

Oil & Gas Development Company Limited

TERMS OF REFERENCE (TOR)

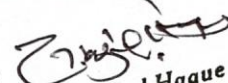
1. Firms/Companies registered with the relevant authorities doing transportation business in Pakistan and having their self-owned/rented office premises, are invited to quote their competitive rates for hiring of following categories of vehicles having all safety provisions, as per prevailing safety standards, on the routes given in the Tender Documents for daily pick & drop facility to the OGDCL employees of Rawalpindi/Islamabad , to its offices located Blue Area Islamabad through a fleet of 25 (Twenty Five) passenger vehicles(with driver and Fuel), as per details given below:

S. No	Vehicle Description	Model	Seating Capacity	Quantity
01.	Toyota Coaster (A/C)	2013 or up-model	29	15
02.	Toyota Hiace, HI roof (A/C) Dual cooler front & rear.	2013 or up-model	16	09
03.	Suzuki Bolan	Model 2020/ Zero Meter	N/A	01
Total Vehicles Required				25

2. Any offer not received as per terms & conditions of the tender is liable to be declared non-responsive. No offer shall be considered if:
- Received without bid security.
 - It is received after the time and date fixed for its receipt in Press Tender Notice.
 - Not signed & stamped by authorized person on each page of the bid.
 - The offer is received by fax or e-mail.
 - The offer is from a black listed firm on OGDCL/PPRA or any other authority's website.
 - The offer is not conforming to specifications indicated in the tender documents.
 - Any additional terms & conditions added by the Firm.
 - Any conditional offer.
3. Bid will remain valid for a period of 180 days from the date of opening the tender. Contract will be enforced initially for a period of 02 years which may be extended with mutual consents of both parties for another one year (Client and Firm) as admissible by PPRA.
4. The bidder must be the owner of the Company / Firm having at least 25 owned vehicles that should specifically be coasters and hiace , model 2013 & above. Rental agreements for ownership of vehicles will not be considered in the total count. The bidder must provide copies of registration books to confirm the ownership.
5. The interested companies / firms may submit their Bids with following requisite documents:

Documents to be attached with the Technical Bid

- Complete business location with phone, fax and e-mail / postal addresses.


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- ii. Minimum 05 years' experience of pick & drop services with renowned companies/ organizations having contract of at least 10 vehicles (i.e coaster/hiace). (Agreements should be attached).
- iii. At least 25 vehicles (Coaster,Hiace/Van) must be registered in the name of the firm. Detail of any vehicle other than Coaster/Hiace will not be considered in the total count of technical evaluation.
- iv. Companies with more than 25 (Twenty-Five) million Annual Turn-over should participate (less may not apply).
- v. NTN and GST/PST Registration Number with Certificate.
- vi. Audited Accounts (last 03 years).
- vii. List of reputed clients (Agreements should be attached).
- viii. Undertaking on non-judicial stamp paper to the effect that the firm has never been blacklisted by any Government / Semi-Government Department and that all the offered vehicles have Fitness Certificate from Motor Vehicle Examiner.
- ix. Bid Bond for a sum of Rs. 2,000,000/- shall be required with **Technical Bid**.
- x. OGDCL reserves the right to reject any/all bids without assigning reason.
- xi. The firm must be registered with their current Provincial Sales tax deptt.

Documents to be attached with Financial Bid

- i. Duly filled and signed Form B with rates
6. The bidder/contractor should provide rates for the various routes as per follows: -
- i. The bidders are requested to provide rates for the routes from **A-1 to A-25 of Appendix- A**, for all the vehicles **based on fuel cost** as per liter rates of HSD/Petrol prevailing as notified by OGRA on the date of bid submission. The difference cost (+- Rs.10/- per liter) of Fuel shall be adjustable proportionate to the variation in fuel price during the period of contract.
(The difference cost (+- Rs.10/- per liter) of Fuel shall be adjustable proportionate to the variation in fuel price during the period of contract" means that either any increase of fuel prices by Rs.10 or decrease by Rs.10 from the base price of fuel mentioned in TOR, neither OGDCL will pay any nor any deduction from the monthly bill of the contractor will be made. However, if the fuel prices increase or decrease beyond these levels, the difference of cost will be paid as per the daily consumption of each vehicle.)
 - ii. **Vehicle at Sr#25 is required for 24 Hrs. Bidder should quote rates for 22 days/month as per 125 Kms daily running.**
 - iii. All the vehicles are required for 05 working days/week (22 working days/month). However the working days may vary and the actual payment shall be made as per actual working days.
 - iv. Average fuel consumption of each vehicle type will be considered as: Toyota Coaster AC: 06 KM/litre, Toyota Hiace AC: 07 Km/litre, Suzuki Bolan: 15 Km per litre,
 - v. CNG fitted vehicles are not allowed.
 - vi. The quoted rates must be inclusive of all kind of taxes except Provincial sales tax.
 - vii. Payment will be made to the contractor, on monthly basis, against verified invoices.
7. The contractor must ensure to reach the shift within office timings. However, ± 10 minutes' delay due to traffic problem or any reason shall be exempted. If the shift reaches late more than 10 minutes, Rs.500/- per day/ per vehicle will be charged by the Company.
8. Contractor will ensure to complete its routes, in case of failure Rs. 5000/- per day per vehicle will be deducted from invoice.


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9. The successful bidder shall also furnish 10% PGB of the contract value within 15 days of issuance of LOI.
10. The successful bidder will be given at least 1 month time after execution of agreement to provide registration books of all the vehicles to be deputed on each route as per Annexure –A. In case the vehicles provided by the bidder being purchased through Bank lease, the bank agreement with the bidder and other related documents for the vehicles must be provided.
11. In case of problem in the hired vehicle, Contractor will ensure to provide alternate vehicle for uninterrupted pick & drop to the employees of the company otherwise a sum equal to per day rental will be deducted till such time the alternate / proper arrangement is made by the contractor.
12. Any route can be altered to the extent up to 03 KM's as and when required due to transfer/posting/shifting of any employee without any increase in the hiring charges. Above 3 KM OGDCL will pay as per governing rules of the contract.
13. In case any toll tax involves on any route, the same will be paid by the contractor, however it can be reimbursed from OGDCL at the end of month.
14. All the vehicles should be equipped with fire extinguishers and first aid kits.
15. **The quoted rates shall be evaluated on package basis (Full Consignment wise).**


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SCHEDULE OF REQUIREMENT

Transport Contractors, are required to submit their Financial Bids for provision of vehicles on working days basis for pick & drop of OGDCL employees of Rawalpindi/Islamabad, to its offices located Blue Area Islamabad, on the following routes:

Sr. No	Requirement	Route	KMs/day	Remarks
1	Toyota Coaster AC (05 working days/week)	Humak model town-Gate No 1 DHA-II-gate No-7 DHA -II to Head Office & back	80	Model 2013 or up (Reconditioned also 2013 or up Model)
2	Toyota Coaster AC (05 working days/week)	Wah Cantt to Head Office & back	110	-do-
3	Toyota Coaster A/C (05 working days/week)	Ghori phase 7 chowk-Kalama chowk-Ziarat chowk Ghori town- Gangal-to Head office & back	50	-do-
4	Toyota Coaster AC (05 working days/week)	Awan Market chowk Khayaban Sir Syed, I/10, I/9, I/8,Zero Point, G-7, G-6 to Head Office & back	35	-do-
5	Toyota Coaster A/C (05 working days/week)	Bahria Town ph-4-Crown complex--PWD-Police foundation Korang Town-Airport/Airport signal-Karal Chowk-Khanna Pul - Iqbal Town to Head Office & back	80	-do-
6	Toyota Coaster AC (05 working days/week)	Soan Garden - to Head Office & back	50	-do-
7	Toyota Coaster A/C (05 working days/week)	E-11-F-11-G/11 - G/10 to Head Office & back	40	-do-
8	Toyota Coaster A/C (05 working days/week)	Bahria Town Ph 8 Near Umar Block Main Masjid-,Ph- 7, High court chowk, Car Chowk, Chkalala Scheme 3, Ammar Chowk, Old airport, Expressway -Head office & back	90	-do-
9	Toyota Coaster A/C (05 working days/week)	Fateh jhang , F-17, Tarnol,- Chungii No.26 -to Head office	120	-do-
10	Toyota Coaster AC (05 working days/week)	Banni stop- Motorway CNG station- Dhamyal camp Biscuit factory chowk -Bakra mandi-Dheri Hassan Abad-Saddar-Murree Road to Head Office & back	75	-do-
11	Toyota Coaster AC (05 working days/week)	Humak-Scheme No.3-Airport-Khanna Pul-Faizabad-I-9 & back	70	-do-
12	Toyota Coaster AC (05 working days/week)	Charah - Trambri Chowk-Tarlai-Khanna Pul to Head Office & back	100	-do-
13	Toyota Coaster AC (05 working days/week)	Katarian-Pull Pindora to Head Office & back	35	-do-


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14	Toyota Coaster AC (05 working days/week)	Tench Bhatta-Murree road-OGTI (I-9) & back	80	-do-
15	Toyota Coaster AC (05 working days/week)	Hasanabdal- Bahatar More – Nawababad - Taxila-Tarnol-Chungi No. 26 to Head Office & back	130	-do-
16	Toyota Hiace A/C (05 working days/week)	F-15, G-15 to Head Office	50	-do-
17	Toyota Hiace A/C (05 working days/week)	G-14, G-13 to Head office	45	-do-
18	Toyota Hiace A/C (05 working days/week)	B-17(Mian Akhtar Avenue),D17(Block A, B,C) to Head Office & back	90	-do-
19	Toyota Hiace A/C (05 working days/week)	Ghori VIP-Zia Masjid- Chathri chowk - Qadeer khan road-sadiqabad-chandni chowk-kali tanki-6 th road-9 th avenue to head office & back	60	-do-
20	Toyota Hiace A/C (05 working days/week)	Chak Shehzad to Head Office via Margalla Town, Shehzad Town, Chatha Bakhtawar and back	55	-do-
21	Toyota Hiace A/C (05 working days/week)	Airport society-Civic center(sector 4-sector 3)-Judicial colony to Head Office & back	60	-do-
22	Toyota Hiace A/C (05 working days/week)	CBR Town-Head Office	55	-do-
23	Toyota Hiace A/C (05 working days/week)	Rawat - Sawan Adda – Kachari –Marrir - Murree road – I/9 and back	80	-do-
24	Toyota Hiace A/C (05 working days/week)	Shamsabad- Rawalpindi grammer school-kiyani bazar-Jamia school- Farooq e Azam road-ghosia chowk-DPS school-	50	-do-
25	Suzuki Van (24 hours)	Rawalpindi / Islamabad area (SDP Deptt shift)	125	Model 2020/ Zero Meter
Total Kilometers :			1815	


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QUOTATION OF RATES FOR HIRING OF VEHICLES FOR OGDCL EMPLOYEES; ON EACH ROUTE AS PER APPENDIX – 'A' OF TENDER DOUCMENTS

ROUTES as per OGDCL Annex- 'A'	Make/ Model/ Date of manufacturing	Seating capacity (Persons)	Total KMs (A)	Per Km Charges (B) HSD/Petrol as notified by OGRA	Per Month Charges (Rs.)= <u>(A x B x 22</u> <u>No of days/</u> <u>month)</u>
A-1					
A-2					
A-3					
A-4					
A-5					
A-6					
A-7					
A-8					
A-9					
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A-22					
A-23					
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A-25					

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Sign & Stamp of Contractor / Bidder

A. EVALUATION CRITERIA FOR THE BIDDERS

Sr. No.	DESCRIPTION OF MERIT	Total Marks	Scored Marks
01.	Available vehicles registered in the name of the Bidder i.e only Coaster, Hiace and Bolan or equivalent (Copy of valid Registration books of all the offered vehicles must be provided with the bid) In case of vehicles purchased through leasing, the bank agreement with the bidder and other related documents must be provided. (Detail of any vehicle other than coaster and hiace will not be considered in the total count of technical evaluation process) (01 number for each vehicle will be given maximum 25 Marks will be allocated)	25	
02.	Total Experience (02 marks per year up to max of 10 year)	20	
03.	Similar Job /Contracts (Completed to date in which firm has provided pick and drop facility to organizations with minimum of 10 vehicles i.e Coaster and Hiace engaged in a contract.) Each Contract will be awarded 03 marks maximum 15 marks.	15	
04.	Similar Job /Contracts (In hand in which firm is currently providing pick and drop facility to organizations with minimum of 10 vehicles i.e Coaster and Hiace engaged in a contract.) Each Contract will be awarded 03 marks maximum 15 marks.	15	
05.	Financial Soundness (Annual Turnover) The Firm shall provide audited Accounts for past 3 years	20	
	Annual Turnover \geq Rs.50 million	20	
	Annual Turnover \geq Rs.40 million & $<$ 50	15	
	Annual Turnover \geq Rs.30 million & $<$ 40	10	
	Annual Turnover \geq Rs.25 million & $<$ 30	05	
06.	Undertaking for vehicle fitness duly stamped by concerned motor vehicle authorities.	05	
TOTAL / QUALIFYING MARKS :		100	70

Note: Bidder must obtain / achieve overall 70% of total marks in technical qualification to become eligible for consideration in financial bid. Technically qualified bidders may participate in the financial bid opening process by issuing an invitation letter. The financial bids of technically disqualified bidders shall be returned un-opened as per PPRA Rules and Procurement Procedures of the Company in vogue.


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B- COMMERCIAL EVALUATION: -

The commercial bids of only technically qualified bidders who secured 70 % marks in technical evaluation will be opened and evaluated. Contract will be awarded to the quoted lowest rates by a bidder.


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Details of Contracts of Similar Nature (Completed)

Use a separate sheet for each Client /Contract/Work Order-

1	Name of the Project/Client/Contract /Work Order
2	Name of Employer
3	Employer Address
4	Value of the Contract on Annual Basis
5	Date of Award
6	Date of completion
7	Any other detail

Note: Copies of Satisfactory Completion Certificate(s) must be attached.

(Signatures, Name & Official Seal)


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Details of Contracts of Similar Nature (In Hand)

Use a separate sheet for each Client /Contract/Work Order-

1	Name of the Contract
4	Value of the Contract on Monthly Basis. (Calculated per annum)
5	Date of Award
6	Any other detail

Note: Copies of contract awards must be attached.

(Signatures, Name & Official Seal)


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OTHER IMPORTANT INFORMATION

BIDDING METHOD:

Bids against this tender are invited on 'Single Stage Two envelop'

AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to PKR: 2,000,000/- is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

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.

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%202011-08-2020.pdf