



HIRING OF 50 TON CRANES FOR LOGISTIC FIELD KOT SARANG & TANDO ALAM

TERMS OF REFERENCE (TOR)

1. OGDCL intends to hire services of contractors /Firms regarding hiring of 50 ton cranes for a period of one year at Logistic Field Kot Sarang and Tando Alam.
2. Company/Firms will quote rent for cranes on per month rent charges as per TOR and it shall be inclusive of all taxes (Exclusive of PST/ICT) levies overhead charges profit and other expenditure as per schedule "A" on your Company/Firm original Quotation Pad.
3. Contract will be awarded to the technically responsive and financially lowest bidder.
4. Neither the Contractor/owner/director/partner of the firm/company should be an employee of OGDCL nor the relative of the employees of OGDCL.
5. HSD will be provided by OGDCL. The payment of Toll Taxes will be borne by OGDCL.
6. All types of repair, Maintenance, replacement of Filters, engine oil and Tyres etc. shall be the responsibility of the contractor/ firm/company.
7. The contractor shall provide well maintained hydraulic crane of 50 Ton lifting capacity at logistic Field Kot Sarang and Tando Alam on monthly rental basis. Crane may be used for any time/for any duration during 24 hours basing upon 24 hours operation strategy.
8. The provided cranes should be certified from any reputed third party inspection firm. The contractor must be provide fitness certificate.
9. The contractor must provide the lifting accessories with cranes like sling, shackles & hooks which should also be tested/certified from reputed third party inspection firm. The certificate must be provided in this regard.
10. The contractor shall provide skilled operator & helper for supplied crane. The operator & helper shall be of good conduct and health, well versed/familiar with HSEQ and must wear the PPE's according to the company policy while working.
11. The contractor shall provide to company a copy of national ID card along with complete residential address of each operator and helper.
12. OGDCL will provide the boarding of crane operators and helpers at OGDCL staff camp without any charges. The contractor will pay all other charges including but not limited to the salaries, meal cost, allowances, medical, insurance etc. for their personals.
13. Contractor shall replace the crane in case of its break down/ vehicles held by any law enforcement agency on first simple and written notice without any arguments or litigation. Any failure to replace the broken down/ held vehicles within 3 days, a penalty equal to double per day per vehicle rent charges will be imposed / deducted. Further it shall be deal as per OGDCL Rules.
14. Any damage of OGDCL material during loading/unloading is the responsibility of contractor. The contractor will pay for the loss assessed by OGDCL officials.
15. The company shall not be responsible for any mishap/incident, accident and kidnapping/snatching of vehicles or any personnel or staff of contractor.
16. The Vehicles should be in accordance to HSEQ policy, hygienically, mechanically 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.
17. The contractor to perform Drug testing of crane operators and helpers at least once a year, OGDCL may request more frequent testing from contractor in case of accident/incident or random testing at no cost of contractor. The Contractor should provide physical checkup and fitness certificate of the crane operators/helpers on annual basis.
18. The rate quoted by the contractor shall be inclusive of all taxes except ICT/PST, levies, cost of crane operators & helpers and all maintenance, and other expenditures. It shall remain firm during the contract period.

19. The contractor shall ensure that the papers of vehicles (Registration, road permit and regulatory requirements, tax and insurance documents, token Tax and annual fitness certificate from regulatory authority etc.) are complete in accordance with government laws. All vehicles provided should be comprehensively insured at the cost of contractor.
20. The utilization of the cranes will be as per instruction of Logistic Location In-charge to all fields/ locations all over the country on plane and rough terrain, where and when required.
21. Contractor shall be responsible for violation of traffic rules & misconduct of crane operators. OGDCL shall have the right to demand replacement of a crane operator/ helper in case of misconduct/ illegal activities or repeated violation of traffic rules.
22. Contract Period for hiring of Cranes for Field Units of Logistic department shall be one year (12) months from the date of LOI. However, any extension in the contract shall be with mutual consent of the both parties.
23. In Case of any dispute, Suspension of work and default, the matter will be deal as per OGDCL contract clause # 17 "Arbitration".
24. No escalation shall be allowed on account of fluctuation in market rates during the contract period.
25. The load lifting capacity of each crane should be fit for the route in plain and hilly areas, as per current logistic movement practice.
26. The contract may be terminated as per contract clause # 18 "Termination"
27. 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 an authorized partner who have authority letter in this regard.
28. The parties shall maintain log book of daily services rendered by each vehicles with record of actual hour worked. The log book entries shall be verified, signed and stamped by the contractor and company representative at site.
29. The payment by the company to contractor under this agreement shall always be on monthly basis and actual no of cranes provided and in accordance with monthly details prepared & maintained in accordance with provision of this agreement and rates contained herein.
30. There shall be no advance payment by company to contractor under this agreement and contractor shall not demand for any advance payment.
31. The payment shall be made to contractor through cross cheque and shall always be subject to deduction of withholding tax as other taxes applicable under the law.
32. OGDCL reserves the right to accept any or reject all bids. No claim shall be made by the bidders participated in the bidding process in this regard as per ITB clause #26 of Tender Enquiry.
33. OGDCL being a large Tax Payer Unit only works with "Standard Tax Rates" that can be claimed as input adjustments. No "Reduced Tax rates" are allowed in OGDCL.
34. The contractor must follow the OGDCL security instructions, where needed.

TECHNICAL SPECIFICATION

1- Specification and Requirement of Cranes for Kot Sarang and Tando Alam

Specification of Crane	No. Of cranes Required	
Hydraulic Mobile Crane of 50 Ton lifting capacity with 120 Ft Telescopic Boom, fully equipped with slings of appropriate strength & length, Shackles and Fire Extinguishers etc.	05	
	02 for Kot Sarang	03 for Tando Alam

TECHNICAL EVALUATION CRITERIA
HIRING OF 50 TON CRANES FOR A PERIOD OF ONE YEAR

1. Mandatory Requirement.

S. No.	MANDATORY REQUIREMENT				
	Company Name	Company Registration for the last 02 years	NTN and Provincial (Punjab) sales tax Registration No.	Affidavit regarding no black listing of company, its director or partner by any other organization	Income Tax return for the last 03 years
		Y/N	Y/N	Y/N	Y/N

2. Technical Evaluation Criteria.

Sr.#		Max. Marks	Min. Qualifying Marks	Marks Obtained
01.	Minimum Experience as registered Transport Company= 05 years 05 year experience = 15 Marks More than 05 year experience, 03 marks for each additional year (Max up to) 21 marks Less than 05 year Experience = Disqualified	21	15	
02.	Number cranes in the fleet and verified online in owner(s) name, company name or with bank Online documentary verification to be submitted by contractor. 3 Marks per Crane (Below 05 Cranes = Disqualified)	21 (07 Cranes)	15	
	Provide Copies of Valid Fitness Certificate of cranes Minimum fitness certificates = 05 Each fitness certificate = 03 Marks (Below 05 Certificates= Disqualified)	21 (07 certificates)	15	
	Provide copies of valid Driving license of Personnel 1 mark for each driving License. 05 License = 05 Marks Less than 05 License = Disqualified	07 (07 License)	05	
03.	Minimum turnover in last 3 financial years More than 20 Million per Year- 7 Marks per year More than 30 Million per Year- 8 Marks per year More than 40 Million per Year- 10 Marks per year (Certified financial statement must be submitted) (Below 20 Million in any year in the last 3 years = Disqualified)	30 (More than 40 Million every year)	21	
	Total Marks	100	70	

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

2- Overall qualifying marks should be 70 %.

FINANCIAL EVALUATION**50 Ton Cranes for Logistic Field Kot Sarang & Tando Alam on Monthly Rental Basis**

S#	Description of Vehicle	Field	Quantity	Unit rate per month without PST (PKR)	Total Amount (PKR)
	50 Ton Hydraulic Mobile Cranes	Kot Sarang	02		
		Tando Alam	03		
	Total Monthly cost				
	Total One year cost				

Note:

1. Cranes may be used for any time/for any duration during 24 hours basing upon 24 hours duration strategy.
2. Evaluation Criteria is on lump sum basis.
3. All the above prices are inclusive of all taxes, duties, levies, (except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) which shall be borne by OGDCL at actual)

OTHER IMPORTANT INFORMATION

BIDDING METHOD:

Bids against this tender are invited on ‘**Single Stage One 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)
50 Ton Hydraulic Cranes	PKR: 1,440,000/-

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.