

**OIL & GAS DEVELOPMENT COMPANY LTD.**

**CMT/STIM FIELD TANDO ALAM**



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**Master Tender Documents & Terms of References for Hiring of Vehicles  
For OGDCL, (Drilling Services Deptt.) Cmt/Stim Field Tando Alam,  
Tando Alam Mari, Tando Fazal Road, Hyderabad.**

**PH# 0222-722266-84**

**Fax# 0222-722281**

**Email Address: [toc\\_cementation@ogdcl.com](mailto:toc_cementation@ogdcl.com)**



**OIL & GAS DEVELOPMENT COMPANY LTD.**

**CMT/STIM FIELD TANDO ALAM**

Dated: \_\_\_\_\_

**RECEIPT/ACKNOWLEDGEMENT**

(Official Copy)

A sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

Received with thanks from M/s. \_\_\_\_\_

\_\_\_\_\_ on account of Tender documents Fee

toward hiring of vehicles through Cash/Pay Order/Demand Draft No. \_\_\_\_\_.

(INCHARGE ACCOUNTS)  
LOG/CMT/STIM FIELD TANDO ALAM

(OPERATION MANAGER)  
LOG/CMT/STIM FIELD TANDO ALAM



**OIL & GAS DEVELOPMENT COMPANY LTD.**

**CMT/STIM FIELD TANDO ALAM**

Dated: \_\_\_\_\_

**RECEIPT/ACKNOWLEDGEMENT**

(Contractor copy)

A sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

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LOG/CMT/STIM FIELD TANDO ALAM

(06)

**TECHNICAL EVALUATION CRITERIA FOR HIRING OF VEHICLES ON MONTHLY RENT BASIS TO  
CMT/STIM FIELD TANDO ALAM (HYDERABAD)**

TECHNICAL RESPONSIVE =70%

Sr#	Name of Firm/Transport Contractor & Address	Valid NTN & Sales Tax Registered Certificate	Vehicles valid Fitness certificates	Bank Statements of Firm/ Contractor For last 01 year	All Vehicles valid Token Tax Receipts & Contractor's/ Firm/Company professional Tax Certificate	Relevant Experience (Work orders, Agreements and performance certificates required)	List of vehicles with make model and capacity with (lease agreement From Owner required.	List of Relevant Staff with valid CNIC,Driving Licenses	Total	Remarks
		30%	10%	10%	20%	20%	20%		100%	Min Qualifying=70%

\_\_\_\_\_  
Contractor's Signature & Stamp

(01)

**INVITATION FOR BIDS**

Date: \_\_\_\_\_

**Bid Reference No. : Hiring of vehicles for Cmt/Stim Field Tando Alam**

1. The Oil & Gas Development Company Limited (OGDCL) Islamabad (the “Employer”) intends to hire services of a contractor for hiring of vehicles for Field Units of Cmt/Stim department OGDCL Islamabad.

2. The Employer **OGDCL** Cmt/Stim Field Tando Alam invites sealed bids from eligible firms/Transport Contractor. Bidders may obtain information’s, Tender documents & ToRs, from the office of the Oil and Gas Development Company Limited, Cmt/Stim Field Tando Alam, Tando Alam Mari, Tando Fazal Road, Hyderabad, Phone No.022272264-66.

3. All bids must be accompanied by a Bid Security @ 2 % of the one month Rent of all vehicles estimated/ quoted cost in the form of Pay order or Demand Draft in the name of (**OGDC Account No.11691-9**) NBP, Main Branch Fatima Jinnah Road, Hyderabad, which must reach in the office of OPERATION MANAGER (LOG/CMT/STIM) FIELD TANDO ALAM, Tando Alam Mari, Tando Fazal Road, Hyderabad, C/o Main TCS Office Hyderabad in stipulated time period. The Bids which received late will not be entertained. Bids will be opened at time and date as mentioned in advertisement, in the presence of bidder’s or their authorized representatives (along with Authority letter) who choose to attend.

\_\_\_\_\_  
**Contractor’s Signature & Stamp**

(02)



**OIL & GAS DEVELOPMENT COMPANY LTD**

**CMT/STIM FIELD TANDO ALAM**

**PHONE No: 0222722266-84**

**FAX # 0222722281**

**[toc\\_cementation@ogdcl.com](mailto:toc_cementation@ogdcl.com)**



Subject: - **DETAIL FOR HIRING OF VEHICLES FOR CMT/STIM FIELD TANDO ALAM**

**Dear Sir,**

1. OGDCL intends to hire services of a contractor for hiring of different vehicles for Field Unit of Drilling Services Deptt., Cmt/Stim Field Tando Alam, Distt. Hyderabad as mentioned in the BOQ.
2. You will quote per month cost for each vehicle as per TOR and it shall be inclusive of all taxes levies overhead charges profit and other expenditure as per schedule "B" on your Company/Firm original Quotation Pad.
3. Technical & Financial Proposals shall reach this office on or before the date and time mentioned in the advertisement. Technical Proposals shall be opened on the same day at the time mentioned in the advertisement in presence of the participants, who choose to attend.
4. Financial Proposals of the technically responsive bidders shall be opened on the date, communicated later on to all the technically responsive bidders.
5. Contract will be awarded on the total cost basis of Bid/Quotation for the said location.
6. Neither the Contractor/owner of the hired vehicle both should employee of OGDCL and nor the relative of the employees of OGDCL.
7. The **(TOR)** Terms Of Reference for hiring of vehicles for Field Unit of Cmt/Stim department Cmt/Stim Field Tando Alam are as under:-
  - 7.1. Model (Year of Manufacturing) of all vehicles to be supplied by the contractor shall be 2013 or above but not reconditioned at the time of Agreement/Hiring.
  - 7.2. All type of repair, Maintenance and replacement of Filters shall be responsibility of the contractor.
  - 7.3. Contractor shall replace the vehicle in case of its break down on first simple and written notice without any arguments or litigation and failure to replace the broken down vehicles shall be deal as per OGDCL discretion/Rules.
  - 7.4. HSD and Engine Oil shall be provided by OGDCL as per practice. Running of vehicles on CNG or LPG or petrol will not be allowed and any such report may lead to termination of contract with the contractor.

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**Contractor's Signature & Stamp**

7.5. The Vehicles used for shall be in hygienic perfect mechanical and satisfactory working conditions. The contractor shall also ensure that the vehicles are well maintained and their appearance both in interior and exterior is in excellent condition

7.6. Drivers shall be hired for vehicles by the contractor. The drivers must be literate with sound mental and physical body health & of good moral character, and must have valid CNIC and valid Driving License. Pay & Meal Cost of driver shall be at the contractor part however Residence to the drivers at Field will be provided by OGDCL. Drivers shall be available round the clock with the vehicle.

7.7. The contractor shall ensure that the papers of vehicles (Registration, road permit, tax and insurance documents and pollution / fitness certificate etc.) are complete in accordance with government laws.

7.8. The rate quoted by the contractor shall be monthly rent for vehicles at site and inclusive of all taxes, levies, cost of drivers, all maintenance and other expenditures. It shall remain firm during the contract period.

7.9. Contractor shall be responsible for any theft, accident or any fault in vehicle. No responsibility in this regard shall be at OGDCL part.

7.10. OGDCL shall not be responsible and no payments shall be made against any sort of road mishap, accident, injury, death. Force majeure or any unforeseen, loss and damage to the vehicles and driver /contractor employees

7.11. The contractor shall be responsible for commissions and omissions of any act, thing or deed of their employees, workmen etc.

7.12. The vehicle will be used as per instruction of Location In-charge where required.

7.13. Contractor shall be responsible for safety and security of his vehicles / and staff during movement in the entire contract period.

7.14. Contractor shall be responsible for violation of traffic rules & misconduct of drivers. OGDCL shall have the right to demand replacement of a driver in case of misconduct or repeated violation of traffic rules.

7.15. Contract Period for hiring of vehicle for Field Units of Cmt/Stim department OGDCL Cmt/Stim Field Tando Alam shall be thirty six (36) months from the date of hiring of vehicles, however, OGDCL may amend/extend/ decrease contract period as per requirement on mutual consent with contractor.

7.16. Payment shall be made on monthly basis subject income tax deduction as per Government rules, based on actual availability of vehicles during the month as verified by the Transport officer / Admin Officer under provisions of the contract agreement. No advance payment will be admissible.

7.17. Payment shall be made in the name of the Firm/Company through cross cheque only. No cash payment is allowed.

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**Contractor's Signature & Stamp**

7.18. Any delay / interruption in supply of vehicles / replacement of vehicles or drivers as per TOR without any valid reason will be imposed Liquidated Damages on the contract price or Cost of the balanced days or as per recommendation of the Transport In charge/Admin In charge.

7.19. Additional services if required (other than the services mentioned in the scope of services) will be paid on the rate mutually agreed by both the parties hereafter.

7.20. In Case of any dispute, Suspension of work and default, company procedure/ rules shall be followed and MD/CEO or his nominated representative shall be the sole arbitrator.

7.21. No escalation shall be allowed on account of fluctuation in market rates.

7.22. The contract may be terminated without any notice, after award and during contract period, if the services are no more required or the contractor fails to abide by the terms of the bid documents or violates the same or do not follow the instruction of the Engineer-in-Charge or take no remedial /Correction measures after receiving written notice from the engineer-in charge

7.23. 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 a authorized partner who have authority letter in this regard.

7.24. OGDCL reserves the right to accept any or reject all bids. No claim shall be made by the bidders participated in the bidding in this regard.

7.25. Bid Security shall be two (02) % of the total estimated cost of quoted 01 month Rent of all vehicles in the form of Pay order or Demand Draft in the name of **(OGDC Account No.11691-9) NBP, Main Branch Fatima Jinnah Road, Hyderabad**. In case a bidder fails to accompany the Bid Security with the technical bid, its bid shall be declared as non-responsive. If the bidder fails to abide by the terms of the bid document / bid or violates the same during concurrency of the contract period it may entail temporary debarment / blacklisting for three years.

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**Contractor's Signature & Stamp**

(03)

## **BID/QUOTATION SUBMISSION PROCEDURE**

The following procedures shall be permissible for open competitive bidding:-

### **Single Stage – two envelop procedure**

- i. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the Technical proposal.
- ii. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.
- iii. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened.
- iv. At least 01 vehicle should be available at the day of Technical Bid opening.
- v. The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency (OGDCL) without being opened.
- vi. The procuring agency (OGDCL) shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.
- vii. During the technical evaluation no amendments in the technical proposal shall be permitted.
- viii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.
- ix. After the evaluation and approval of the technical proposal the procuring agency (OGDCL), shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders.
- x. The bid found to be technically responsive and the lowest evaluated and fulfil the entire TOR, shall be accepted.
- xi. The contractor shall quote rates inclusive of all taxes including, provincial sale tax and other taxes as applicable till the day of bid submission. Any tax or any change in the rate of existing taxes made applicable after bid submission by Government shall be excluded from the quoted rates and will be paid to contractor on submission of deposit receipt of Government Exchequer.
- xii. Following Documents should be attached with **Technical Bid/Quotation**.
  1. Covering letter on Firm/Company letter head pad with sign & Stamp of Contractor/Firm/Company Owner.
  2. Copy of the valid CNIC of contractor/Firm owner.
  3. Technical specification of vehicles on original Quotation pad of Firm/Company with sign & Stamp of Contractor/Firm/Company Owner.
  4. Copy of demand Draft or Pay Order of Bid Security @ Rs.2% of total 01 month Rent of all vehicles quoted/estimated cost.
  5. Copy of Tender documents Fee receipt.
  6. Copy of Tender Documents signed by Contractor/Firm/Company owner.
  7. Copy of valid/active FBR NTN/Registration certificate of Firm/Company.
  8. Copy of valid/active PRA PNTN/Registration certificate of Firm/Company.
  9. Copy of valid Fitness certificates of all vehicles

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**Contractor's Signature & Stamp**



10. Copy of Bank statement of Firm/Company for last 01 year.
  11. Copy of valid Token Tax receipt of all vehicles & professional Tax certificate of Contractor/Firm/Company.
  12. Copy of relevant experience (Agreement/Work order/Performance certificate etc.)
  13. Copy of all vehicles Registration Books, Make, Model (Year of Manufacturing) capacity etc.
  14. Copy of lease Agreement from owner of vehicle (if vehicle is not registered with the name of Contractor/Firm/Company owner).
  15. List of relevant Staff of Company/Firm with valid CNIC & Driving License etc.
  16. Copy of (attached) Affidavit on Rs.50/- Stamp Paper.
- xiii. Following documents should be attached with **Financial Bid/Quotation**.
1. Covering letter on Firm/Company letter head pad with sign and stamp of Contractor/Firm/Company owner.
  2. Copy of valid CNIC of Contractor/Firm/Company owner.
  3. Original quotation pad quoted per month Rent of vehicles as per attached Schedule-B with sign and stamp of contractor/Firm/Company owner.
  4. Original Demand Draft or Pay Order of Bid Security @ 2% of Total 01 month Rent of All vehicles quoted/estimated cost.
  5. Original Tender documents Fee Receipt.
  6. Original Tender documents signed & stamp by contractor/Firm/Company owner.
  7. Original (attached) affidavit on Rs.50/- Stamp Paper.
- xiv. Bid security Demand Draft or pay order will be returned to those Bidders, who could not qualify at any stage.

**ENCLOSURE:-**

1. Schedule-A
2. Schedule-B
3. Technical Bid Evaluation Criteria

Yours's faithfully,

\_\_\_\_\_  
Contractor's Signature & Stamp

(Operation Manager)  
Log/Cmt/Stim Field Tando Alam, OGDCL

(04)

Annex-A



**OIL & GAS DEVELOPMENT COMPANY LTD**

**CMT/STIMS FIELD TANDO ALAM**

**PHONE No: 0222722264**

**FAX # 0222722281**

**[toc\\_cementation@ogdcl.com](mailto:toc_cementation@ogdcl.com)**



**SCHEDULE-"A"**

**SCHEDULE OF REQUIREMENTS**

<b>S#</b>	<b>Description of Vehicle</b>	<b>No. of Veh. Required</b>	<b>Unit Per Month PKR inclusive all Govt. Taxes/PST PKR</b>	<b>Total Value of Rent for one year inclusive all Govt. Taxes/PST PKR</b>
1.	Toyota Double Cabin Vigo/Revo 4x4 with Cooling / Heating System, 2494 CC, Fuel Type HSD, Model 2017 or above	04 Nos.		

Note: The Contractor shall quote rates inclusive of all taxes including Income Tax. Provincial Sale Tax and Other Taxes as applicable till the day of submission. Any tax or any change in the rate of existing rate taxes made applicable after bid submission by Government shall be excluded from the quoted rates and will be paid to contractor on submission of deposit receipt of Government Exchequer.

\_\_\_\_\_  
**Contractor's Signature & Stamp**

(05)

**SCHEDULE-"B"**

**SUMMARY OF QUOTED FEE**

<b>S#</b>	<b>Description of vehicles</b>	<b>Numbers required</b>	<b>Unit</b>	<b>Monthly Rent Inclusive all Govt. Taxes</b>
1	Toyota Double Cabin Vigo (TRD / Revo) 4x4 with AC, (2494/2982 CC) Fuel Type HSD.	04	Month	
<b>Total</b>				

Note: The contractor shall quote rates inclusive of all taxes including Income tax, provincial sale tax and other taxes as applicable till the day of bid submission. Any tax or any change in the rate of existing taxes made applicable after .bid submission by Government shall be excluded from the quoted rates and will be paid to contractor on submission of deposit receipt of Government Exchequer. Contract will awarded on Total cost of all Vehicles monthly Rent (Rupees\_\_\_\_\_ONLY).

\_\_\_\_\_  
**Contractor's Signature & Stamp**

(07)

**A F F I D A V I T**  
**(on Stamp paper of Rs.50/-)**

1. I, Mr. \_\_\_\_\_ S/O \_\_\_\_\_, as a Director / Chief Executive of M/S \_\_\_\_\_ hereby undertake to execute the assigned work " \_\_\_\_\_ " Distt. Hyderabad, Sindh according to prescribed specifications & terms and conditions of the Contract Agreement and shall also abide by the rules and regulations of the Company. I shall also be responsible for signing/submitting any document and to receive payments and instructions relating to the contract.

2. I do hereby solemnly affirm on behalf of M/S. \_\_\_\_\_.

i. Our firm is situated at the below cited address:-

M/S \_\_\_\_\_.

Full address: - \_\_\_\_\_.

\_\_\_\_\_.

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_.

Email address:- \_\_\_\_\_.

3. I am not employee of OGDCL and no employee of Oil & Gas Development Company Ltd has directly or indirectly shares or interest in the work.

4. I hold myself responsible to pay the Income Tax/Provincial Sales Tax as livid accordance with the Government Policy during the currency of work on behalf of M/S. \_\_\_\_\_.

For M/S \_\_\_\_\_,

Dated: - \_\_\_\_\_.

( \_\_\_\_\_ ),  
DIRECTOR / CHIEF EXECUTIVE,  
CNIC No. \_\_\_\_\_

(08)

**FORM OF BID**

Bid Reference No: **Hiring of vehicles for Cmt/Stim Field Tando Alam**

To,  
Operation Manager,  
Cmt/Stim Field Tando Alam, OGDCL.  
C/o, Main TCS Office, Hyderabad.

Dear Sir,

1. Having examined the TORs / Conditions of Contract for the provision of vehicles for Cmt/Stim Field Tando Alam, District Hyderabad, we, the undersigned, offer to supply the vehicles on monthly rent as desired in conformity with the TORs / Conditions of Contract.
2. We understand that all the appendices attached here to form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith Bid Security as desired and understand that in case of our failure to abide by the terms of the bid documents/ bid or violates the same our bid security may be forfeited and we may be entailed for temporary debarment / blacklisting for three years.
4. We undertake, if our Bid is accepted, we will provide the vehicles without any delay as per agreement/contract.
5. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
6. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other bidder for the supply of vehicles.
7. We understand that you are not bound to accept the lowest or any bid you may receive.

We understand that work order shall be issued for hiring of vehicles as per BOQ for 36 months. In response vehicle will be provided to you within 10 days from the date of issuance of LOI. In case of non-compliance, OGDCL Management will be rightful to take action against us as deemed fit.

Dated: this \_\_\_\_\_ day of \_\_\_\_\_ 2018

Signature: \_\_\_\_\_

Witness:

In the capacity of \_\_\_\_\_  
Duly authorized to sign Bids for and on behalf of

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_  
(Name of Bidder in Block Capitals)  
(Seal/Stamp)

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation \_\_\_\_\_



**OIL & GAS DEVELOPMENT COMPANY LTD.**

**CMT/STIM FIELD TANDO ALAM**

Dated: \_\_\_\_\_

**RECEIPT/ACKNOWLEDGEMENT**

(Official Copy)

A sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

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\_\_\_\_\_ on account of Tender documents Fee

toward hiring of vehicles through Cash/Pay Order/Demand Draft No. \_\_\_\_\_.

(INCHARGE ACCOUNTS)  
LOG/CMT/STIM FIELD TANDO ALAM

(OPERATION MANAGER)  
LOG/CMT/STIM FIELD TANDO ALAM



**OIL & GAS DEVELOPMENT COMPANY LTD.**

**CMT/STIM FIELD TANDO ALAM**

Dated: \_\_\_\_\_

**RECEIPT/ACKNOWLEDGEMENT**

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(INCHARGE ACCOUNTS)  
LOG/CMT/STIM FIELD TANDO ALAM

(OPERATION MANAGER)  
LOG/CMT/STIM FIELD TANDO ALAM