

Terms of Reference (TOR)

1. General Introduction.

OGDCL intends to hire the services of an experienced and well reputed contractor for provision and operation of rental self-standing Porta Cabins/caravans with good condition in OGDCL NASHPA Field on monthly rental basis for a period of six months extendable further on same rates (as per list as Annexure-2 below). NASHPA Field is situated at about 40 KM away from Kohat on Indus Highway, KPK. Porta Cabins should be skid mounted, portable; water proof having comfortable working environment. Civil infrastructure (i.e., foundations for Porta cabins, sewerage system) is already available. Only minor civil works may be required. Electric power up to panel boards will be provided by OGDCL. Mobilization/demobilization, loading/unloading, connecting electric cable with panel boards and connection with sewerage line etc. will be the responsibility of the contractor.

2. Requirement

The detail of Porta Cabins required is listed at Annexure-2 below. Each Porta Cabin shall be 100 % furnished in all respect according to the type and usage. Any additional requirement at site shall also be covered under the same contract and rates.

3. Contract Period & its Termination

The rental contract will be for a period of 6 months which can be extended further on mutual consent basis on same rates. However, OGDCL reserves the right to cancel the contract on a 10 days' advance notice without assigning any reason(s) at any stage during the contract period. The bidder cannot claim any compensation in this regard.

4. Contractor's Responsibility

- 4.1. The contractor will be responsible to supply the self-standing skid mounted, portable, water proof and steel skeleton based Porta Cabins with comfortable environment.
- 4.2. The supplied Porta Cabins should be of good condition and should meet the requirements of this tender enquiry.
- 4.3. The contractor will be responsible for grounding of his Porta Cabins.
- 4.4. The contractor will ensure continuous operation of all equipment installed in Porta cabins.
- 4.5. The contractor has to supply the Porta Cabins with Operation and maintenance services with
 - 4.5.1. Service/maintenance Team (carpenter, electrician, plumber, A/C mechanic etc. (24 Hours)
 - 4.5.2. The contractor is responsible to provide all necessary tools/accessories to their manpower for routine maintenance.
 - 4.5.3. Backup for heating and cooling system.

5. Installation.

- 5.1 The contractor is responsible for mobilization, demobilization, loading and unloading of Porta Cabins and placing them on their foundations at site.
- 5.2 The contractor has to make arrangements for making electric power connections with the OGDCL panel board.
- 5.3 The contractor has to make arrangements for making sewerage connections of its Porta Cabins where required with the OGDCL sewerage system.
- 5.4 All necessary checks are the responsibility of the contractor.

6. Operation

- 6.1. Contractor is fully responsible for trouble free service provision, maintenance and routine checkups of the Porta Cabin units during the contract period.
- 6.2. Un-interrupted operation of all equipment installed should be ensured.
- 6.3. Maintenance of Porta Cabins and equipment will be the sole responsibility of the contractor in all respects.
- 6.4. Contractor is responsible to provide all required PPE'S to his operational staff.
- 6.5. The contractor is responsible to arrange alternative crew member in case of absence of any crew member due to sickness, leave, domestic or any other reason.

7. End of Contract

After termination of contract or issuance of termination notice (contract cancellation notice) and expiry of notice period, the contractor will be responsible to lift and demobilize the Porta Cabins at contractors risk and cost from the OGDCL site within 15 days, after which the contractor will be liable to pay storage charges @ 1 % of the monthly rental rate of specific un-lifted Porta Cabin maximum up to 5% of total contract value.

8. Terms & Conditions

- 8.1. No down time is allowed for accessories breakdown.
- 8.2. In case of leakage or damage to any Porta Cabin, bidder will repair/replace it immediately.
- 8.3. In the event of any breakdown of electric accessory or damage to other accessories (e.g., AC, Fan, Geyser, Furniture, washroom accessories etc.,) the contractor has to repair or make alternate arrangements for provision of required accessory within 2 hours.
- 8.4. In the event of any breakdown/non-provision of required facility (e.g., AC, Fan, Geyser, Furniture, washroom accessories etc.,), the contractor's maintenance team will repair/replace it within 2 hours. If breakdown of equipment/accessory occurs more than 2 hours and up to 12 hours per month, contractor is liable to pay penalty which will be one day rental deduction from monthly rental of that specific Porta Cabin.
- 8.5. In an event, the breakdown/non-provision of required facility prolongs more than 12 hours up to 24 hours per month per Porta cabin, the contractor will be imposed penalty as per para 8.4 above plus 15% of monthly rental deduction of that specific Porta Cabin.

- 8.6. In an event the breakdown/non-provision of required facility prolongs more than 24 hours per month per Porta cabin, the contractor will be imposed penalty as per para 8.4 above plus 20% of the monthly rental deduction of that specific Porta Cabin.
- 8.7. If complete facilities as mentioned in the TOR are not maintained in any Porta Cabin in any month during contract period, the contractor will be imposed penalty @ 25% of the monthly rental deduction of that specific Porta Cabin in that month.
- 8.8. OGDCL will not be responsible for any damage caused to Porta Cabins & its associated accessories and/or contractor's crew under any circumstances.
- 8.9. Contractor has to submit monthly rental invoice of the preceding month to OGDCL on the last date of every month to the address as mentioned in the contract.
- 8.10. Rental charges will be started after handing over the Porta Cabins at site and from the date of satisfactory site inspection report by field inspection committee.
- 8.11. The deductions if any will be incorporated before payment of monthly rental invoice.
- 8.12. Payment will be made through cross cheque after deduction of applicable taxes against invoices.
- 8.13. OGDCL will not provide pick & drop facility, accommodation and meals or any other facility to contractor's crew at site. All expenses/arrangements will be made/borne by the contractor himself.
- 8.14. The contractor has to confirm that maintenance crew will be COVID-19 vaccinated and would abide the rules and regulations of OGDCL and would wear proper PPE's.
- 8.15. OGDCL may increase/decrease the required Porta Cabins as per field requirements but the rental charges shall be the same whatever quoted in the financial bid/contract throughout the contract period.

9. Company/Bidder Qualifying Criteria.

- 9.1. The contractors who intend to participate must provide documentary proof for at least 3 years of rental Porta cabins experience.
- 9.2. The bidder should submit a list of projects of similar nature carried out by him with brief scope of work along the technical portion of the bid for similar orders.
- 9.3. The company/bidder is to provide the following mandatory data for evaluation/qualification:
 - 9.3.1. Certified copy of NTN/GST.
 - 9.3.2. Company profile.
 - 9.3.3. Comprehensive list of rental Porta cabins readily available.
 - 9.3.4. List of previous contract for Operation & Maintenance of rental Porta cabins with OGDCL or other E&P companies/organizations operating in Pakistan during last 5 years. Bidder to provide contract copies in this regard.
 - 9.3.5. Performance Certificates (at least 3) from respective companies for current & previous rental contracts.
 - 9.3.6. Company financial standing & financial reports/bank statements.
 - 9.3.7. In case of joint venture, copy of contract should be provided in technical bid.

10. Inspection

- 10.1. After award of contract, the successful bidder will manage availability of Porta cabins as per Annexure-2 in his warehouse and will inform OGDCL accordingly. OGDCL field inspection committee will inspect the Porta cabins at his warehouse according to

specifications of this tender enquiry. During inspection, if any of the Porta Cabin is rejected, bidder will have to replace it within the delivery period.

- 10.2. After mobilization at field, the field inspection committee will again inspect the Porta Cabins. In case of any short fall, contractor will be bound to manage the shortfalls.

11. Delivery Time.

After contract award, Field Manager NASHPA will issue Mobilization Notice. The time line for supply, installation & handing over the Porta Cabins is 10 calendar days from the date of award of contract failing which LD shall be imposed.

12. Contractor's Crew

The contractor shall have to provide tentative details of its crew who shall be appointed for this job throughout the contract period with prior one month's notice to Field Manager NASHPA along with their CNIC Numbers and COVID-19 vaccine certificate. The Field Manager will have to make the security clearance of nominated persons. The contractor has to change any or all of its crew members whose performance is found unsatisfactory or involved in any illegal activities. The crew members must have hands on experience in their related field. OGDCL would have the right to interview, accept or reject any crew member appointed for this project at any stage.

13. FINANCIAL BID FORMAT

<i>Sr. No</i>	<i>Type of Porta Cabin</i>	<i>Qty Required</i>	<i>Per Unit Rent Per Month (Rs.)</i>	<i>Total Amount Per Month (Rs.)</i>
1	Porta Cabins (office), 40 Ft x 10 Ft with two office compartments of size 30x10 and 10x10 respectively. Compartments to be furnished as Offices	02		
2	Porta Cabin Size 40ft x 10ft with four rooms detachable provision size 10ft x10ft each, Two compartments with office facilities and two are with bedding facilities.	01		
3	Porta Cabin Size 10ft x 10ft 01 Porta cabin To be equipped with laundry machine and dryer provision ,	03		
4	Porta Cabin (Office), 40 Ft x 10 Ft with three office compartments of sizes 20x10, 10x10, and 10x10.	01		
5	Porta Cabins, 20 Ft x 10 Ft 03 Porta cabins to be furnished as Office and 01 porta cabin as mess	04		
6	Porta cabin (Mosque) 40'x60', fully carpeted, (For Nashpa Camp)	01		
7	Porta cabin (Mosque) 40'x10', fully carpeted, (For Nashpa Office)	01		
	Total Amount Per Month			
	Total Amount for Six Months			
8	Mobilization/de-Mobilization charges (One Time Charges)	Lump sum		
9	Loading/Un-Loading Charges (One Time Charges)	Lump sum		
	Total Cost = Total Amount of Six Months for 13 Porta Cabins + Mobilization/de-mobilization cost + Loading/unloading cost			
	Total	13		

1. Quoted Per Month Rent should be inclusive of following associated costs
 - i. Installation/commissioning charges
 - ii. Periodic Maintenance/Man Power
 - iii. Any other cost
2. Quoted rate/Bid price shall be firm and inclusive of all applicable taxes, duties, levies, charges etc. (Except Provincial Sales tax on Services, which should be mentioned separately).
3. OGDCL will pay only monthly rent of Porta cabins. Any other cost (fixed or variable, installation/commissioning cost, periodic maintenance/Manpower cost) will not be entertained. Bidders to quote accordingly.
4. Financial Bid Criteria shall be on Total cost basis.
5. Bidders are required to strictly follow the given format/specimen for financial bids. Bids with hidden and non-firm prices may be rejected.

Annexure-2

Detail of Porta Cabins

Details of Porta Cabins Required to Hire for Nashpa Plant is as under.

Sr. No	<i>Type of Porta Cabin</i>	<i>Qty Required</i>
1	Porta Cabins (office), 40 Ft x 10 Ft with two office compartments of size 30x10 and 10x10 respectively. Compartments to be furnished as Offices, Each office having 02 office tables and chairs for officer, 04 chairs for visitors, DC inverter split AC for air conditioning, center table, and wardrobe as minimum.	02
2	Porta Cabin Size 40ft x 10ft with four rooms detachable provision size 10ft x10ft each, Two compartments with office facilities, Each office having 01 office tables and chair for officer, 02 chairs for visitors, DC inverter split AC for air conditioning, center table, and wardrobe as minimum and two are with bedding facilities. Remaining Two with bedding facilities have 02 bunker bed each, DC inverter split AC for air conditioning, center table, and wardrobe as minimum	01
3	Porta Cabin Size 10ft x 10ft 01 Porta cabin To be equipped with laundry machine and dryer provision , and necessary accessories for laundry , DC inverter split AC for air conditioning Remaining 02 Porta cabins to be equipped with DC inverter split AC for air conditioning, racks and wardrobes	03
4	Porta Cabin (Office), 40 Ft x 10 Ft with three office compartments of sizes 20x10, 10x10, and 10x10. Compartments to be furnished as Offices, Each office having 02 tables and chairs for officer, 04 No's chairs for visitors, DC inverter split AC for air conditioning, center table, and wardrobe as minimum.	01
5	Porta Cabins size 20 Ft x 10 Ft, Three porta cabins to be furnished as Office. Office having 02 tables and chairs for officer, 04 chairs for visitors, DC inverter split AC for air conditioning, center table, and wardrobe as minimum Remaining 01 porta cabins to be furnished as mess for minimum 12 persons containing 12 wooden chairs, dining table, one side wall cabinets, DC inverter split AC for air conditioning	04
6	Porta cabin (Mosque) 40'x60', fully carpeted, furnished with 08 No's Heat & Cool DC Invertor AC 1.5 Ton, Closet for Holy Quran, complete sound system etc. both external and internal (For Nashpa Camp)	01
7	Porta cabin (Mosque) 40'x10', fully carpeted, furnished with 03 No's Heat & Cool DC Invertor AC 1.5 Ton, Closet for Holy Quran, complete sound system etc. both external and internal (For Nashpa Office)	01
	Total	13