

OIL & GAS DEVELOPMENT COMPANY LIMITED



TE # SER/CB/PROJ-6400000130/2023

HIRING OF PORTA CABINS ON RENTAL BASIS FOR JHAL MAGSI FIELD BALUCHISTAN

TERMS OF REFERENCE (TOR)

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 Jhal Magsi Field on monthly rental basis for a period of six months extendable further on same rates (as per list as Annexure-2 below). Jhal Magsi is situated in the town of Jhal Magsi Baluchistan. 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. Electric power up to panel boards will be provided by OGDCL. Mobilization/demobilization, loading/unloading, connecting electric cable with panel boards and connection sewerage line 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

The rental contract will be for a period of six months which can be extended further on mutual consent basis on same rate & terms.

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 new 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 grounding of the 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 team.
 - 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.

4.6. The contractor will supply following items with each bed.

- *Master Molty Foam.* 01 No
- *Blanket, doubly ply size 220cmx240cm* 01 No
- *Ball Fiber Pillow* 01 No
- *Printed bed sheets along with pillow cover* 02 No's
- *Bath size Towel white color* 02 No's
- *Bed Strip Light* 01 No

4.6.1. Supply of following items in each room

(Three compartment & four compartment porta cabins).

- *1.5 tonDC inverter split A/c (Heat & Cool)* 01 No
- *Illumination Lights (Double Shade Tube lights)*
- *Center Table* 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 No's
- *Electric oil radiator heater* 01No

4.6.2. Supply of following items with each Porta cabin.

- *Earth bus Bar* 01 set
- *Light Pole* 02 No's
- *Fire Extinguisher* 02 No's
- *Supply of standard power cables up to OGDCL panel*
- *Electric geyser (on three attached toilets/bathroom)*

4.6.3. Provision of Bathroom accessories for each attached Bathroom with three partition porta cabin.

- *Toilet seats (Indian in two bathroom)02 No*
- *Toilet seat (western/commode in one bathroom only) 01 No*
- *Tiled floor*
- *Wash basin/sink with mirror along with soap dish* 01 No
- *Exhaust fan* 01 No
- *Towel and Cloth hanger* 01 each
- *Shower area*
- *One plastic bucket* 01 No
- *Electric geyser (50 to 55 gallon capacity)*

4.6.4. Supply of following items in Office Caravans in each compartment

- 1.5 ton DC inverter split A/c (Heat & Cool) 01No
- Illuminating lights (Double shade tube lights)
- Computer Tables & chairs(for each compartment) 04 No's
- Chairs 04 No's
- Executive chair with table (for each compartment) 02 No's
- Visitor chairs (for each compartment) 04 No's
- Water dispenser (for each compartment) 02 No's
- Exhaust fan (for each compartment) 02 No's
- Fire extinguisher 02No's
- Power Point/Gang Board (for light switches, computer sockets, TV socket, socket for water dispenser etc.)

5. Installation.

- 5.1 The contractor is responsible for mobilization, demobilization, loading and unloading of Porta Cabins and placing them on their foundations at site.
- 5.2 The contractor has to make arrangements for making electric power connections with the OGDCL panel board.
- 5.3 The contractor has to make arrangements for making sewerage connections of Porta Cabins with the OGDCL sewerage system.
- 5.4 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.

7. Terms & Conditions

- 7.1. No down time is allowed for accessories breakdown.
- 7.2. Successful bidder will submit the PBG at 5% of the contract value.
- 7.3. Bid Bond of RS: 100,000/- in the shape of P.O/DO bank guarantee shall be submitted with the bid.
- 7.4. In case of leakage or damage to any Porta Cabin, bidder will repair/replace it immediately.

- 7.5. 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.
- 7.6. 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 12 hours. If breakdown of equipment/accessory occurs more than 12 hours and up to 24 hours per month (FM Jhal Magsi will report), contractor is liable to pay penalty which will be one-day rental deduction from monthly rental of that specific Porta Cabin.
- 7.7. 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 7.6 above plus 15% of monthly rental deduction of that specific Porta Cabin.
- 7.8. OGDCL will not be responsible for any damage caused to Porta Cabins& its associated accessories and/or contractor's crew under any circumstances.
- 7.9. 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.
- 7.10. Rental charges will be started after handing over the Porta Cabins at site and from the date of satisfactory site inspection report by inspection committee.
- 7.11. The deductions if any will be incorporated before payment of monthly rental invoice.
- 7.12. Payment will be made monthly through online bank transfer after deduction of applicable taxes against invoices.
- 7.13. OGDCL will not provide pick & drop facility, accommodation and meals or any other facility to contractor's crew at site. All expenses/arrangements will be made/borne by the contractor himself.
- 7.14. The contractor has to confirm that maintenance crew would abide the rules and regulations of OGDCL and would wear proper PPE's.

8. Company/Bidder Qualifying Criteria.

- 8.1. The contractors who intend to participate must provide documentary proof for at least 3 years of rental Porta cabins experience.
- 8.2. 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 during the last three (03) years.
- 8.3. The company/bidder is to provide the following mandatory data for evaluation/qualification:
 - 8.3.1. Certified copy of NTN/GST.
 - 8.3.2. Company profile.
 - 8.3.3. Comprehensive list of rental Porta cabins readily available.
 - 8.3.4. List of previous contract for Operation & Maintenance of rental Porta cabins with OGDCL or other E&P companies/organizations operating in Pakistan during last 3 years. Bidder to provide contract copies in this regard.
 - 8.3.5. Performance Certificates (at least 3) from respective companies for current & previous rental contracts.
 - 8.3.6. Company financial standing & financial reports/bank statements.
 - 8.3.7. In case of joint venture, copy of contract should be provided in technical bid.

9. Inspection

- 9.1. 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 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.
- 9.2. After mobilization at field, the inspection committee will again inspect the Porta Cabins. In case of any short fall, contractor will be bound to manage the shortfalls.

10. Delivery Time.

After contract award, Field Manager Jhal Magsi will issue Mobilization Notice. The time line for supply, installation & handing over the Porta Cabins is 10 calendar days from the date of award of contract failing which LD shall be imposed.

11. 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 Jhal Magsi along with their CNIC Numbers. 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.

TECHNICAL EVALUATION CRITERIA
HIRING OF RESIDENTIAL & OFFICE CARAVANS FOR SIX MONTHS

Sr.#		Max. Marks	Min. Qualifying Marks	Marks Obtained
01.	Minimum Experience as registered Company= 03 years 03-year experience = 15 Marks More than 03-year experience, 01 mark for each additional year (Max up to) 20 marks	20	15	
02.	Available rental Porta cabins in inventory 05 Porta cabins: 15 Marks More than 05 porta cabins, 05 marks for each porta cabins (Max up to 45 Marks)	45	15	
03.	Minimum turnover in last financial year More than 2 Million per Year- 30 Marks (Certified financial statement must be submitted)	30	30	
04.	Certified copy of NTN/GST	05	05	
	Total Marks	100	65	

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

2- Overall qualifying marks should be 65.

FINANCIAL BID FORMAT

Sr. No	Description of required Porta Cabins/Caravans	Required Qty.	Per Month (Rs.)	Total Amount (including all Taxes) Per Month (Rs.)
01	Porta Cabins (Residential), 40 Ft x 10 Ft with three 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 Four compartments, living arrangement of 4 persons per compartment (without washroom).	01 Nos.		
03	Porta Cabins (office), 40 Ft x 10 Ft with two compartments. All compartments to be furnished as office with executive chair & Table, computer tables & chairs for four persons, four (04) visitor chairs in each compartment, DC inverter split AC, water dispenser as minimum.	01 Nos		
	Total Amount Per Month			
	Total Amount Per Year			
04	Mobilization/de-Mobilization charges (One Time Charges)	Lump sum		
05	Loading/Un-Loading Charges (One Time Charges)	Lump sum		
	Total Cost = Total Amount per year for 3 Porta Cabins + Mobilization/de-mobilization cost + Loading/unloading cost			

1. Quoted Per Month Rent should be inclusive of following associated costs
 - i. Installation/commissioning charges
 - ii. Periodic Maintenance/Man Power
2. Quoted rate/Bid price shall be firm and inclusive of all applicable taxes, duties, levies, charges etc. (Except Provincial Sales tax on Services, which should be mentioned separately).
3. 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.
4. Financial Bid Criteria shall be on Total cost basis.
5. Bidders are required to strictly follow the given format/specimen for financial bids. Bids with hidden and non-firm prices may be rejected.

Annexure-2

Detail of Porta Cabins

Detail of Porta Cabins Required for Jhal Magsi Field is as under.

Sr. No	Type of Porta Cabin	Qty Required
1	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, and wardrobe as minimum(Bathroom accessories for each attached Bathroom as per 4.6.1 , 4.6.2 & 4.6.3).	01
2	Porta Cabins (Residential), 40 Ft x 10 Ft with four compartments. All compartments to be furnished as living room, four persons per room basis, DC inverter split AC, center table, and wardrobe as minimum(without bath rooms) accessories for each attached Bathroom as per 4.6.1 & 4.6.2).	01
3	Porta Cabins(office), 40 Ft x 10 Ft with two compartments. All compartments to be furnished as office with executive chair & Table, computer tables & chairs for four persons, four (04) visitor chairs in each compartment, DC inverter split AC, water dispenser as minimum. (accessories for each attached Bathroom as per 4.6.4)	01
	Total	03

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)
Hiring of residential & Office caravan	PKR: 100,000

AMOUNT OF PBG:

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

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.