

TERMS OF REFERENCE (TOR)
FOR
HIRING OF PORTA CABINS FOR
DHOK HUSSAIN



TENDER ENQUIRY # PROC-
SERVICES/CB/PROD-4294/2019

1. General Introduction.

OGDCL intends to hire the services of an experienced and well reputed contractor for provision and operation of rental self-standing Porta Cabins/caravans with good condition in OGDCL Dhok Hussain Field on monthly rental basis for a period of one year extendable further on same rates (as per list as Annexure-2 below). Dhok Hussain Field is situated about 10 KM from Kohat Rawalpindi Highway in Distt. Kohat, KPK. Porta Cabins should be skid mounted, portable; water proof having comfortable working environment. Civil infrastructure (i.e., foundations for Porta cabins, sewerage system) is already available. Only minor civil works may be required. Electric power up to panel boards will be provided by OGDCL. Mobilization/demobilization, loading/unloading, connecting electric cable with panel boards etc. will be the responsibility of the contractor itself.

2. Requirement

The detail of Porta Cabins required is listed at Annexure-2 below. Each Porta Cabin shall be 100 % furnished in all respect according to the type and usage. Any additional requirement at site shall also be covered under the same contract and rates.

3. Contract Period & its Termination

The rate running contract shall be on as and when required basis during a period of One (01) Year which can be extended further on mutual consent on same rates, terms & conditions. However, OGDCL reserves the right to cancel the contract on a 10 days' advance notice without assigning any reason(s) at any stage during the contract period. The bidder cannot claim any compensation in this regard.

4. Contractor's Responsibility

- 4.1. The contractor will be responsible to supply the self-standing skid mounted, portable, water proof and steel skeleton based Porta Cabins with comfortable environment.
- 4.2. The supplied Porta Cabins should be of good condition and should meet the requirements of this tender enquiry.
- 4.3. The contractor will be responsible for earthing of his Porta Cabins.
- 4.4. The contractor will ensure continuous operation of all equipment installed in Porta cabins.
- 4.5. The contractor has to supply the Porta Cabins with Operation and maintenance services with
 - 4.5.1. Service/maintenance Team (carpenter, electrician, plumber, A/C mechanic etc. (24 Hours)
 - 4.5.2. The contractor is responsible to provide all necessary tools/accessories to their manpower for routine maintenance.
 - 4.5.3. Backup for heating and cooling system.
- 4.6. The contractor will supply following items with each bed.
 - *Master Molty Foam.* *01 No*
 - *Blanket, size 220cmx200cm* *01 No*

- *Ball Fiber Pillow* 01 No
 - *Printed bed sheets along with pillow cover* 02 Nos.
 - *Bath size Towel white color* 02 Nos.
 - *Bed Strip Light* 01 No
 - *Wall mounted bracket fan* 01 No
- 4.6.1. Supply of following items in each room.
- *1.5 ton DC inverter split A/c (Heat & Cool)* 01 No
 - *Illumination Lights (Double Shade Tube lights)*
 - *Work Table* 01 No
 - *Work Chair* 01 No
 - *Mirror* 01 No
 - *Emergency Light* 01 No
 - *Power Point/Gang Board (for light switches, computer sockets, TV socket etc.)*
 - *Telephone connection* 01 No
 - *Ash tray* 01 No
 - *Up-board for Holy Quran along with Holy Quran* 01 No
 - *Jai Namaz* 01 No
 - *2-Doors based Wardrobe* 02 Nos.
- 4.6.2. Supply of following items with each Porta cabin.
- *Earth bus Bar* 01 set
 - *Light Pole* 02 Nos.
 - *Fire Extinguisher* 02 Nos.
 - *Supply of standard power cables up to OGDCL panel*
- 4.6.3. Mess/Dining Halls/TV Room
- *2.0 Ton DC inverter split A/c (Heat & Cool)* 02 Nos.
 - *Equipped with Dining tables and chairs for 24 Persons*
 - *Wooden cabinets*
 - *Notice Board*
- 4.6.4. For each Office
- *Working table of standard size along with revolving chair.* 01 Set
 - *Almirah for files integrated to computer table* 01 Nos.
 - *Book shelf* 01 Nos.
 - *1.5 ton DC inverter split A/c (Heat & Cool)* 01 No
 - *Visiting chairs* 02 Nos.

Note: Other allied accessories shall be installed by the supplier if required by the field management as per requirement

5. Installation.

5.1 The contractor is responsible for mobilization, demobilization, loading, unloading and installation of Porta Cabins at site.

- 5.2 Civil Infrastructure is already present at site. Contractor has just to unload the porta cabins and place them at foundations.
- 5.3 The contractor has to make arrangements for making electric power connections with the OGDCL panel board.
- 5.4 The contractor has to make arrangements for making sewerage connections of its Porta Cabins with the OGDCL sewerage system.
- 5.5 All necessary checks are the responsibility of the contractor.

6. Operation

- 6.1. Contractor is fully responsible for trouble free service provision, maintenance and routine checkups of the Porta Cabin units during the contract period.
- 6.2. Un-interrupted operation of all equipment installed should be ensured.
- 6.3. Maintenance of Porta Cabins and equipment will be the sole responsibility of the contractor in all respects.
- 6.4. Contractor is responsible to provide all required PPE'S to his operational staff.
- 6.5. The contractor is responsible to arrange alternative crew member in case of absence of any crew member due to sickness, leave, domestic or any other reason.
- 6.6. The contractor is responsible to make arrangements for accommodation, boarding, lodging, messing, pick and drop of his crew during whole of the contract period. OGDCL will not provide accommodation and meals to contractor's crew.
- 6.7. OGDCL will not be responsible for any damage caused to Porta Cabins and accessories.

7. End of Contract

After termination of contract or issuance of termination notice (contract cancellation notice) and expiry of notice period, the contractor will be responsible to lift and demobilize the Porta Cabins at Contractor's risk and cost from the OGDCL site within 15 days, after which, the contractor will be liable to pay storage charges @ 1% of the monthly rent rates of specific un-lifted Porta Cabin, maximum up to 05% of Total Contract value.

8. Terms & Conditions

- 8.1. No down time is allowed for accessories breakdown.
- 8.2. In case of leakage or damage to any Porta Cabin, bidder will repair/replace it immediately.
- 8.3. In the event of any breakdown of electric accessory or damage to other accessories (e.g., AC, Fan, Geyser, Furniture, washroom accessories etc.), the contractor has to repair or make alternate arrangements for provision of required accessory within 2 hours.
- 8.4. In the event of any breakdown/non-provision of required facility (e.g., AC, Fan, Geyser, Furniture, washroom accessories etc.), the contractor's maintenance team will repair/replace it within 2 hours. If breakdown of equipment/accessory occurs more than 2 hours and up to 12 hours per month, contractor is liable to pay penalty which will be one day rental deduction from monthly rental of that specific Porta Cabin.

- 8.5. In an event, the breakdown/non-provision of required facility prolongs more than 12 hours up to 24 hours per month per Porta cabin, the contractor will be imposed penalty as per para 8.4 above plus 15% of monthly rental deduction of that specific Porta Cabin.
- 8.6. In an event the breakdown/non-provision of required facility prolongs more than 24 hours per month per Porta cabin, the contractor will be imposed penalty as per para 8.4 above plus 20% of the monthly rental deduction of that specific Porta Cabin.
- 8.7. If complete facilities as mentioned in the TOR are not maintained in any Porta Cabin in any month during contract period, the contractor will be imposed penalty @ 25% of the monthly rental deduction of that specific Porta Cabin in that month.
- 8.8. OGDCL will not be responsible for any damage caused to Porta Cabins & its associated accessories and/or contractor's crew under any circumstances.
- 8.9. Contractor has to submit monthly rental invoice of the preceding month to OGDCL on the last date of every month to the address as mentioned in the contract.
- 8.10. Rental charges will be started after handing over the Porta Cabins at site and from the date of satisfactory site inspection report by field inspection committee.
- 8.11. The deductions if any will be incorporated before payment of monthly rental invoice.
- 8.12. OGDCL will not provide accommodation and meals or any other facility to contractor's crew at site. All expenses/arrangements will be borne by the contractor himself.
- 8.13. The contractor has to confirm that maintenance crew would abide by the rules and regulations of OGDCL and would wear proper PPE's.
- 8.14. OGDCL may increase/decrease the required Porta Cabins as per field requirements but the rental charges shall be the same whatever quoted in the financial bid/contract throughout the contract period.

9. Company/Bidder Qualifying Criteria.

- 9.1. The contractors who intend to participate must provide documentary proof for at least 3 years of rental Porta cabins experience.
- 9.2. The bidder should submit a list of projects of similar nature carried out by him with brief scope of work along the technical portion of the bid for similar orders.
- 9.3. The company/bidder is to provide the following mandatory data for evaluation/qualification:
 - 9.3.1. Certified copy of NTN/GST.
 - 9.3.2. Company profile.
 - 9.3.3. Comprehensive list of rental Porta cabins readily available.
 - 9.3.4. HSEQ policy of the company.
 - 9.3.5. List of previous contract for Operation & Maintenance of rental Porta cabins with OGDCL or other E&P companies/organizations operating in Pakistan during last 5 years. Bidder to provide contract copies in this regard.
 - 9.3.6. Performance Certificates (at least 3) from respective companies for current & previous rental contracts.
 - 9.3.7. Company financial standing & financial reports/bank statements.
 - 9.3.8. In case of joint venture, copy of contract should be provided in technical bid.

10. Inspection

- 10.1. After award of contract, the successful bidder will manage availability of Porta cabins as per Annexure-2 in his warehouse and will inform OGDCL accordingly. OGDCL field inspection committee will inspect the Porta cabins at his warehouse according to specifications of this tender enquiry. During inspection, if any of the Porta Cabin is rejected, bidder will have to replace it within the delivery period.
- 10.2. After mobilization at field, the field inspection committee will again inspect the Porta Cabins. In case of any short fall, contractor will be bound to manage the shortfalls.

11. Delivery Time.

After contract award, Field Manager Dhok Hussain will issue Mobilization Notice. The time line for supply, installation & handing over the Porta Cabins is 30 calendar days from the date of award of contract failing which, LD shall be imposed.

12. Contractor's Crew

The contractor shall have to provide tentative details of its crew who shall be appointed for this job throughout the contract period with prior one month's notice to Field Manager Dhok Hussain. The Field Manager will have to make the security clearance of nominated persons. The contractor has to change any or all of its crew members whose performance is found unsatisfactory or involved in any illegal activities. The crew members must have hands on experience in their related field. OGDCL would have the right to interview, accept or reject any crew member appointed for this project at any stage.

13. Amount of Bid Bond

Bid Bond /Bid Security amounting to **PKR 500,000/-** (Pak Rupees Five Hundred Thousand Only) is to be attached / provided with the technical bid. Please see Master Set of Tender Documents for Services for further details.

14. Bid Price & Payment Terms

- 14.1 The prices should be quoted in PKR otherwise the bid will be rejected.
- 14.2 Bid price shall be inclusive of all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) on services in Pakistan.
- 14.3 Payment shall be made through cross cheque in 100% Pak Rupees, against verified invoices.
- 14.4 The prices quoted by the successful bidder (contractor) for required services shall remain firm and final throughout contract period.

Note

Above mentioned Terms & Conditions shall apply instead of Master Tender Documents for Services.

The Master Set of Tender Documents For Services uploaded on OGDCL's website ([www.ogdcl.com](http://ogdcl.com)) is the integral part of this TOR.

Following is the link for Master Set of Tender Documents For Services:

<http://ogdcl.com/uploads/Master%20set%20of%20tender%20documents%20for%20uploading%20on%20OGDCL%20web%20as%20on%2002-01-2019.pdf>

FINANCIAL BID FORMAT

Sr. No	Description of required Porta Cabins/Carvans	Required Qty.	Per Unit Rent Per Month (Rs.)	Total Amount Per Month (Rs.)
01	Porta Cabins (Residential), 40 Ft x 10 Ft with two compartments each with attached washroom and living arrangement of 2 persons per compartment.	01 Nos.		
02	Porta Cabins (Residential), 40 Ft x 10 Ft with three compartments each with attached washroom and living arrangement of 2 persons per compartment.	03 Nos.		
03	Porta Cabins (Residential), 40 Ft x 10 Ft with four compartments with living arrangement of 2 persons per compartment.	07 Nos.		
04	Porta Cabins (Residential), 40 Ft x 10 Ft with four compartments with living arrangement of 4 persons per compartment.	07 Nos.		
05	Porta Cabin (Office), 40 Ft x 10 Ft, portioned in two compartments with attached washroom. One compartment to be used as office and other to be used as meeting room.	01 Nos.		
06	Porta Cabin (Office), 40 Ft x 10 Ft, portioned in three offices each.	04 Nos.		
07	Porta Cabins (Dining Room cum TV Room), 40 Ft x 10 Ft	03 Nos.		
08	Porta Cabin (Office cum clinic), 40 Ft x 10 Ft	01 Nos.		
	Total Amount Per Month			
	Total Amount Per Year			
9	Mobilization/de-Mobilization charges (One Time Charges)	Lump sum		
10	Loading/Un-Loading Charges (One Time Charges)	Lump sum		
	Lump-sum/Total cost of all Porta Cabins.	27 Nos.		

1. Quoted Per Month Rent should be inclusive of following associated costs
 - i. Installation/commissioning charges
 - ii. Periodic Maintenance/Man Power
 - iii. Any other cost
2. OGDCL will pay only monthly rental of Porta cabins. Any other cost (fixed or variable, installation/commissioning cost, periodic maintenance/Manpower cost) will not be entertained. Bidders to quote accordingly.
3. Financial Bid Criteria shall be on Lump-sum/Total cost of all Porta Cabins basis.
4. Bidders are required to strictly follow the given format/specimen for financial bids. Bids with hidden and non-firm prices may be rejected.

Detail of Porta Cabins

Detail of Porta Cabins Required for Dhok Hussain Field is as under.

Sr. No	Type of Porta Cabin	Qty Required
1	Porta Cabins (Residential), 40 Ft x 10 Ft with two compartments. Both Compartment with attached bath and to be furnished as living room with two beds. Both compartments to be furnished with DC inverter split AC, refrigerator, sofa chairs, center table, writing table, lamp, revolving chair and wardrobe as minimum. (For FM and reliever to FM)	01
2	Porta Cabins (Residential), 40 Ft x 10 Ft with three compartments. All compartments to be furnished as living room on two persons per room basis with attached washrooms, DC inverter split AC, center table, writing table, lamp, revolving chair and wardrobe as minimum. (For Staff House A)	03
3	Porta Cabins (Residential), 40 Ft x 10 Ft with four compartments. All compartments to be furnished as living room on two persons per room basis with DC inverter split AC, center table, writing table, lamp, revolving chair and wardrobe as minimum. (For Staff House B)	07
4	Porta Cabins (Residential), 40 Ft x 10 Ft with four compartments. All compartments to be furnished as living room on four persons per room basis with DC inverter split AC, center table, writing table, lamp, revolving chair and wardrobe as minimum. (5 for Staff House C + 2 for FC Camp)	07
5	Porta Cabin (Office), 40 Ft x 10 Ft, portioned in two offices each with attached bathroom. Each office to be furnished with DC inverter split AC. One to be furnished as executive office and other to be furnished as meeting room (For FM).	01
6	Porta Cabin (Office), 40 Ft x 10 Ft, portioned in three offices. Each office to be furnished with DC inverter split AC, two file cabinets, two office tables, two revolving chairs, four visitor chairs as minimum.	04
7	Porta Cabin (Office cum clinic), 40 Ft x 10 Ft, portioned in two portions. One to be furnished as clinic for doctor with attached bathroom. Other to be furnished as dispensary with medicines rack. Both portions to be furnished with DC inverter split AC, office tables, two revolving chairs, four visitor chairs as minimum.	01
8	Porta Cabins (Dining Room cum TV Room), 40 Ft x 10 Ft with split AC, furnished with necessary furniture, LCD with appropriate arrangement for different recreation, sports and news channel (both in Urdu and English), Capacity 40 persons as minimum. (For Staff House A, B & C)	03
	Total	27