

OIL & GAS DEVELOPMENT COMPANY LIMITED



TENDER ENQUIRY NO. TE-SERVICES/4999/2021

HIRING OF VEHICLES FOR KBS,KDS AND WEST WHARF
KARACHI

Important Notes:

- i) Master set of tender document (services) uploaded on OGDCL's website (www.ogdcl.com) is the integral part of this TOR/Tender.
- ii) Bidding Procedure is Single Stage Two Envelope.

SCOPE OF WORK / TERM OF REFERENCE FOR HIRING OF VEHICLES FOR KBS,KDS AND WEST WHARF

KARACHI

1. SCOPE OF WORK(SOW)/ TERMS OF REFERENCE (TOR):

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 vehicles on monthly rental basis to meet its logistics requirements at Three (03) locations in Karachi. In this regard tender is floated for hiring of good condition vehicles (Quoted vehicles shall not be older than 05 years on the date of bid submission) on rate running basis. Contractor has to provide required type of vehicles, which will be deployed as per requirement of concerned locations.

The contractor should never be a defaulter or black listed from any Government or public sector organization. Contractor must have at least five (05) years of experience in providing rental vehicles to Government or Public Sector or private sector organizations.

Type and estimated number of vehicles required are as under:

Sr. #	Vehicle Type	Location	Requirement (Nos.)
1	Double Cabin Pickup: Vigo/ Champ AC (4x4) or equivalent with driver and without fuel. (Quoted vehicles shall not be older than 05 years on the date of bid submission)	West Wharf Karachi	01
2.	Car: Toyota Corolla A/C 1300 CC or equivalent with driver and without fuel. (Quoted vehicles shall not be older than 05 years on the date of bid submission)	West Wharf Karachi	01
3.	Double Cabin Pickup: Vigo/ Champ AC (4x4) or equivalent with driver and without fuel. (Quoted vehicles shall not be older than 05 years on the date of bid submission)	Khadeji Base Store Karachi	01
4.	Ambulance: with driver and without fuel. (Quoted vehicles shall not be older than 05 years on the date of bid submission) Note: Must be registered as Ambulance and should fully loaded/equipped	Khadeji Base Store Karachi	01
5.	Double Cabin Pickup: Vigo/ Champ AC (4x4) or equivalent with driver and without fuel. (Quoted vehicles shall not be older than 05 years on the date of bid submission)	Korangi Base Store Karachi	01

2. TERMS OF REFERENCE FOR HIRING OF VEHICLE FOR DAKHNI PLANT

- i. The contract period for hiring of vehicle shall be for a period of Three (03) years from the date of signing of contract and will be on rate running basis.
- ii. The bidder shall be a registered company inside Pakistan with minimum registration period of five (05) years. Provide documents for registration.
- iii. Contractor/Company must have established office(s).
- iv. Bidder to confirm that none of the Directors of bidder is blacklisted.
- v. The Bidder shall be registered/active Tax payer having valid identity/CNIC with sound financial profile capable to provide rental vehicle as per requirement of OGDCL.
- vi. The contractor/company shall confirm that the vehicle is well maintained and are in excellent condition in all respects.
- vii. The company has to provide its own or third party (i.e. leasing) hired vehicle within 20 days after issuance of LOI otherwise Performance Bond Guarantee (PBG) will be confiscated. Rent period will be started from the date of delivery of vehicle and its acceptance by OGDCL.
- viii. All type of repair, maintenance and replacement of filters, engine oil and others lubricants shall be responsibility of the contractor.
- ix. Vehicle 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).
- x. For Ambulance; the provided/quoted ambulance must be registered as ambulance and should be fully loaded/equipped.
- xi. The contractor to provide vehicle's model not older than five years on the date of bid submission.
- xii. Vehicle will be provided with driver 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.
- xiii. The vehicle with driver will have to perform duty round the clock including holidays/gazette holidays.

- xiv. **OGDCL will not provide any accommodation or messing facility to the driver and shall be the responsibility of Contractor.**
- xv. 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.
- xvi. OGDCL may install vehicle tracking system on each vehicle and contractor shall have no objection on it.
- xvii. Vehicle 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).
- xviii. The contractor/company shall ensure that the documents of vehicle (registration, road permit, tax and insurance documents / fitness certificate etc.) are complete in accordance with applicable Government Laws.
- xix. 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 vehicle or driver. The contractor shall also be responsible/pay in case of traffic challan and in any case payment of fine etc.
- xx. Upon unsatisfactory performance, behavior or involvement in illegal or immoral practices, contractor/company will immediately replace the driver.
- xxi. Bidder must quote fixed/firm rate in 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.
- xxii. The rates quoted by the bidder will remain the same throughout the period of contract.
- xxiii. The rates quoted by the contractor/company shall be on monthly rent basis for vehicle inclusive of lube oil, salary of driver and all applicable taxes/ levies charges except Provincial/ICT sales Tax on services.
- xxiv. **Petrol/HSD for the vehicle will be provided by OGDCL. In case fuel consumption of Petrol/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.**
- xxv. 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 only. No cash payment is allowed.

- xxvi. While submitting invoice(s) for payment, contractor shall submit a certificate from FBR to the effect that contractor has cleared its provincial tax liability.
- xxvii. All bidders must give “Clean acceptance” of OGDCL terms and conditions and withdraw all exceptions if any to become eligible for technical evaluation.
- xxviii. 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).
- xxix. 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 of OGDCL Employee or their relatives.**

3. TECHNICAL EVALUATION CRITERIA FOR THE BIDDERS

Sr. No.	DESCRIPTION OF MERIT	Total Marks	Scored Marks
1	Available vehicles registered in the name of the Firm / Bidder (Copy of Registration books must be provided with the bid) (if <i>vehicle</i> on leasing provide agreement with leasing company)	Max 30 Marks • 10 or greater than 10 vehicles get max 30 Marks. • 03 marks for each vehicle.	
2	Experience in similar field	Max 30 Marks • 06 Marks for each year of experience. • For 05 and more years will get max 30 marks	
3	Annual turn-over (10 million or more) (Audited Account reports for last 03 years must be provided with technical bid)	Max. 10 Marks	
4	Valid NTN / Income Tax & GST Certification (NTN/GST and SST)	Max. 20 Marks	
5	Reputed Clients / List of Customers	Max. 10 Marks (02 points for each client) Agreement copies/any verification from the client must be provided)	
TOTAL / QUALIFYING MARKS		100	70

Note: Only the bidders who score minimum 70 points in each category and overall min of 70 points in the technical evaluation will be considered as technically responsive.

4. FINANCIAL EVALUATION CRITERIA

*** Quoted vehicles shall not be older than 05 years on the date of bid submission.**

Sr.	Vehicle Type / Description	Location	Quantity	Monthly Rent in PKR (inclusive of all taxes except PST/ICT)	Total Rent for Three Years in PKR (inclusive of all taxes except PST/ICT)
1	Double Cabin Pickup Vigo/ Champ AC (4x4) or equivalent with driver and without fuel.	West Wharf Karachi	01		
2.	Car Toyota Corolla A/C 1300 CC or equivalent with driver and without fuel.	West Wharf Karachi	01		
3.	Double Cabin Pickup Vigo/ Champ AC (4x4) or equivalent with driver and without fuel.	Khadeji Base Store Karachi	01		
4.	Ambulance with driver and without fuel. Note: Must be registered as Ambulance and should be fully loaded/equipped	Khadeji Base Store Karachi	01		
5.	Double Cabin Pickup Vigo/ Champ AC (4x4) or equivalent with driver and without fuel.	Korangi Base Store Karachi	01		

NOTE:

Financial evaluation will be carried out location/vehicle wise i.e. contract will be awarded to the bidder who is technically qualified with lowest quoted prices against each vehicle.

PAYMENT TERMS:

- a) The rates quoted by the contractor/company shall be on monthly rent basis for vehicle inclusive of lube oil, salary of driver and all applicable taxes/ levies charges except Provincial/ICT sales Tax on services.
- b) Petrol/HSD for the vehicle will be provided by OGDCL. In case fuel consumption of Petrol/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.
- c) 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 only. No cash payment is allowed.

OTHER IMPORTANT INFORMATION

BIDDING METHOD:

Bids against this tender are invited on ‘**Single Stage Two, Enevelop**’

AMOUNT OF BID BOND:

Bid Bond /Bid Security as per following details is to be attached / provided with the Technical bid. Please see Master Set of Tender Document for further details.

- 1) Double Cabin Pickup Vigo/Champ AC for west wharf bid security is PKR:100,000/=
- 2) Toyota Corrolla Ac 1300 CC for West wharf bid security is PKR:70,000/=
- 3) Double Cabin Pickup Vigo/Champ AC for for Khadeji Base Store bid security is PKR: 100,000/=
- 4) Ambulance for Khadeji Base Store bid security is PKR:126,000/=
- 5) Double Cabin Pickup Vigo/Champ AC for Korangi Base Store bid security is PKR: 100,000/=

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 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.

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 WITH INCOME TAX CERTIFICATE
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.

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

file:///C:/Users/OGDCL/AppData/Local/Temp/Tender%20Document%20Services%20Press%20for%20Webloading-Discount%20clause%20added%20dated%2011-08-2020.pdf

