24 The number of vehicles are tentative; the number of vehicle may increase or decrease as per actual requirement. If requirement increases the Contractor/Company have to provide the additional vehicles at same rates/ terms and conditions.

2.25 OGDCL reserves the right to accept or reject any/all bid (s) or annul the entire bidding process at any time prior to award of (Contract) without taking any responsibility of the affected bidder(s) and is not bound to justify the reasons to the affected bidder(s).

TECHNICAL EVALUATION CRITERIA FOR SUNDHA THAL

SR#	DESCRIPTION	MARKS	MAX. MARKS	
1	Required Documents		30	
	i.	Registration Certificate in Punjab/Certificate of Incorporation		3
	ii.	NTN Certificate		3
	iii.	Professional Tax Certificate		3
	iv.	Membership Certificate of Transport Association		3
	v.	Certificate of Chamber of Commerce & Industry		3
	vi.	Affidavit of Non-Black Listing duly attested by Notary Public		3
	vii.	Satisfactory Bank Account Certificate		3
	viii.	Last year sales tax paid form		3
	ix.	Company Profile with Offices detail in Pakistan		3
x.	Company Owned Vehicles (Provision of Registration Books)	3		
2	Commitment to provide vehicles		30	
	i.	Commitment to provide all vehicle within 20 days of issuance of LOI		30
	ii.	Commitment to provide all vehicle within 30 days of issuance of LOI		25
	iii.	Commitment to provide all vehicle within 45 days of issuance of LOI	20	
3	Financial Status		15	
	i.	Tax Returns of Last Year		05
	ii.	Bank Statement of Last Year		05
	iii.	Bank Statement worth >Rs. 10 million	05	
4	Experience		20	
	i.	01+ Year Experience with Govt./Semi Govt./Autonomous bodies		20
	ii.	01 Year Experience with Govt./Semi Govt./Autonomous bodies	15	
5	Oil Industry Experience		5	
TOTAL MARKS			100	

Minimum Qualifying Criterion:-

Minimum 65% marks are required for technical qualification.

TECHNICAL EVALUATION CRITERIA FOR KHELARISHUMP

SR#	DESCRIPTION	MARKS	MAX. MARKS	
1	Required Documents		30	
	i.	Registration Certificate in Punjab/Certificate of Incorporation		3
	ii.	NTN Certificate		3
	iii.	Professional Tax Certificate		3
	iv.	Membership Certificate of Transport Association		3
	v.	Certificate of Chamber of Commerce & Industry		3
	vi.	Affidavit of Non-Black Listing duly attested by Notary Public		3
	vii.	Satisfactory Bank Account Certificate		3
	viii.	Last year sales tax paid form		3
	ix.	Company Profile with Offices detail in Pakistan		3
x.	Company Owned Vehicles (Provision of Registration Books)	3		
2	Commitment to provide vehicles		30	
	i.	Commitment to provide all vehicle within 20 days of issuance of LOI		30
	ii.	Commitment to provide all vehicle within 30 days of issuance of LOI		25
	iii.	Commitment to provide all vehicle within 45 days of issuance of LOI	20	
3	Financial Status		15	
	i.	Tax Returns of Last Year		05
	ii.	Bank Statement of Last Year		05
	iii.	Bank Statement worth >Rs. 10 million	05	
4	Experience		20	
	i.	01+ Year Experience with Govt./Semi Govt./Autonomous bodies		20
	ii.	01 Year Experience with Govt./Semi Govt./Autonomous bodies	15	
5	Oil Industry Experience		5	
TOTAL MARKS			100	

Minimum Qualifying Criterion:-

Minimum 65% marks are required for technical qualification.

FINANCIAL BID FORMAT:

- 1.1 Bidder must quote fixed/firm cost of every item of financial bid format otherwise incomplete bid shall not be entertained. Bidder must strictly follow and quote prices as per financial bid format. No clause with “if & but” having financial impacts will be entertained and in such case bid will be treated as non-responsive. Just incorporate all prices in main financial bid format to facilitate peer to peer comparison.
- 1.2 The rate quoted by the contractor/company shall be on monthly rent for vehicles inclusive of lube oil and all applicable taxes (Except ICT/PST), duties, levies charges and salary of driver. and salary of driver.
- 1.3 OGDCL being a large Tax Payer Unit only works with “Standard Tax Rates” that can be claimed as input adjustments. No “Reduced Tax rates” are allowed in OGDCL.
- 1.4 HSD for the vehicles will be provided by OGDCL. In case fuel consumption of HSD is higher than set/allowable mileage limit, deduction will be made according to the prevailing market fuel rates at the time of payment to the contractor. All type of repair, maintenance and replacement of filters, engine oil and others lubricants shall be responsibility of the contractor.
- 1.5 Payment shall be made on monthly basis subject to tax deduction as per Government rules, based on actual availability of vehicle during the month as verified by the in-charge transport under provision of the contract agreement. No advance payment will be admissible. Payment shall be made in the name of the contractor/ company through cross cheque only. No cash payment is allowed.
- 1.6 Contract will be awarded to lowest bidder.

FORMAT FOR RATES AND FINANCIAL EVALUATION CRITERIA

Group –I

SundhaThal Well Drilling Opration(CCDC-26) (Trible Area) Punjab

S.No.	Description	NO of vehicles	Rate Per Vehicle Per Month	Total Amount Per Month
a	Double Cabin (Vigo/Revo 4x4)	04		
b	Toyota Single Cabin (4x4)	06		
	Total cost for one month			
	Total cost for one Year			

Group-II

KaleriShum Well, Rajinpur (Trible Area) Punjab (Civil and Drilling Operation)

S.No.	Description	NO of vehicles	Rate Per Vehicle Per Month	Total Amount Per Month
a	Double Cabin (Vigo/Revo 4x4)	04		
b	Toyota Single Cabin (4x4)	06		
	Total cost for one month			
	Total cost for one Year			

Note: Financial evaluation shall be carried out on GroupWise basis

OTHER IMPORTANT INFORMATION

BIDDING METHOD:

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

AMOUNT OF BID BOND:

Bid Bond /Bid Security of following amount is to be attached / provided with the technical bid.

Please see Master Set of Tender Document for further details.

Sr. No.	Description	Bid Amount Value (PKR)
1	Sundha Thal Well Drilling Opration (CCDC-26) (Tribal Area) Punjab	PKR 485,000
2	KaleriShum Well, Rajinpur (Tribal Area) Punjab (Civil and Drilling Operation)	PKR 515,000
	Total Amount PKR	PKR 1,000,000.00

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 & Master Set to Tender Documents (Services) and provide complete information / documents including tender annexures with the bid.