

Annexure-A

SCOPE OF WORK AND TERM OF REFERENCE FOR HIRING OF SINGLE CABIN VEHICLE AT OGDCL REGIONAL OFFICE, KOHAT

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 different kind of vehicles on rental basis to meet requirement of CSR program at Nashpa Oil & Gas Field located in District Karak of Khyber Pakhtunkhwa Province. In this regard tender is to be floated for hiring of good condition vehicles on as and when required and rate running basis. Contractor have to provide required numbers and types of vehicles, which will be deployed as per requirement for Regional Office Kohat.

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

Types and estimated number of vehicles required are as under:

Sr. #	Vehicles Type	Requirement (Nos.)
1	Hiring of Single Cabin Vehicle at OGDCL Regional Office, Kohat.	1

TERMS OF REFERENCE FOR HIRING OF VEHICLE FOR CSR PROGRAM AT NASHPA OIL & GAS FIELD, KARAK

Following terms and condition will be followed before and after hiring of vehicle.

1. Vehicle Model: 2018 or up will be considered.
2. HSD only will be provided by the Company.
3. Engine oil will be on part of Transporters.
4. Running average 09 Km/liter minimum and deduction will be made accordingly.

5. Driver will be provided by the owner/Transporter.
6. Payment will be made on monthly basis.
7. In case of vehicle breakup/ off road, rental payment (off road period) and fuel will be deducted from monthly invoice.
8. Vehicle will be bound for 24 hours duty along with driver.
9. In case of accident, or any mishap, company will not be responsible for any kind of loss, repair or claim for compensation.
10. Driver must keep his documents in the vehicle i-e CNIC, driving license, vehicle registration book, log book and fitness certificate.
11. Its sole responsibility of owner to provide original registration and other documents if any, forgery highlighted at any time, rent/ days of that particular month will be deducted along with de-hiring of vehicle.
12. The owner will pay salary to driver and alternate driver.
13. Fitness of vehicle and driver will be checked by the company on monthly basis.
14. Contractor should be registered with Khyber Pakhtunkhwa Revenue Authority (KPRA) and must contain a valid NTN, Professional Tax Certificate and comply with all rules & regulations of tax authorities.

The contract will be initially for a period of one year from the actual date of commencement and is extendable for further period of One year.

TECHNICAL EVALUATION CRITERIA

SR#	DESCRIPTION	MARKS	MAX. MARKS	
1	Required Documents		30	
	i.	Registration Certificate /Certificate of Incorporation/ valid trade license (mandatory) .		3
	ii.	NTN Certificate		3
	iii.	Professional Tax Certificate		3
	iv.	Membership Certificate of Transport Association		3
	v.	Certificate of Chamber of Commerce & Industry		3
	vi.	Affidavit of Non-Black Listing duly attested by Notary Public		3
	vii.	Satisfactory Bank Account Certificate		3
	viii.	Last year sales tax paid form		3
	ix.	Company Profile with Offices detail in Khyber Pakhtunkhwa or in Pakistan		3
x.	Company Owned Vehicles (Provision of Registration Books)	3		
2	Commitment to provide vehicles		30	
	i.	Commitment to provide all vehicle within 20 days of issuance of LOI		30
	ii.	Commitment to provide all vehicle within 40 days of issuance of LOI		25
	iii.	Commitment to provide all vehicle within 60 days of issuance of LOI		20
iv.	Commitment to provide all vehicles after 60 days of issuance of LOI	Dis-qualify		
3	Financial Status		15	
	i.	Tax Returns of Last Year		05
	ii.	Bank Statement of Last Year		05
iii.	Bank Statement worth > Rs. 10 million	05		
4	Experience		20	
	i.	01+ Year Experience with Govt./ Semi Govt./ Autonomous bodies		20
ii.	01 Year Experience with Govt./ Semi Govt./ Autonomous bodies	15		
5	Oil Industry Experience		5	
TOTAL MARKS			100	

Note: Minimum 65% marks are required for technical qualification. Also fulfill the mandatory items otherwise it will not considered as qualified.

FINANCIAL BID FORMAT:

Sr. No.	Vehicles Type	Number of Vehicles Required (A)	Monthly Lump sum Charges of Vehicle Rs. (B)	Monthly Charges Rs. C= A*B
1	Hiring of Single Cabin Vehicle at OGDCL Regional Office, Kohat.	1		
2	Rent of vehicles/Year (C*12)			
3	Rent of all vehicles for one years			

Note: Financial evaluation shall be carried out lump sum basis and contract shall be awarded to the bidder with lowest quoted price.

***Prices are inclusive of all applicable duties & Taxes.**