

OIL & GAS DEVELOPMENT COMPANY LIMITED



HIRING OF FORKLIFTER FOR JHAL MAGSI FIELD BALUCHISTAN

TERMS OF REFERENCE (TOR)

1. OGDCL intends to hire services of contractors /Firms regarding hiring of fork lifter for a period of Forty-five days for Jhal Magsi Field Baluchistan.
2. Company/Firms will quote rent for Fork Lifter on per day basis as per TOR and it shall be inclusive of all taxes levies overhead charges profit and other expenditure as per schedule "A" on your Company/Firm original Quotation Pad.
3. Earnest money/ bid bond of **Rs: 100,000/-** in the shape of P.O/ DO Bank Guarantee shall be submitted with the bid.
4. The successful bidder will have to submit **Performance Bond** equivalent to the 5% of the contract value.
5. The contractor to quote idle rate in case of non-utilization of Fork lifter in a particular day. Fork Lifter driver will be intimated about idle time before 12 hours. Maximum allowed idle days are fifteen (15 days).
6. Contract will be awarded to the technically responsive and financially lowest bidder.
7. HSD will not be provided by OGDCL. The payment of Toll Taxes will be borne by contractor.
8. All types of repair, Maintenance, replacement of Filters, engine oil and Tyres etc. shall be the responsibility of the contractor/ firm/company.
9. The contractor shall provide well maintained Fork lifter at Jhal Magsi field on per day rate basis. Fork lifter may be used for any time/for any duration during 24 hours based upon 24 hours' operation strategy.
10. The provided Fork lifter should be certified from any reputed third party inspection firm. The contractor must provide fitness certificate.
11. The contractor shall provide skilled operator for fork Lifter. The operator shall be of good conduct and health, well versed/familiar with HSEQ and must wear the PPE's according to the company policy while working.
12. The contractor shall provide to company a copy of national ID card along with complete residential address of the operator.
13. OGDCL will only provide boarding. However, meals will be the responsibility of the contractor.
14. Contractor shall replace the Fork Lifter in case of its break down/ vehicles held by any law enforcement agency on first simple and written notice without any arguments or litigation.
15. Any damage of OGDCL material during loading/unloading is the responsibility of contractor. The contractor will pay for the loss assessed by OGDCL officials.
16. The company shall not be responsible for any mishap/incident, accident and kidnapping/snatching of vehicle or any personnel or staff of contractor.
17. The Vehicles should be in accordance to HSEQ policy, hygienically, mechanically and satisfactory working conditions. The contractor shall also ensure that the vehicle is well maintained and their appearance both in interior and exterior is in excellent condition.
18. The Contractor should provide physical checkup and fitness certificate of the Fork lift operator.
19. The rate quoted by the contractor shall be inclusive of all taxes, levies, cost of Fork Lift operators and all maintenance, and other expenditures. It shall remain firm during the contract period.
20. The contractor shall ensure that the papers of vehicle (Registration, road permit and regulatory requirements, tax and insurance documents, token Tax and annual fitness certificate from regulatory authority etc.) are complete in accordance with government laws. All vehicles provided should be comprehensively insured at the cost of contractor.
21. The utilization of the fork lifter will be as per instruction of Field Manager for Jhal Magsi Field.
22. Contractor shall be responsible for violation of traffic rules & misconduct of the operator. OGDCL shall have the right to demand replacement of the operator in case of misconduct/ illegal activities or repeated violation of traffic rules.

23. Contract Period for hiring of Fork Lifter for Jhal Field shall be Forty-five days after mobilization order and arrival at site. Any extension in the contract shall be with mutual consent of both parties on same rates, terms & condition.
24. In Case of any dispute, Suspension of work and default, the matter will be dealt as per OGDCL contract clause # 17 "Arbitration".
25. No escalation shall be allowed on account of fluctuation in market rates during the contract period.
26. The load lifting capacity of fork lifter should be fit for the route in plain areas, as per current logistic movement practice.
27. The contract can be terminated with Five (05) days' notice.
28. All pages of TOR, BOQ and other documents must be stamped and signed by the contractor or his authorized representative who have authority letter in this regard. The Bid on behalf of a Joint venture shall be signed by all the partners or by an authorized partner who have authority letter in this regard.
29. The parties shall maintain log book of daily services rendered by the vehicle with record of actual hour worked. The log book entries shall be verified, signed and stamped by the contractor and company representative at site.
30. The payment by the company to contractor under this agreement shall always be on actual per day work basis and in accordance with daily details prepared & maintained in accordance with provision of this agreement and rates contained herein.
31. There shall be no advance payment by company to contractor under this agreement and contractor shall not demand for any advance payment.
32. The payment shall be made to contractor through Bank Transfer and shall always be subject to deduction of withholding tax and other taxes applicable under the law.
33. OGDCL reserves the right to accept any or reject all bids. No claim shall be made by the bidders participated in the bidding process in this regard as per ITB clause #26 of Tender Enquiry.
34. 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.
35. The contractor must follow the OGDCL security instructions, where needed.

TECHNICAL SPECIFICATION

1- Specification and Requirement of Fork Lifter for Jhal Magsi Field

Specification of Fork Lifter	Required Qty.
Fork Lifter Capacity 05 to 07 Tons lifting capacity	01

S#	Mandatory Requirement			
	Company Name	Company Registration for the last 02 years	NTN and Provincial sales tax Registration No.	Affidavit regarding no black listing of company, its director or partner by any other organization
		Y/N	Y/N	Y/N

TECHNICAL EVALUATION CRITERIA
HIRING OF FORK LIFTER FOR A PERIOD OF FORTY-FIVE DAYS

1. Mandatory Requirement.

2. Technical Evaluation Criteria.

Sr.#		Max. Marks	Min. Qualifying Marks	Marks Obtained
01.	Minimum Experience as registered Transport Company= 05 years 05-year experience = 15 Marks More than 05-year experience, 03 marks for each additional year (Max up to) 21 marks Less than 05 year Experience = Disqualified	21	15	
02.	Number Fork-Lifter in the fleet and verified online in owner(s) name, company name or with bank Online documentary verification to be submitted by contractor. 4 Mark per Fork Lifter Maximum Marks= 24 (Below 2 Fork Lifter = Disqualified)	24	08	
03.	Provide Copy of Valid Fitness Certificate of the provided Fork-lifter Minimum fitness certificate =1(provided Fork lifter) (No fitness certificate= Disqualified)	21	21	
04.	Provide copies of valid Driving license of Provided Fork Lifter Operator 02 License = 05 Marks Less than 02 License = Disqualified	05	05	
05.	Minimum turnover in last 3 financial years More than 3 Million per Year- 7 Marks per year More than 5 Million per Year- 8 Marks per year More than 7 Million per Year- 10 Marks per year (Certified financial statement must be submitted) (Below 3 Million in any year in the last 3 years = Disqualified)	30	21	
	Total Marks	101	70	

Note: 1- Firms qualifying Mandatory Requirement will only be evaluated against Technical Evaluation criteria.

2- Overall qualifying marks should be 70 %.

FINANCIAL EVALUATION**Fork lifter for Jhal Magsi Field on Per day charge basis**

<u>Sr#</u>	Description of Vehicle	Field	Quantity	Unit rate per Day Including all Taxes (PKR) Except PST/ICT	Mobilization Charges (one time only)	De-Mobilization charges (one time only)
01	Fork Lifter 05-07 Ton capacity	Jhal Magsi	01			
	Total Forty Five days rate (Excluding Mob-Demob)					
	Grand Total (45 day rate + Mob-Demob Charges)					

IDLE RATE (Per Day) =

Note:

1. Fork lifter may be used for any time/for any duration during 24 hours based upon 24 hours' duration strategy.
2. Evaluation Criteria is on lump sum basis.
3. IDLE rate should be less than or equal to 50% of the quoted per day rate.
4. Maximum allowed Idle days are fifteen (15 days).
5. All the above prices are inclusive of all taxes, duties, levies except PST/ICT.

OTHER IMPORTANT INFORMATION

BIDDING METHOD:

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

AMOUNT OF BID BOND:

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

Description	Bid Bond Value (PKR)
05-07 Ton Fork Lifter	PKR: 100,000

AMOUNT OF PBG:

The successful bidder will have to submit the PBG equivalent to the 5% of the contract value

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.