

## **Annexure-A**

### **SCOPE OF WORK AND TERM OF REFERENCE FOR HIRING OF VEHICLE FOR CSR PROGRAM AT 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 Karak.**

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:

<b>Sr. #</b>	<b>Vehicles Type</b>	<b>Requirement (Nos.)</b>
1	TOYOTA - CAR	1

### **TERMS OF REFERENCE FOR HIRING OF VEHICLE FOR HIRING OF VEHICLE FOR CSR PROGRAM AT REGIONAL OFFICE KOHAT.**

1. The contract period for hiring of vehicles shall be initially for 01 year from the date of signing of contract and will be on rate running and as on as when required basis. Further extension for one year in the contract will be made with mutual consent.
2. Diesel fuel and Engine Oil will be provided by the contractor.
3. The Contract may be terminated on 30 days' notice period during contract period, if the services are no more required or the contractor/company fails to abide or violates the same or do not follow the instruction of location in-charge or take no remedial/corrective measures after receiving written notice from the location in-charge. Similarly, the contractor/company shall serve a notice 30 days prior to withdraw of vehicle.
4. The bidder shall be a registered company inside Pakistan with minimum registration period of one (01) year. Provide documents for registration.
5. If the vehicle is not used for 15 days, the vehicle will be considered as off road and OGDCL will not pay rent till the vehicle is re-used.
6. Contractor/Company must have established office(s).
7. Bidder to confirm that none of the Directors of bidder is blacklisted.

8. Bidder to provide Certificate of Incorporation/Valid Trade License/certificate of registration.
9. The Bidder shall be active Tax payer having valid identity/CNIC with sound financial profile capable to provide rental vehicles as per requirement of OGDCL. The audited financial statement for the last 01 year will be required to confirm the financial status of the contractor/company.
10. The contractor/company shall confirm that the vehicles are well maintained and are in excellent condition in all respects.
11. The Transport Company can provide its own/third party vehicles to meet the requirement of OGDCL. However, the contractor has the sole responsibility of the third party hired vehicle.
12. The company has to provide its own or third party hired vehicle within 60 days after issuance of LOI otherwise PBG will be confiscated.
13. All type of repair, maintenance and replacement of filters, engine oil and others lubricants shall be responsibility of the contractor.
14. Vehicles should be in compliance with HSEQ standards and be equipped with the following essentials:
  - a. First aid kit.
  - b. Serviceable spare wheel.
  - c. Seat belt on all seats for all occupants in front & back.
  - d. Tool kit including jack and wheel nut spanner (Lug wrench).
  - e. Ensure the safety of students / teachers (passengers).
15. The contractor to provide vehicle's model not older than 05 years. However, if any vehicle turns older than 05 years during the period of contract, it shall be replaced by the contractor immediately. The vehicle age shall be created from the date of registration.
16. All vehicles will be provided with drivers by the contractor/company. The driver must be literate with sound mental and physical health and must have valid CNIC, valid driving license and security clearance from the respective police station.
17. The vehicle with driver will have to perform duty round the clock including holidays/gazetted holidays.
18. OGDCL will provide free accommodation facility to driver.
19. OGDCL will provide messing facility on payment basis to the driver.
20. In case of any extensive break down of vehicle(s), Contractor/company shall immediately replace the vehicle(s) with same OR up model good condition vehicle(s) on first written notice without any arguments or litigation.
21. OGDCL may install vehicle tracking system on each vehicle and contractor shall have no objection on it.
22. Vehicles may be deployed throughout the country for temporary assignments under administrative control of location In-charge where required, in all terrain (i.e. hilly, desert, river catchment area, plains and cultivated areas).
23. The contractor/company shall ensure that the documents of vehicles (registration, road permit, tax and insurance documents / fitness certificate etc.) are complete in accordance with applicable Government Laws.
24. OGDCL shall not be responsible for any sort of mishap, accident, injury, death, force majeure or any unforeseen, theft, kidnapping, destruction/loss and damage to the

vehicles or driver. The contractor shall also be responsible/pay in case of traffic challan and in any case payment of fine etc.

25. Upon unsatisfactory performance, behavior or involvement in illegal or immoral practices, contractor/company will immediately replace the driver.
26. Bidder must quote fixed/firm cost of every item of financial bid format otherwise incomplete bid shall not be entertained. Bidder must strictly follow and quote prices as per financial bid format. No clause with "if & but" having financial impacts will be entertained and in such case bid will be treated as non-responsive.
27. The rates quoted by the bidder will remain the same throughout the period of contract.
28. The rates quoted by the contractor/company shall be on monthly lump sum basis for vehicles and inclusive of HSD, lube oil, salary of driver and all applicable taxes/ levies charges, etc except PST/ICT on services.
29. Payment to the contractor shall be made on monthly basis subject to tax deduction as per Government rules, based on actual availability of vehicle during the month as verified by the in-charge transport under provision of the contract agreement. No advance payment will be admissible. Payment shall be made in the name of the contractor/ company through cross cheque/ bank online only. No cash payment is allowed.
30. While submitting invoice(s) for payment, contractor shall submit a certificate from FBR to the effect that contractor has cleared its provincial tax liability
31. All bidders must give "Clean acceptance" of OGDCL terms and conditions and withdraw all exceptions if any to become eligible for technical evaluation.
32. OGDCL reserves the right to accept or reject any/all bid (s) or annul the entire bidding process at any time prior to award of (Contract) without taking any responsibility of the affected bidder(s) and is not bound to justify the reasons to the affected bidder(s).
33. An affidavit on stamp paper must be attached with the bid by the owner of vehicle that the provided vehicle has no relation/connection to any OGDCL employee or their relatives.

## **TECHNICAL EVALUATION CRITERIA**

SR#	DESCRIPTION		MARKS	MAX. MARKS
1	Required Documents			30
	i.	Registration Certificate /Certificate of Incorporation/ valid trade license <b>(mandatory)</b> .	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:**

<b>Sr. No.</b>	<b>Vehicles Type</b>	<b>Number of Vehicles Required (A)</b>	<b>Monthly Lump sum Charges of Vehicle Rs. (B)</b>	<b>Monthly Charges Rs. C= A*B</b>
1	D/Cabin Revo	1		
2	<b>Rent of vehicles/Year (C*12)</b>			
3	<b>Rent of all vehicles for one years</b>			

**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.**

## **OTHER IMPORTANT INFORMATION**

### **BIDDING METHOD:**

Bids against this tender are invited on **‘single stage Single envelop’**

### **PAYMENT TERMS:**

Payment shall be made monthly through cross cheque in 100% Pak Rupees, against verified invoices.

**(This clause will be prevailing instead of Master Tender document “ITB” clause # 07 ‘PAYMENT’).**

### **BID PRICE:**

- i. Bid price shall be inclusive of all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) in Pakistan.

- ii. The prices should be quoted in PKR.

**(This clause will be prevailing instead of Master Tender document “ITB” clause # 06(ii) ‘BID PRICE’)**

- iii. The prices quoted by the successful bidder (contractor) for required services shall remain firm and final throughout contract period. The price charged by the successful bidder (contractor) for required services shall not vary from the prices quoted by the service company.

### **AMOUNT OF BID BOND:**

Bid Bond /Bid Security amounting to **PKR. 50,000 /-** is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

## **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](http://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.**

**Following is the link for Master Set of Tender Documents for Services:**

<https://ogdcl.com/sites/default/files/tender%20download/Tender%20Document%20Services%20Press%20for%20Web%20loading-Bid%20Bond%20%26%20PBG%20Extension%20text%20added%20dated%2009-09-2020.pdf>

