

OIL & GAS DEVELOPMENT COMPANY LIMITED



TENDER ENQUIRY NO. CSR/2024/10828

HIRING OF AMBULANCE FOR OGDCL COMMUNITY HEALTH CARE FACILITY
AT KUNNAR OIL FIELD

**SCOPE OF WORK AND TERM OF REFERENCE FOR HIRING OF
AMBULANCE FOR OGDCL COMMUNITY HEALTH CARE FACILITY
AT KUNNAR OIL FIELD**

SCOPE OF WORK:

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 Ambulance at OGDCL Community Health Care Facility at Kunnar Gas Field on rental basis to meet requirement of CSR program at **Kunnar Gas Field** Located in District Hyderabad of Sindh Province. In this regard tender is to be floated for hiring of good condition vehicles. Contractor has to provide required numbers and types of vehicles, which will be deployed as per requirement for **Kunnar Gas Field**

The company/contractor should never be a defaulter or black listed from any Government or public sector organization. Contractor must have at least 01 year experience of providing rental vehicles to Government or Public Sector or private organizations.

Types and estimated number of vehicles required are as under:

Sr. #	Vehicles Type	Requirement (No.)
1	Ambulance (Hiace or equivalent)	01

The detail of medical equipments required in Ambulance are as follows:

S.No	Items Description	Quantity
01	A seat with safety belt adjacent to stretcher	01
02	Stretcher (Auto loading / Foldable)	01
03	Oxygen cylinder with accessories	01
04	Portable Oxygen cylinder	01
05	Pulse Oximeter	01
06	Suction apparatus with regulator	01
07	Resuscitation apparatus	01
08	Sphygmomanometer (B.P apparatus)	01
09	Nebulizer	01
10	Hook for hanging I/V fluids	02
11	First aid box (equipped with thermometer, splints stethoscope, pyodine solution, dressing scissor, guaze pad and sticking, Glucometer, torch etc.)	01
12	Fire extinguisher	01
13	Flask with disposable cup with holder	01
14	Waste basket	01
15	Cooling / Heating System	Standard
16	Emergency Siren with Emergency light	Standard

**TERMS OF REFERENCE FOR HIRING OF VEHICLES FOR CSR PROGRAM AT
KUNNAR PLANT**

1. The contract period for hiring of the ambulance shall be initially for 01 year from the date of signing of contract. Further extension in the contract will be made with mutual consent on same rate and terms & conditions subject to management's approval.
2. Diesel fuel will be provided by OGDCL through a log book maintained at OGDCL Kunnar Field.
3. The Contract may be terminated on 30 days' notice period 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 serve a notice 30 days prior to withdraw of vehicle(s) / as per clause #18 of Contract.
4. The bidder shall be a registered company inside Pakistan with minimum registration period of one (01) year. Provide documents for registration.
5. If the vehicle is not used for 15 days, the vehicle will be considered as off road and OGDCL will not pay rent till the vehicle is re-used.
6. Contractor/Company must have established office(s).
7. Bidder to confirm that none of the Directors of bidder is blacklisted.
8. Bidder to provide Certificate of Incorporation/Valid Trade License/certificate of registration.
9. 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.
10. The contractor/company shall confirm that the vehicles are well maintained and are in excellent condition in all respects.
11. The Transport 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.
12. The company has to provide its own or third party hired vehicle within 60 days after issuance of LOI otherwise PBG will be confiscated.
13. All type of repair, maintenance and replacement of filters, engine oil and others lubricants shall be responsibility of the contractor.
14. Vehicles should be in compliance with HSEQ standards and be equipped with the following essentials:
 - a. Serviceable spare wheel.
 - b. No staircase/ladder for approaching roof of the vehicle.
 - c. Seat belt on all seats for all occupants in front & back.
 - d. Tool kit including jack and wheel nut spanner (Lug wrench).
15. The contractor to provide vehicle's model not older than 10 Years. However, if any vehicle

turns older than 10 years during the period of contract, it shall be replaced by the contractor immediately.

16. 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.
17. In case of any extensive break down of vehicle(s), Contractor/company shall immediately replace the vehicle(s) with same OR up model good condition vehicle(s) on first written notice without any arguments or litigation.
18. OGDCL may install vehicle tracking system on each vehicle and contractor shall have no objection on it.
19. 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).
20. 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.
21. 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.
22. Upon unsatisfactory performance, behavior or involvement in illegal or immoral practices, contractor/company will immediately replace the driver.
23. 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.
24. The rates quoted by the bidder will remain the same throughout the period of contract.
25. The rates quoted by the contractor/company shall be on monthly rent basis for vehicles inclusive of lube oil, salary of driver and all applicable taxes/ levies charges, etc.
26. Payment to the contractor 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 or online bank transfer only. No cash payment is allowed.
27. While submitting invoice(s) for payment, contractor shall submit a certificate from FBR to the effect that contractor has cleared its provincial tax liability
28. All bidders must give "Clean acceptance" of OGDCL terms and conditions and withdraw all exceptions if any to become eligible for technical evaluation.
29. 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).
30. An affidavit on stamp paper must be attached with the bid by the owner of vehicle that the provided vehicle has no relation/connection to any OGDCL employee or their relatives.

TECHNICAL EVALUATION CRITERIA

SR#	DESCRIPTION	MARKS	MAX. MARKS	
1	Required Documents		30	
	i.	Registration Certificate /Certificate of Incorporation/ valid trade license (mandatory) .		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 Sindh or in Pakistan		3
	x.	Company Owned Vehicles (Provision of Registration Books)		3
2	Commitment to provide vehicles		30	
	i.	Commitment to provide vehicle within 20 days of issuance of LOI		30
	ii.	Commitment to provide vehicle within 40 days of issuance of LOI		25
	iii.	Commitment to provide vehicle within 60 days of issuance of LOI		20
	iv.	Commitment to provide vehicles after 60 days of issuance of LOI	Dis-qualify	
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	

Note: Minimum 65% marks are required for technical qualification. Also fulfill the mandatory items otherwise it will not considered as qualified.

FINANCIAL BID FORMAT:

Sr. No.	Vehicles Type	Number of Vehicles Required (A)	Monthly Lump sum Charges of Vehicle Rs. (B)	Monthly Charges Rs. C= A*B
1	Ambulance (Hiace or equivalent)	01		
3	Rent for vehicles/Year			
4	Rent of vehicles for three years			

Note: Financial evaluation shall be carried out lump sum basis and contract shall be awarded to the bidder with lowest quoted price.

***Prices are inclusive of all applicable duties & Taxes.**