

## **Annexure-A**

### **SCOPE OF WORK AND TERM OF REFERENCE FOR HIRING OF VEHICLE FOR CSR PROGRAM AT NASHPA OIL & GAS FIELD Dispensary, KARAK**

#### **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 **Nashpa Oil & Gas Field**.

The company/contractor should never be a defaulter or black listed from any Government or public sector organization. Contractor must have at least 01year 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	Hiace (Ambulance)	1

### **TERMS OF REFERENCE FOR HIRING OF VEHICLE FOR CSR PROGRAM AT NASHPA OIL & GAS FIELD Dispensary, KARAK**

01. That the contractor will provide all the above mentioned details of vehicles fully loaded, in good working condition with driver having valid driving license and safety guard.

02. That the vehicle so provided by the contractor will be on 24 hrs basis with driver even on holidays/ gazetted holidays.
03. Vehicle will have to perform duty everywhere in OGDCL throughout the country.
04. The maintenance / repair of the vehicle will be responsibility of contractor.
05. OGDCL will provide only HSD.
06. The contractor will provide alternate vehicle with driver in case vehicle goes out of order, at the risk and cost of contractor.
07. OGDCL will not be responsible for any accident including traffic accident, minor or major, theft, kidnapping, destruction / loss in total or a part thereof. The contractor shall also be responsible in case of traffic challan and in any case payment of fine etc. shall also be at contractor's end.
08. OGDCL will only pay Toll Tax.
09. OGDCL shall always have the right to have a replacement of the driver by the contractor if in the sole judgment of the company that the driver deputed on vehicle is behaving improperly or involved in illegal or immoral practices.
10. In case of failure in the replacement of vehicle amount of rent will be deducted till the time the vehicle is provided.
11. The contractor will submit the monthly bill by the 1<sup>st</sup> week of the preceding month. The payment of monthly rent will be made as per OGDCL rules, payment will be subject to deduction of all government taxes as per rule.
12. Agreement / contract can be terminated by giving 15 day's prior notice by the contractor otherwise 15 days rent will be deducted, while OGDCL can terminate the same without issuing any prior notice.

## TECHNICAL EVALUATION CRITERIA

SR#	DESCRIPTION	MARKS	MAX. MARKS	
<b>1</b>	<b>Required Documents</b>		<b>30</b>	
	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
<b>2</b>	<b>Commitment to provide vehicles</b>		<b>30</b>	
	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
<b>3</b>	<b>Financial Status</b>		<b>15</b>	
	i.	Tax Returns of Last Year		05
	ii.	Bank Statement of Last Year		05
	iii.	Bank Statement worth > Rs. 10 million		05
<b>4</b>	<b>Experience</b>		<b>20</b>	
	i.	01+ Year Experience with Govt./ Semi Govt./ Autonomous bodies		20
	ii.	01 Year Experience with Govt./ Semi Govt./ Autonomous bodies		15
<b>5</b>	Oil Industry Experience		<b>5</b>	
<b>TOTAL MARKS</b>			<b>100</b>	

**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 Charges of Vehicle Rs. (B)</b>	<b>Monthly Charges Rs. C= A*B</b>
1	Hiace (Ambulance)	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 as per defined criteria 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. 40,800** /- 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>