

# OIL & GAS DEVELOPMENT COMPANY LIMITED



TENDER ENQUIRY NO. PROC-SERVICES/CB/CSR-5373/2022

HIRING OF A VEHICLE FOR REGIONAL OFFICE QUETTA.

**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 a vehicle on rental basis to meet requirement of **Regional office** Located in District **Quetta** of **Baluchistan** Province. In this regard tender is to be floated for hiring of good condition vehicle on as and when required and rate running basis. Contractor have to provide required number and types of vehicle, which will be deployed as per requirement for **Regional Office Quetta**

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 vehicle of all categories to Government or Public Sector or private organizations.

Types and estimated number of vehicle required are as under:

Sr. #	Vehicles Type	Requirement (Nos.)
1	Toyota Revo Double Cabin 4x4 (Model not older than five years) OR Equivalent for performing duties at Regional Office Quetta.	1

**TERMS OF REFERENCE FOR HIRING OF A VEHICLE FOR REGIONAL OFFICE QUETTA.**

1. The contract period for hiring of a vehicle shall be initially **for 03 years** from the date of signing of contract and will be on rate running and as on, as when required basis. Further extension in the contract will be made with mutual consent on same rate and terms & conditions subject to management's approval.
2. Fuel / diesel will be provided by OGDCL, against verified invoices..
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 three (03) years. 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 allow payment till the vehicle is re-used.
6. Contractor/Company must have established office(s), specify location / cities.
7. Bidder to confirm that none of the Directors of bidder is black listed.
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 vehicle is well maintained and is in excellent condition in all respects.
  11. The company has to provide its own or third party hired vehicle within 15 days after issuance of LOI otherwise PBG will be confiscated.
  12. All type of repair, maintenance and replacement of filters, engine oil and others lubricants shall be responsibility of the contractor.
  13. 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).
    - e. Ensure the safety of students / teachers (passengers).
  14. The contractor to provide vehicle model not older than 05 Years. However, if any vehicle turns older than 05 years during the period of contract, it shall be replaced by the contractor immediately.
  15. The vehicle will be provided with driver 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.
  16. The vehicle with driver will have to perform duty round the clock including holidays/gazette holidays.
  17. OGDCL will provide free accommodation facility to driver.
  18. OGDCL will provide messing facility on payment basis to the driver.
  19. 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.
  20. OGDCL may install vehicle tracking system on vehicle and contractor shall have no objection on it, after expiry of contract, tracker will be removed from the vehical.
  21. Vehicle 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).
  22. The contractor/company shall ensure that the documents of vehicle (registration, road permit, tax and insurance documents / fitness certificate etc.) are complete in accordance with applicable Government Laws and shall be in the name of contractor.
  23. 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.
  24. Upon non-satisfactory performance, behavior or involvement in illegal or immoral practices, contractor/company will immediately replace the driver.
  25. 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.

26. The rates quoted by the bidder will remain the same throughout the period of contract.
27. The rates quoted by the contractor/company shall be on monthly lump sum basis for vehicle inclusive lube Oil, salary of driver and all applicable taxes/levies charges etc. except PST/ICT on services.
28. 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 only. No cash payment is allowed.
29. While submitting invoice(s) for payment, contractor shall submit a certificate from FBR to the effect that contractor has cleared its provincial tax liability
30. All bidders must give "Clean acceptance" of OGDCL terms and conditions and withdraw all exceptions if any to become eligible for technical evaluation.
31. 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).
32. 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	
<b>1</b>	<b>Required Documents</b>		<b>40</b>	
	i.	Registration Certificate /Certificate of Incorporation/ valid trade license <b>(mandatory)</b> .		6
	ii.	NTN Certificate		6
	iii.	Professional Tax Certificate		6
	iv.	Affidavit of Non-Black Listing duly attested by Notary Public		6
	v.	Last year sales tax paid form		6
	vi.	Company Profile with Offices detail in Baluchistan or in Pakistan		10
<b>2</b>	<b>Financial Status</b>		<b>30</b>	
	i.	Tax Returns of Last Year		10
	ii.	Bank Statement of Last Year		10
	iii.	Bank Statement worth > Rs. 10 million		10
<b>3</b>	<b>Experience</b>		<b>30</b>	
	i.	01 Year Experience with Govt./Semi Govt./Autonomous bodies		25
	ii.	Oil Industry Experience		5
<b>TOTAL MARKS</b>			<b>100</b>	

**Note:** Minimum 65 % marks in each category is required for technical qualification.

**FINANCIAL BID FORMAT:**

<b>Sr. No.</b>	<b>Vehicles Type</b>	<b>Number of Vehicles Required (A)</b>	<b>Monthly Lump sum Charges of Vehicle Rs. (B)</b>	<b>Monthly Charges Rs. C= A X B</b>	<b>Rent for 03 years C X 36</b>
1	Toyota Revo Double Cabin 4×4 (Model not older than five years) OR Equivalent for performing duties at Regional Office Quetta.	1			

**Note: contract shall be awarded to the bidder with lowest quoted price.**

**\*Prices are inclusive of all taxes, duties, levies, charges etc., except (ICT/PST where applicable shall be borne by OGDCL at actual.**

## **OTHER IMPORTANT INFORMATION**

### **BIDDING METHOD:**

Bids against this tender are invited on 'single stage Single Envelop'

### **AMOUNT OF BID BOND:**

Bid Bond /Bid Security amount of each line Item are as follow:

<b>Sr #</b>	<b>Description</b>	<b>Amount in PKR Per Month</b>
i.	Toyota Revo Double Cabin 4x4 (Model not older than five years) OR Equivalent for performing duties at Regional Office Quetta.	100,000
	<b>Total</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.