

OIL & GAS DEVELOPMENT COMPANY LIMITED



TE # SER/CB/PROJ-6400000132/2023

HIRING OF VEHICLES FOR JHAL MAGSI FIELD BALUCHISTAN

TERMS OF REFERENCE (TOR)

Vehicles 4x4 with following specifications are required to be hired at Jhal Magsi Field (District Jhal Magsi, Balochistan) to meet its operational requirements. Vehicle will be used as and when required basis. The following is the detail of required vehicles: -

Sr. No.	Description vehicle	Qty.
1.	Toyota Double Cabin (Revo) or equivalent (4x4) fully loaded, Model 2019 or up model with driver.	02
2	Toyota Single Cabin or equivalent (4x4) fully loaded, Model 2019 or up model with driver	02

- i. The bidder is required to submit Lump sum monthly rate for above mentioned vehicle inclusive of all expenses and applicable federal/ provincial taxes etc. excluding PST/ICT.
- ii. The bidder must provide valid tax registration certificate i.e. NTN and PST and business location/ address and telephone numbers.
- iii. The driver salary overtime or daily allowance (if any) will be on contractors account. Accommodation will be provided however; meal expenses will be the responsibility of driver/contractor.
- iv. Upon unsatisfactory performance, behavior or involvement in illegal or immoral practices, contractor/company will immediately replace the driver.
- v. The contractor will submit bills on monthly basis. OGDCL will deduct income tax and other levies, sales tax etc. (if any) at source from the invoiced amount as per prevailing Federal/ Provincial rules.
- vi. Earnest money/ bid bond of Rs: **50,000/-** in the shape of P.O/ DO Bank Guarantee shall be submitted with the bid.
- vii. The successful bidder will have to submit **Performance Bond** equivalent to the 5% of the contract value.
- viii. The contractor shall ensure that the documents of vehicle (registration, road permit etc.) are complete in accordance with applicable government laws.
- ix. Duration of the contract will be three months (3) extendable up to one year (01) with mutual consent on same rates, terms and conditions.
- x. OGDCL reserves the right to terminate the agreement at seven days' notice without any cause and without incurring any liability.
- xi. The vehicle along with driver will be deployed as per requirement at the discretion of OGDCL for 24 hours' services.
- xii. Fuel (HSD) will be provided by OGDCL however, filter and Engine oil will be the responsibility of contractor.

- xiii. During break down of the vehicle suitable replacement of the vehicle will be provided by the contractor immediately. No. payment will be made for such day(s) the vehicle is not provided.
- xiv. The contractor will maintain vehicles in excellent running condition all the time. Vehicle will be only sent to contractor's location/ workshop for major repair/ maintenance if needed.
- xv. The contractor shall always be responsible for safety and security of the vehicle and OGDCL will not be liable or responsible for any mishap, theft, damage, loss etc. due to any reason.
- xvi. The OGDCL reserves the right to accept or reject any bid or to annul the bidding process and reject all the bids.

Technical Evaluation Criteria

Sr#		Max Marks	Min Qualifying Marks	Marks Obtained
1	Provided Double Cabin Model 2019 or latest. Below 2019= Disqualified	40	40	
2	Provided Single Cabin Model 2019 or latest. Below 2019= Disqualified	40	40	
3	Bidders NTN & PST certificate	10	10	
4	Vehicles Registration Documents (Provide attested copies)	10	10	
Total		100	100	

Financial Bid Format

Sr. No.	Description of Vehicle	Number of Vehicles required (A)	Monthly Charges of Vehicle (inclusive of all applicable taxes) (PKR) (B)	Total Monthly Charges (C=A x B)
1.	Toyota Double Cabin (Revo) or equivalent (4x4) fully loaded, Model 2019 or up model with driver.	02		
2.	Toyota Single Cabin or equivalent (4x4) fully loaded, Model 2019 or up model with driver	02		
3.	Grand Total (Total Monthly charge for Double cabin + Total Monthly charge for single cabin)			

Note: Contract will be awarded to the bidder with lowest in total amount.

*Prices are inclusive of all applicable taxes, duties, levies excluding PST/ICT.

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 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 Vehicles for JM Plant	PKR: 50,000/-

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 vendor/contractors through IBFT, following information is required from your company:

- 1- IBAN
- 2- Vendor Name as per title of their bank
- 3- NTN No.
- 4- Contact number of company owner.
- 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 of Tender documents (Service) and provide complete information/documents including tender annexures with the bid.