

**Schedule of requirement**

	<b>EFP-3</b>	<b>QTY</b>		
1	Double Cabin Pick Up (Loaded) 4 X 4 with A/C (2500-3400 cc).	05	month	24
2	Single Cabin Pick Up 4x2 with A/C, 2800 cc or above	06	month	24
3	13 Seator, Hi-ace Van, with A/C (2800 cc) or above	01	month	24
4	Hi ace van 2800 cc or above, with A/C converted into Ambulance with all accessories and fittings as per SOPs	01	month	24

**Oil & Gas development Company Limited**  
**Construction & Engineering Support Services Department**

**QUOTATION NOTICE FOR HIRING OF PRIVATE VEHICLES ON RENTAL BASIS.**

Oil & Gas Development Company Limited (OGDCL) is the largest E&P listed company of Pakistan. The detail about the company can be obtained from web site <http://www.ogdcl.com>.

- 1- Sealed bids/quotations are invited from well reputed firms for hiring of vehicles (Diesel operated) under competitive single stage two envelope bidding procedure, as per PPRA rules, for EFPs and FGCPs of C&ESS Department, on monthly rental bases.
- 2- **Bidders may download TORs from OGDCL website [www.ogdcl.com](http://www.ogdcl.com) and obtain further information from the office of Chief Engineer (Mechanical), OGDCL, Masood Mansion, Markaz F-8, Islamabad. Ph-051 9262482, 0307 5559397.**

**Terms and Conditions:-**

- 3- D/Cabin 4x4 Pickups, Single cabin 4x2 Pickups, supplied by the contractor/supplier, shall not be older than 5years, and vehicles like reconditioned Hi ace 2008-2009, registered not older than 05 years may also be quoted. Locally manufactured vehicles shall be preferred. The bidders must specify Make, Model, Year of manufacture, year of registration of the vehicle to be supplied in his bid.
- 4- The supplier company having valid NTN and sale tax registration shall be considered eligible to participate in bidding.(mandatory).
- 5- If the firm bid with Joint venture /Association, then must to confirm that leading partner who has the capability to supply the vehicles should submit the copy of joint venture agreement on judicial paper.
- 6- All types of repair, maintenance and replacement of Filters/engine oil shall be responsibility of the contractor.
- 7- Contractor shall replace the vehicle in case of its break down on first simple and written notice without any arguments or litigation and failure to replace the broken down vehicles shall be dealt as per liquidated damages clause.
- 8- Only diesel shall be provided by OGDCL. Running of vehicles on CNG or LPG will not be allowed and any such report may lead to de hiring of vehicle and the supplier shall provide replacement of vehicle.

- 9- The vehicles used for, shall be in hygienic perfect mechanical 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. All fittings and accessories should be in working condition.
- 10- Drivers shall be hired for vehicles by the contractor. The drivers must be literate with sound mental and physical body health & of good moral character, and must have valid CNIC and Driving License. Cost of driver shall be at the contractor's part however boarding to the drivers shall be provided by OGDCL. Drivers shall be available round the clock with the vehicle.
- 11- The contractor shall ensure that the papers of vehicles (Registration, road permit, tax and insurance documents and pollution / fitness certificate etc) are complete in all respect in accordance with government laws.
- 12- The rate quoted by the contractor shall be monthly rent for vehicles at site and inclusive of all taxes, levies, cost of drivers, all maintenance and other expenditures. It shall remain firm during the contract period.
- 13- Contractor shall be responsible for any theft, accident or any fault in vehicle. No responsibility in this regard shall be at OGDCL part.
- 14- OGDCL shall not be responsible and no payments shall be made against any sort of road mishap, accident, injury, death, force majeure or any unforeseen, loss and damage to the vehicles and driver /contractor employees, or any other person or installation due to vehicle. 3<sup>rd</sup> party insurance is mandatory.
- 15- The contractor shall be responsible for commissions and omissions of any act, thing or deed of their employees, workmen etc and any claim arises to the company or of third party shall be satisfied by the contractor and in case of refusal of contractor to do so the company shall deduct the amount involved from any such payment which may be due to the contractor.
- 16- The vehicle will be used in the respective area of the Field Units or by the instruction of Location In-charge where required within the country.
- 17- Contractor shall be responsible for safety and security of his vehicles / and staff during movement in the entire contract period.
- 18- Contractor shall be responsible for violation of traffic rules & misconduct of the drivers. OGDCL shall have the right to demand replacement of a driver in case of misconduct or repeated violation of traffic rules.
- 19- Contract period for hiring vehicles for Field Units of C&ESS department OGDCL Islamabad shall be two years from the date of agreement, which can be extended, with mutual consent.

- 20- Payment shall be made through head office Islamabad on monthly basis to the contractor/firm, subject to income tax, Provincial tax or any other etc; deduction as per government rules, based on actual availability of vehicles during the month as verified by the transport officer / Admin Officer under provisions of the contract agreement. No advance payment will be admissible.
- 21- Any delay / interruption in supply of vehicles / replacement of vehicles or drivers as per TOR without any valid reason will be considered as Liquidated Damages clause.
- 22- The contract may be terminated as per draft contract section-18- Termination during contract period, if the services are no more required or the contractor fails to abide or violates the same or do not follow the instructions of the location in-charge or take no remedial / correction measures after receiving written notice from the location-in-Charge.
- 23- All pages of TOR, 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 a authorized partner who have authority letter in this regard.
- 24- OGDCL reserves the right to accept or reject all bids. No claim shall be made by the bidders participated in the bidding in this regard as per PPRA rule-33. Quantity of required vehicles can be increased or decreased at the time of hiring.
- 25- Bid bond 01% in the form of Pay order or Demand Draft in the name of OGDCL Islamabad, along with Technical bid, shall be submitted by the contractor, which shall be returned back immediately after receipt of performance bond. In case a bidder fails to provide the bid bond along with the bid, his bid shall be declared as non-responsive. If the bidder fails to abide by the terms of the bid document / bid or violates the same during concurrency of the contract period it may entail temporary debarment / blacklisting for three years.
- 26- Performance Bond 2% to be provided by the successful contractor within 10 Days of issuance of LOI. Performance Bond will be liable to forfeiture under default of the contractor.
- 27- If the supplier fails to provide the vehicles with in specified time, Late delivery charges shall be imposed as per draft contract section-12-Liquidated Damages.
- 28- The contractor should provide the list of available vehicles along with all relevant information along with the bid.
- 29- Contractor may provide more vehicles at same terms and conditions (If agreed), if running projects are increased and OGDCL requires more vehicles during the contract period. Similarly any vehicle can be de hired if not required furthermore, and no claim of contractor for such vehicle shall be admissible after de hiring.

30- The following procedures shall be permissible for open competitive bidding:-

Bids are invited on single stage two envelop bidding procedure as per tender invitation to bid clause- 12. Bid shall be opened at locations and Bidders can quote the rates of vehicles against one or all locations. Technical evaluation shall be carried out at each location wise. Bidders are advised to submit their bids at under mentioned addresses on the bid opening date and time mentioned against each;

**EFP-3.** Party Chief, OGDCL, Engineering Field Party-3, Near BahtarMor, C/O Post Master FatehJang District Attock. Ph# 057 2210476, 0300 5550946.

Information regarding the bids may also be obtained from location in charges, telephone numbers of all location in charges have mentioned above.

31. **Prospective bidder can down load tender document from OGDCL web site separately for submission against each location.**

**OIL & GAS DEVELOPMENT COMPANY LIMITED**



PRESS TENDER NOTICE

**INVITATION TO BID**

**(SAY "NO TO CURRUPTION")**

Oil and gas development company limited (OGDCL) the largest Exploration & Production Company of Pakistan invites sealed bids as per public procurement Regulatory Authority (PPRA) Rule.

S/NO	Tender No	Description	Bid submission date..... at 11.00 AM	Bid opening date..... at 11.30
1				

2- The master set of tender documents containing annexure(s), SOR/TOR detailed terms and conditions, procedure for submission of bids, bid security, bid validity, evaluation criteria, clarification/rejection of bids, performance guarantee etc are available on OGDCL web site for interested bidders, which can be viewed and downloaded on [www.ogdcl.com](http://www.ogdcl.com) under the title bar of Tenders under head of Services ,without any cost.

3- The bidders prepared in accordance with the instructions in the bidding documents, must reach at the office of Party Chief..... before the date and time mentioned above and the same will be opened as per the schedule mentioned above.

Party Chief -----

For GM (SCM) at, ( complete address and phone number of location).

**PERFORMANCE GUARANTEE**

**(Bank Guarantee Required as per OGDCL Format)**

Guarantee No. \_\_\_\_\_  
Executed on \_\_\_\_\_  
Amount of Guarantee \_\_\_\_\_  
Expiry date \_\_\_\_\_  
Beneficiary: OGDCL, Islamabad

[Oil & Gas Development Company Limited, Islamabad]

Name of Guarantor (Bank) with  
address: \_\_\_\_\_

(Scheduled Bank in Pakistan)

Name of Contractor with address: \_\_\_\_\_

---

Penal Sum of Guarantee (express in words and  
figures) \_\_\_\_\_

---

Letter of Acceptance No. \_\_\_\_\_ Dated \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Contractor we, the Guarantor above named, are held and firmly bound unto the Oil and Gas Development Company Limited (OGDCL), Islamabad (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made Immediately and forthwith to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Contractor has accepted the Employer's above said Letter of Acceptance for the execution and completion of works for

\_\_\_\_\_ and hereto attached.

NOW THEREFORE, if the Contractor shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents and Contract/Agreement during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the demand for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably, unconditionally and independently guarantee to pay to the Employer immediately and forthwith upon the Employer's First and Simple written demand without cavil or arguments or question, query, objection and contestation and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written demand that the Contractor has refused or failed or annulled or suspended the contract/agreement or caused delay to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole absolute and final judge for deciding whether the Contractor has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection question, query and contestation any sum or sums up to the amount stated above upon first written demand from the Employer immediately and forthwith and without any reference or recourse to the Contractor, Account Party Principal or any other person.

The Guarantor Bank warrants, represents and confirms that this Bank is fully authorized, empowered and has all necessary corporate approvals and authority for issuance of this Bank Guarantee.

We further guarantee that any payment made hereunder shall be made free and clear of, and without deduction for or on account of, any present or future taxes, levies, imposts, duties, charges, fees, deductions or withholdings of any nature whatsoever and by whomever imposed.

The Covenants herein contained constitute unconditional, irrevocable, independent and direct obligations of the Guarantor. No alteration in the terms of the Contract or in the extent or nature of the work to be performed there under and no allowance of time by the Employer or other forbearance or concession or any other act or omission by Employer which but for this provision might exonerate or discharge the Guarantor shall in any way release the Guarantor from liability hereunder.

This guarantee is governed by and shall be construed in accordance with the laws of Islamic Republic of Pakistan.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto



affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

**Guarantor (Bank)**

Witness:

1. \_\_\_\_\_

\_\_\_\_\_

Corporate Secretary (Seal)

2. \_\_\_\_\_

\_\_\_\_\_

(Name, Title & Address)

**1. Authorized Signature** \_\_\_\_\_

**2. Name** \_\_\_\_\_

**3. Title** \_\_\_\_\_

\_\_\_\_\_

Corporate Guarantor (Seal)

## FORM OF BID

**Bid Reference No: Hiring of vehicles for EFP-3 C& ESS department.**

To,

General Manager (SCM),  
Oil & Gas Development Company Limited,  
OGDCL House, Islamabad

Gentleman,

1. Having examined the TORs / Conditions of Contract for the provision of vehicles for C& ESS Department we, the undersigned, offer to supply the vehicles on monthly rent as desired in conformity with the TORs / Conditions of Contract.
2. We understand that all the appendices attached here to form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith Bid Security as desired and understand that in case of our failure to abide by the terms of the bid documents/ bid or violates the same our bid security may be forfeited and we may be entailed for temporary debarment / blacklisting for three years.
4. We undertake, if our Bid is accepted, we will provide the vehicles without any delay as per agreement/contract.
6. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
7. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other bidder for the supply of vehicles.
8. We understand that you are not bound to accept the lowest or any bid you may receive.

9. We understand that work order shall be issued for hiring of vehicles as per BOQ for six months and Performance Bond shall be in the form of Bank Guarantee @ 10 % of our bid price. It will be provided to you within 10 days from the date of issuance of LOI. In case of non-compliance an action against us shall be action as per No.3 above.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2010

Signature: \_\_\_\_\_

in the capacity of \_\_\_\_\_

duly authorized to sign Bids for and on behalf of

\_\_\_\_\_

(Name of Bidder in Block Capitals)

(Seal)

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address. \_\_\_\_\_

\_\_\_\_\_

Occupation \_\_\_\_\_