



WEB TENDER DOCUMENTS

TENDER ENQUIRY NO: 10021705

WEB TENDER FOR HIRING OF AMBULANCE AT DAKHNI PLANT

**INCHARGE MECHANICAL
DAKHNI GAS PROCESSING PLANT
(LOCAL PROCUREMENT)**

OIL & GAS DEVELOPMENT COMPANY LIMITED

BID SUBMISSION DATE: 31 July, 2024

OGDCL SALES TAX REGISTRATION

NO. 07-02-2802-001-55

INVITATION FOR BIDS

BIDDING DOCUMENT

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HIRING OF AMBULANCE AT DAKHNI GAS PROCESSING PLANT



OIL & GAS DEVELOPMENT COMPANY LIMITED
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SCOPE OF WORK AND TERM OF REFERENCE FOR HIRING OF
AMBULANCE FOR DAKHNI PLANT

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 Ambulance on rental basis to meet its requirements at Dakhni field located in District ATTOCK of PUNJAB Province. In this regard web tender is to be floated for hiring of good condition Ambulance for 01 year and rate running basis.

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.

Detail of Ambulance is as under:

Sr. No.	Ambulance Type	Monthly Rent Rs.
1	Toyota Ambulance Dual A/C with all accessories Model 2023 ~ 2024	
	Rent (for 01 year)	
	PST (as per Punjab Govt. rules)	
	Total Rent (incl all Taxes)	

TERMS OF REFERENCE FOR HIRING OF AMBULANCE FOR DAKHNI PLANT

1. The contract period for hiring of Ambulance shall be initially for 01 years from the date of signing of contract. Further extension in the contract will be made with mutual consent.
2. Monthly rent should be inclusive of Engine Oil.
3. Bid bond value is Rs. 40,000/-
4. OGDCL reserves the right to terminate the contract before one year as per requirement.
5. 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 Ambulance.
6. The bidder shall be a registered company inside Pakistan with minimum registration period

- of one (01) year. Provide documents of registration.
7. Contractor/Company must have established office(s).
 8. Bidder to provide Certificate of Incorporation/Valid Trade License.
 9. The Bidder shall be active Tax payer having valid identity/CNIC with sound financial profile capable to provide rental vehicle as per requirement of OGDCL.
 10. The contractor/company shall confirm that the model should not be older Ambulance is well maintained and is in excellent condition in all respects.
 11. The company can provide its own/third party Ambulance to meet the requirement of OGDCL. However, the contractor has the sole responsibility of the third party hired Ambulance.
 12. The company has to provide its own or third party hired Ambulance within 30 days after issuance of LOI otherwise Bid Bond/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. No charges will be paid to the contractor.
 14. Ambulances should be in compliance with HSEQ standards and be equipped with the following essentials:
 - a. First aid kit.
 - b. Fire Extinguisher.
 - c. Serviceable spare wheel.
 - d. Seat belt on all seats for all occupants in front & back.
 - e. Tool kit including jack and wheel nut spanner (Lug wrench).
 15. The quoted vehicle should be registered as ambulance. Ambulance model/ registration not older than 02 Years. However, if Ambulance completed its 05 years since registration during the period of contract, it must be replaced by the contractor within 01 month.
 16. Ambulance 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 Ambulance with driver will have to perform duty round the clock including holidays/gazetted holidays. If any driver have its personal emergency alternate driver will be provided by the contract.
 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 Ambulance(s), Contractor/company shall immediately replace the Ambulance(s) with same OR up model in good condition Ambulance on first written notice without any arguments or litigation.
 21. OGDCL may install tracking system on Ambulance and contractor shall have no objection on it.
 22. Ambulance may be deployed on nearby OGDCL location 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 Ambulances (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 Ambulances 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. Contractor/bidder must quote fixed/firm 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. The request for the increase in rent will not be entertained before the completion of 01 year if the contract is extend by mutual consent.
 28. The rates quoted by the contractor/company shall be on monthly rent basis for Ambulances inclusive of engine oil, salary of driver and all applicable taxes/ levies charges except Provincial/ICT sales Tax on services.
 29. HSD for the Ambulance will be provided by OGDCL. In case fuel consumption of HSD is higher than set/allowable mileage limit, deduction will be made according to the prevailing market fuel rates at the time of payment to the contractor.
 30. Payment to the contractor shall be made on monthly basis subject to tax deduction as per Government rules, based on actual availability of Ambulance 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 only. No cash payment is allowed.
 31. While submitting invoice(s) for payment, contractor shall submit a certificate from FBR to the effect that contractor has cleared its provincial tax liability
 32. All bidders must give “Clean acceptance” of OGDCL terms and conditions and withdraw all exceptions if any to become eligible for technical evaluation.
 33. 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).