

**OIL & GAS DEVELOPMENT COMPANY
LIMITED**



TENDER ENQUIRY NO. TE/MMD/WW-01/2021
HIRING OF CAR 1300CC AC MODEL 2020 OR UP
OGDCL West Wharf Office Karachi, Sindh.

Important Notes:

- i) Tender/Bid to be submitted to Deputy Chief Material Officer (DCMO) Oil & Gas Development Company Ltd. Plot # 21 West Wharf Road Karachi, Sindh, Pakistan as per advertised date on OGDCL website. All further actions i.e. evaluation of bids/award of contract will be from DCMO (W.W).
- ii) Master set of tender document (services) uploaded on OGDCL's website (www.ogdcl.com) is the integral part of this TOR/Tender.
- iii) Bidding Procedure is Single Stage Single Envelope.



OIL AND GAS DEVELOPMENT COMPANY LIMITED
Material Management Department
C & F West Wharf Karachi

Date: 21-10-2021

SCHEDULE OF REQUIREMENT

TENDER ENQUIRY # TE/MMD/WW-01/2021

Sr.	Vehicles Type	Number of Vehicles (Rs.)	Rent of Vehicle/ Month (Rs.)	Total Annual Rent (Rs.)
1	CAR AC 1300CC. Model 2020 or Up Model.	02		

**SCOPE OF WORK / TERM OF REFERENCE FOR HIRING OF VEHICLES FOR OGDCL WEST WHARF
OFFICE 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 rental basis to meet its requirements at Material Management Department West Wharf Office Karachi, Sindh. In this regard tender is floated for hiring of good condition vehicles (2020 or up model CAR AC 1300 CC) on as and when required and rate running basis. Contractor has to provide required type of vehicles, which will be deployed as per requirement for OGDCL West Wharf Office Karachi.

The 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 to Government or Public Sector or private organizations.

Type and estimated number of vehicle required is as under:

Sr. #	Vehicle Type	Requirement (Nos.)
1	CAR AC 1300CC (Model: 2020 or up)	02

**2. TERMS OF REFERENCE FOR HIRING OF VEHICLES FOR OGDCL WEST WHARF OFFICE
KARACHI.**

- i. The contract period for hiring of vehicle shall be for a period of One (01) year from the date of signing of contract and will be on rate running and as on as when required basis extendable on mutual consent and agreement on same rate, terms and conditions.
- ii. OGDCL reserves the right to increase or even terminate the contract before one year as per requirement.
- iii. 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 vehicle(s).
- iv. The bidder shall be a registered company inside Pakistan with minimum registration period of one (01) year. Provide documents for registration.
- v. Contractor/Company must have established office(s).
- vi. Bidder to confirm that none of the Directors of bidder is blacklisted.
- vii. 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.
- viii. The contractor/company shall confirm that the vehicle is well maintained and are in excellent condition in all respects.

- ix. The company has to provide its own or third party 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.
- x. All type of repair, maintenance and replacement of filters, engine oil and others lubricants shall be responsibility of the contractor.
- xi. 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).
- xii. The contractor to provide vehicle's model not older than year 2020.
- xiii. 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.
- xiv. The vehicle with driver will have to perform duty round the clock including holidays/gazette holidays.
- xv. OGDCL will not provide accommodation facility to driver.
- xvi. OGDCL will not provide messing facility to the driver.
- xvii. 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.
- xviii. OGDCL may install vehicle tracking system on each vehicle and contractor shall have no objection on it.
- xix. 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).
- xx. 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.
- xxi. 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 challans and in any case payment of fine etc.
- xxii. Upon unsatisfactory performance, behavior or involvement in illegal or immoral practices, contractor/company will immediately replace the driver.
- xxiii. 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.
- xxiv. The rates quoted by the bidder will remain the same throughout the period of contract.
- xxv. 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.
- xxvi. HSD / Petrol for the vehicle will be provided by OGDCL. In case fuel consumption of

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.

- xxvii. 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.
- xxviii. While submitting invoice(s) for payment, contractor shall submit a certificate from FBR to the effect that contractor has cleared its provincial tax liability.
- xxix. All bidders must give "Clean acceptance" of OGDCL terms and conditions and withdraw all exceptions if any to become eligible for technical evaluation.
- xxx. 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).
- xxxï.** 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/FINANCIAL EVALUATION CRITERIA

Sr.	Vehicle Type / Description	Model Year	Quantity	Monthly Rent	Total Rent for Twelve Months (i.e. One Year)
1.	CAR AC 1300 CC <u>Model 2020 or Up</u> Price in PKR (inclusive of all taxes except PST/ICT)		02		

Documents Required

- i. NTN Certificate.
- ii. Professional Tax Certificate.
- iii. Affidavit of Non-Black Listing duly attested by Notary Public.
- iv. Affidavit of owner that he has no relationship with OGDCL employees.
- v. Satisfactory Bank Account Certificate.
- vi. Last year sales tax paid form.
- vii. Company Profile with Offices detail in KPK or in Pakistan.
- viii. Proof of experience with govt/semi govt: Organization.

SPECIAL NOTE:

- i. No Advance payment will be made at the time signing/issuance of the contract.
- ii. **Financial evaluation** will be carried out comparing 12 Months rental charges including all expenses (i.e. complete package basis). And Contract will be awarded to technically responsive and financially lowest evaluated bidder.

5. BID PRICE:

- i) Bid price must be quoted in PKR otherwise the bid will be rejected.
- ii) Bid price shall be inclusive of all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) on services in Pakistan.
- 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.

(This clause shall prevail instead of Master Tender document "ITB" clause # 06 'BID PRICE')

6. 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) HSD/ Petrol for the vehicle will be provided by OGDCL. In case fuel consumption of 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.

(This clause will prevail instead of Master Tender document "ITB" clause # 07 'PAYMENT').

7. AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to PKR: 60,000/- is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

Note:

The master set of tender documents (services) uploaded on OGDCL's website (www.ogdcl.com) is the integral part of this TOR.