

OIL & GAS DEVELOPMENT COMPANY LIMITED



TENDER ENQUIRY NO. PROC-SERVICES/CB/WS-5164/2021

**HIRING OF TRANSPORTATION SERVICES FOR SHIFTING
OF BARITE POWDER TO OGDCL LOCATIONS**

APPLICATION FORM FOR HIRING OF TRANSPORTATION SERVICES FOR
SHIFTING
OF BARITE POWDER TO OGDCL LOCATIONS ON AS & WHEN REQUIRED BASIS

01.	Name of Firm/ Company	
02.	Complete Address of Head Office & Branch offices	
03.	Telephone Nos & name of Contact persons: Office: Fax No: E-Mail Address:	
04.	No. of offices in Pakistan with Phone No., Fax No., E-mail & complete address (attach separate sheet).	
05.	Confirm your Firm/ Company is Sole Proprietary, Partnership or Company with Limited liability and attach attested copy of Registered Partnership Deed/ Memorandum/ Article of Association etc. whichever is applicable.	
06.	Confirm date of commencement of business and attach attested copy of Registration Certificate in case of Sole Proprietary or a Partnership firm.	
07.	Confirm names, addresses & telephone numbers of Proprietors/ Partners/ Directors of your company/ firm (attach separate sheet).	
08.	Confirm present financial position through last 03 years Audited Reports.	
09.	Bank credit worthiness certificate in original.	
10.	Is your organization registered with Income Tax Department? If so, attach attested copies of assessment of last three years, along with NTN certificate. Note: Registration with Provincial Sales Tax/ ICT Tax authorities for Tax on Services in mandatory.	
11.	Confirm name of person & designation with Telephone No, Cell No. and Fax No authorized to sign correspondence/ documents and tenders. a) Specimen Signature of the authorized person _____	

12.	Confirm that if OGDCL intends to visit transporter's site at any time, than a committee or Rep. of OGDCL will be allowed to visit the contractor's site to check the vehicles and verification of other information provided in/along with the application.	
13.	Confirm that only those vehicles having valid fitness certificate will be deputed for OGDCL material shifting assignment.	
14.	Confirm that only those drivers having valid driving license will be deputed for OGDCL material shifting assignment.	
15.	Submit an affidavit along with the application to the effect that your transporter firm is not black-listed by any other Organization.	
16.	Submit an affidavit to ensure un-interrupted supply of minimum 300 M.Ton of Barite to OGDCL Khadeji Store & 500 M.Ton of Barite to OGDCL Chak Naurang Store, after each written request from OGDCL, as per Clause-15 of Terms & Conditions / TORs.	
17.	Submit an affidavit to provide following vehicles for OGDCL requirement. (a) 10 Flat Bed Trailers (Minimum) (b) 10 Trucks (Minimum)	
18.	In case, any of above information, is found incorrect, the contract awarded and the registration of the firm shall be treated as cancelled at any time, without assigning any reason and forfeiture of the Bid Bond / Performance Guarantee and firm will be black listed.	

Signature with Name,
Designation & Official Seal of
the Company/Firm

Witness:

1. _____

Name:
CNIC #:

2. _____

Name:
CNIC #:

Terms & Conditions / TORs for Hiring of Transportation Services For Shifting of Barite Powder To OGDCL Locations

1. The contractor shall lift following estimated quantity of Barite Powder of OGDCL from M/s Bolan Mining Enterprises (BME) to following OGDCL location on as & when required basis during the contract period. The quantities to be shifted can be increased or decreased depending upon the OGDCL operational requirement within the value of contract:
 - a. **20,000 M.Ton** of Barite from M/s BME to OGDCL **Chak Naurang Store (CNG) Chakwal**
 - b. **15,000 M.Ton** of Barite from M/s BME to OGDCL Khadeji Store (KDS), Karachi
2. Initial term of contract shall be one year from Contract start Date unless terminated earlier by either Party pursuant to the provisions hereof. However, contract may be extendable, on the same rate terms & conditions, with mutual consent of both the parties.
3. The successful contractor shall lift Barite Powder of Company from M/s BME at a notice of 24 Hrs conveyed to them by Phone / e-mail / letter to OGDCL locations i-e, Chak Naurang Store (CNG) Chakwal & Khadeji Store (KDS), Karachi.
4. If the contractor fails to do the job as per above clause-3, the company shall be entitled to make alternate arrangements i.e to hire the transport from the open market from registered/un-registered transport firms at the risk and cost of the contractor (subject to final notice from OGDCL) and that the contractor shall be bound to pay the difference of cost at actual or shall be adjusted from the bills of the contractor.
5. The contractor shall be required to take full trailer load for the journey. Where the views in this regard differ, final decision regarding the load to be carried will rest with the Head of Drilling Services Department of the company and the same will be binding on the Contractor.
6. The contractor shall not load material of any company other than OGDCL on the trailers / trucks, which have been provided/loaded with OGDCL material. In case, material other than OGDCL Barite are found loaded on the vehicles of the Contractors during inspection by the Company representative, OGDCL, will have the right to impose a penalty as it deems fit which includes forfeiture of security deposit and black listing as well.
7. All the transport operations and their progress shall be checked by the Officer and Staff of Drilling Fluid Department of the company and the contractors shall extend all cooperation to them as and when required by the Company.
8. The Contractor shall properly lash and pack all the material duly covered by tarpaulins, loaded on to its trailers, as the case may be. Loading and unloading of material at the sites shall be supervised by Company. Proper tarpaulin and manila ropes, etc. shall be provided by the Contractor.
9. The Contractor shall provide laborers, drivers, cleaners or any other workers required in connection with performing its obligations under this Contract. Contractor shall hire such personnel exclusively at its own cost and risks. Contractor shall arrange for boarding/lodging of its personnel.
10. Loading of Barite Powder from M/s BME will be responsibility of the transport contractors either through contractor's own laborer or through M/s BME laborer. However, OGDCL may facilitate unloading at its locations.
11. The Contractor shall not cause delay in the Company's work and shall complete transportation of material within the time specified in Company's work order.
12. The Contractor will be allowed 6 to 8 daylight hours (from 9:00 a.m till 5:00 p.m) for loading / unloading of the cargo except weekends and public holidays.

13. There shall be no Mobilization and demobilization charges for trailers / trucks.
14. The Contractor shall ensure that its vehicles are in good working condition, road worthy and fit for the purpose and shall ensure trouble free movement of vehicles during the whole contract period. Any breakdown of a vehicle shall be attended by the Contractor in a timely and prompt manner. In case any vehicle of the Contractor is stuck-up, push and pulls arrangements will be the responsibility of Contractor and shall be made promptly in safe and secure manner by the Contractor.
15. The following quantity of Barite Powder should reach the location, after each written request from OGDCL, without any delay en-route. If material does not reach the location within below-mentioned specified time due to reasons within Contractor's Control, the contractor may be penalized @ 5% per day of the freight amount of 300 & 500 M.Ton quantity for KDS and CNG respectively, after expiry of grace time period.

Location	Quantity	Flatbed Trailer / Truck	Grace Time
Khadeji Store, Karachi	300 M.Ton (Minimum)	3 days	Up to 4 days (Total) or additional 1 day
Chak Naurang Store, Chakwal	500 M.Ton (Minimum)	5 days	Up to 6 days (Total) or additional 1 day

16. The Contractor shall depute experienced and skilled crew and drivers for the transportation vehicles. The vehicles shall have safety belts for drivers and crew. The drivers must have valid driving license shall abide by all the standard safety, security and traffic rules and regulations in general and those applicable in oil and gas industry in particular.
17. The Contractor shall be liable to pay all Government levies, taxes and incidentals such as toll tax, etc. en-route.
18. The Contractor at his own cost shall seek permission from the concerned Government Departments, Agencies and/or Authorities including but not limited to the Highway Department, Electricity Department (WAPDA), Police, Municipal and Telephone Department, etc. in case of transportation of heavy and over dimension packages/loads of the material and accessories.
19. The Company shall not be responsible for any road mishaps, accident, injury or death of the Contractor's employees during the performance of its obligations under this Contract. The Company is not liable to compensate the Contractor for any damage or deficiency to the Contractor's equipment during the performance of Contractor's obligations under this Contract.
20. Contractor shall be liable to transport the material in proper condition in accordance with the laid down rules and shall obtain a receipt to the effect duly signed and sealed by the Company's authorized representative. The Company's authorized representative shall make a note in the Deliver Note (DN) if any item is damaged, deficient or short delivered. On the basis of the note, the Company shall have the right to recover costs from the Contractor, for the lost, damaged, short or deficient items, and shall have the right to withhold or deduct such amount from the security amount or any amount which is due or may become due and payable to Contractor until such a time as the Contractor makes good of such damages, losses and deficiencies of equipment, etc. to the Company. The Company shall also have the right to avail remedy as provided under the law.
21. The payment will be made as per actual and against verified invoices. The Contractor shall submit the invoices for each material transportation immediately after completion of the assignment. The invoice shall be accompanied by copies of Delivery Notes and other necessary documents that are duly verified, signed and stamped by the authorized representative of the Company i.e Incharge store and shall confirm receipt of material in safe and sound condition.

**TECHNICAL EVALUATION CRITERIA
(MANDATORY REQUIREMENTS)**

Sr. No.	Description	Minimum Requirement	Response by Bidder (Provided / Not Provided)
01.	Registration with Income Tax	NTN Certificate is required.	
02.	Minimum Turnover in last 03 financial years	PKR 30 Million (Minimum) per year	
03.	Income Tax Returns	Last 03 Years Income Tax Returns are required	
04.	An Affidavit is required from the transport company to ensure supply of Barite to OGDCL locations as per clause-15 of Terms & Conditions/ TORs.	Affidavit on non-judicial stamp paper is required.	
05.	An Affidavit is required from the transport company to provide following vehicles having valid fitness certificates for OGDCL requirement. (a) 10 Flat Bed Trailers (Minimum) (b) 10 Trucks (Minimum)	Affidavit on non-judicial stamp paper is required.	
06.	An Affidavit is required from the transport company to depute experienced drivers to OGDCL assignment having valid driving licenses.	Affidavit on non-judicial stamp paper is required	
07.	Affidavit regarding non-blacklisting of Company or Directors / Partners.	Affidavit on non-judicial stamp paper is required.	
08.	Following Bid Bond amount, as per item wise evaluation criteria, must be submitted along with Technical Bid: i- Hiring of Transportation Services to CNG Store = PKR 1.80 Million ii- Hiring of Transportation Services to KDS Store = PKR 0.50 Million		

FINANCIAL BID FORMAT FOR HIRING OF TRANSPORTATION SERVICES FOR SHIFTING OF BARITE POWDER

Sr. No.	Description	Estimated Quantities of Barite to be shifted from M/s BME (M.Ton) (a)	OGDCL Delivery Location	Unit Rate for Delivery of 01 M.Ton Barite at OGDCL Delivery Location inclusive of all taxes except PST/ICT on services (PKR) (b)	Total Cost for Delivery of total quantity of Barite at Delivery Location inclusive of all taxes except PST/ICT on services (PKR) (c) = (a) * (b)
1.	Quantity of Barite from M/s BME to OGDCL Chak Naurang (CNG) store Chakwal	20,000.00	Chak Naurang (CNG) Store, Chakwal	To be quoted by each bidder	
2.	Quantity of Barite from M/s BME to OGDCL Khadeji Store (KDS), Karachi	15,000.00	Khadeji (KDS) Store	To be quoted by each bidder	

Note:

- (i) The quantities mentioned in the financial bid are for evaluation purpose only which can be increased or decreased depending upon the operational requirement.
- (ii) The payment will be made as per actual and against verified invoices.
- (iii) The prices are inclusive of all taxes, duties levies charges etc (except ICT/PST). However, Standard PST rates will be applicable.
- (iv) The prices shall be valid for one year after establishment of Contract. Initial term of contract shall be one year. However, contract will extendable, on same rate terms & conditions with mutual consent of both the parties.
- (v) The Financial Evaluation will be carried out on **"ITEM WISE"** basis. The award of contract will be decided on lowest quoted rate basis against each location and work order will be issued accordingly.
- (vi) The contractor shall be bound to make deliveries as per clause-15 of Terms & Conditions /TORs.

(vii) Addresses of OGDCL Stores are as follows:

(a) **Chak Naurang (CNG) Store, Chakwal**

Oil & Gas Development Company Limited (OGDCL)
Chak Naurang Oil Field
11- Km away from Chakwal City
District, Chakwal, Punjab
Pakistan
Tel: +92-543-598263

(b) **Khadeji Base (KDS) Store**

Oil & Gas Development Company Limited (OGDCL)
M-9 (Karachi – Hyderabad Motorway)
OGDCL Plot No 3,4,18 & 19, Sector No 20,
Opposite Daar ul Uloom, Karachi ,
Sindh, Pakistan.
Tel: +92-51-2807073 & 74, Fax: +92-51-2807072

(viii) Address of M/s BME Factory is as follows:

Bolan Mining Enterprises

Grinding Facility, RCD Highway,
Khuzdar, Baluchistan, Pakistan
Tel: +92-848-412538, +92-848-412690, +92-848-412221

OTHER IMPORTANT INFORMATION

BIDDING METHOD:

Bids against this tender are invited on ‘**Single Stage Two envelop**’

AMOUNT OF BID BOND:

Bid Bond /Bid Security of following amounting to be provided with the technical bid. Please see Master Set of Tender Document for further details.

Sr	Description	Bid bond Value (PKR)
1	Chak Naurang (CNG) Store, Chakwal	PKR 1800,000.00
2	Khadeji Base (KDS) Store	PKR 500,000.00
TOTAL		PKR 2,300,000.00

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.