



# **WEB TENDER DOCUMENTS**

**TENDER ENQUIRY NO: 10032751**

**WEB TENDER FOR HIRING OF BULLET PROOF VEHICLE ALONG  
WITH DRIVER FOR 15 DAYS DURING CORE EXCHANGE OF SGT-100  
AT DAKHNI PLANT**

**INCHARGE MECHANICAL  
DAKHNI GAS PROCESSING PLANT  
(LOCAL PROCUREMENT)**

**OIL & GAS DEVELOPMENT COMPANY LIMITED**

**OGDCL SALES TAX REGISTRATION**

**NO. 07-02-2802-001-55**

**INVITATION FOR BIDS**

**BIDDING DOCUMENT**

**TENDER ENQUIRY NO: 10032751**



## Dakhni Gas Processing Plant,

OIL & GAS DEVELOPMENT COMPANY LIMITED

TEHSIL JAND DISTRICT ATTOCK.

Tel. Phone # 057-2621304(I/C Mechanical), 057-2621520ext 212

Fax: 057-2621320

Email: [mechanical\\_dakhni@ogdcl.com](mailto:mechanical_dakhni@ogdcl.com)

### TENDER NOTICE

- 1- Oil & Gas Development Company Limited (OGDCL) is the largest Exploration and Production listed Company of Pakistan having operations at 48 locations and fields in all the four provinces, intends to hire services for its operations. The details about the company can be obtained from website <http://www.ogdcl.com>
- 2- Sealed bids in duplicate are invited for the services given below under Competitive Bidding Procedure on **Single Stage Single Envelope Bidding System**. Terms and conditions are mentioned in the OGDCL master tender documents. Bid Bond value is PKR 80,000/-

Sr.#	Tender Enquiry No.	Description	Bids Submission Date & Time	Bids Opening Date & Time
1	10032751	<b><u>HIRING OF BULLET PROOF VEHICLE ALONG WITH DRIVER FOR 15 DAYS DURING CORE EXCHANGE OF SGT-100 AT DAKHNI PLANT</u></b>	10-05-2025	10-05-2025
			1100 HRS	1130 HRS

- 3- Tender Documents / Tender Enquiry can be obtained/downloaded from **OGDCL WEBSITE**, [www.ogdcl.com](http://www.ogdcl.com) or on written request from the Office of the INCHARGE MECHANICAL DAKHNI GAS PROCESSING PLANT TEHSIL JAND DISTRICT ATTOCK, Pakistan on any day from 0900 Hours (PST) to 1300 Hours (PST).
- 4- The bids will be received at the Office of INCHARGE MECHANICAL DAKHNI GAS PROCESSING PLANT TEHSIL JAND, DISTRICT ATTOCK, on time and date mentioned against each Tender Enquiry. Bidder(s) or their Authorized Representative(s) are encouraged to attend the Tender

Opening meetings. The dates for opening of the financial bids against Tender Enquiries under Single Envelope Bidding Procedures will be communicated to the technically qualified bidders upon the completion of Technical Evaluation.

- 5- Bidders must provide their own business details at the time of tender bid submission including Address, Phone & Fax Numbers and email (if any) for effective communication. If further details/clarifications are required, it may be obtained from INCHARGE MECHANICAL DAKHNI GAS PROCESSING PLANT TEHSIL JAND DISTRICT ATTOCK, via e-mail, phone and personally.
- 6- The OGDCL reserves the right to accept or reject any bid and to annul the bidding process and reject all the bids at any time prior to award of Purchase Order.

**Mailing Address:**

**I/C MECHANICAL**

**Dakhni Gas Processing Plant.**

OIL & GAS DEVELOPMENT COMPANY LIMITED  
TEHSIL JAND DISTRICT ATTOCK

**Tel. Phone # 057-2621304,057-2621520Ext 203(I/C Mechanical)**

**Fax: 057-2621320**

**Email: [mechanical\\_dakhni@ogdcl.com](mailto:mechanical_dakhni@ogdcl.com)**

# **OIL & GAS DEVELOPMENT COMPANY LIMITED**



**TENDER ENQUIRY NO. 10032751**

**HIRING OF BULLET PROOF VEHICLE ALONG WITH DRIVER FOR 15 DAYS DURING  
CORE EXCHANGE OF SGT-100 AT DAKHNI PLANT**

**SCOPE OF WORK AND TERM OF REFERENCE FOR HIRING OF BULLET PROOF VEHICLE ALONG WITH DRIVER FOR 15 DAYS FOR CORE EXCHANGE OF SGT-100 AT DAKHNI PLANT**

OGDCL is operating for exploration and production of Oil and Gas in different districts of all provinces of Pakistan. The company is hiring of **Bullet Proof 4 x 4 vehicle** on rental basis to meet its logistics requirements at **DAKHNI GAS PROCESSING PLANT** located in District ATTOCK of PUNJAB Province. In this regard tender is to be floated for "hiring of good condition bullet proof vehicle along with driver (valid license holder) on for 15 days (02 days of travelling and 15 days of commutation) on per day rate basis". Contractor have to provide required vehicle, which will be deployed as per requirement of Dakhni Plant.

The company/contractor should never be a defaulter or black listed from any Government or public sector organization. Contractor must have at least 03 year experience of providing rental vehicles of all categories to Government or Public Sector or private organizations.

Types and estimated vehicle required are as under:

<b>Sr. #</b>	<b>Vehicles Type</b>	<b>No of visits/days</b>
1	Bullet Proof 4 x4 Vehicle along with driver Pick from Islamabad (Pre-Decided Location) to Dakhni Plant and drop from Dakhni plant to Islamabad (Pre-Decided Location) Approx. IBA to DKN is 200~225 Km	01 visits
2	Bullet Proof 4 x4 Vehicle along with driver Pick and drop from Dakhni camp to Dakhni plant and back Daily round trip of bullet proof vehicle is 20-25 km (15 days approximately).	15 days

**TERMS OF REFERENCE FOR HIRING OF VEHICLE FOR DAKHNI PLANT**

1. The contract period for hiring of vehicle and driver shall be only for 20 days from the date communicated by Site Team after issuance of LPO. Further extension in the contract will be made with mutual consent on same rate and terms & conditions subject to management's approval.
2. Islamabad to Dakhni Fuel will be arranged by the bidder/contractor. Remaining Fuel (Diesel) will be provided by OGDCL and Engine Oil/ any type of maintenance will be in Contractor's scope (Daily round trip of bullet proof vehicle is 20-25 km (15 days approximately), while travelling for 02 days; i.e., from Islamabad to Dakhni Plant (day of arrival at site) and back to Islamabad (departure from site to Islamabad) after completion of the core exchange will be approximately 375-450 km combined.
3. Payment will be made as per actual number of visits and number of days
4. The Contract may be terminated by OGDCL on 03 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 cannot withdraw vehicle during this contract.

5. The Bidder shall be active Tax payer having valid identity/CNIC with sound financial profile capable to provide rental vehicle as per requirement of OGDCL.
6. **Technical evaluation will be done on the physical inspection of the bullet proof vehicle at bidder/contractor location.**
7. The contractor/company shall confirm that the vehicle is well maintained and are in excellent condition in all respects. Moreover, company will provide Vehicle Fitness certificate issued by 3<sup>rd</sup> party.
8. All type of repair, maintenance and replacement of filters, engine oil and others lubricants shall be responsibility of the contractor.
9. Vehicles should be in compliance with HSEQ standards and be equipped with the following essentials:
  - a. First aid kit.
  - b. Serviceable spare wheel.
  - c. Seat belt on all seats for all occupants in front & back.
  - d. Tool kit including jack and wheel nut spanner (Lug wrench).
10. The contractor to provide vehicle's model not older than 07 Years.
11. All vehicles will be provided with drivers 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.
12. The vehicle with driver will have to perform duty round the clock including holidays/gazette holidays.
13. OGDCL will provide free boarding lodging facility to driver. Messing facility will be provided to the driver.
14. 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.
15. The contractor/company shall ensure that the documents of vehicles (registration, road permit, tax and insurance documents / fitness certificate etc.) are complete in accordance with applicable Government Laws.

16. 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 vehicles or driver. The contractor shall also be responsible/pay in case of traffic challan and in any case payment of fine etc.
17. Bidder must quote fixed/firm cost of every item of financial bid format otherwise incomplete bid shall not be entertained. Bid should be valid for 120 Days from the bid opening date.
18. The rates quoted by the bidder will remain the same throughout the period of contract.
19. Payment to the contractor shall be made on to tax deduction as per Government rules, based on actual availability of vehicle during the contract period. No advance payment will be admissible.
20. Payment shall be made in the name of the contractor/ company through cross cheque only upon submission of relevant documents i.e. invoice/sales tax invoice and annex C. etc. No cash payment is allowed.
21. While submitting invoice(s) for payment, contractor shall submit a certificate from FBR to the effect that contractor has cleared its provincial tax liability
22. All bidders must give "Clean acceptance" of OGDCL terms and conditions and withdraw all exceptions if any to become eligible for technical evaluation.

### **FINANCIAL BID FORMAT**

SR.#	VEHICLE DETAIL	NO OF VISITS/DAYS (A)	RENT PER (PKR.) (B)	TOTAL RENT (C=AxB)	APPLICABLE TAXES (RS.) (D)	TOTAL CHARGES (RS.) E = C+D
1	<b>BULLET PROOF 4 X4 VEHICLE ALONG WITH DRIVER</b> Pick from Islamabad (Pre-Decided Location) to Dakhni Plant and drop from Dakhni plant to Islamabad (Pre-Decided Location) Approx. IBA to DKN is 200~225 Km	01 visits				
2	<b>BULLET PROOF 4 X4 VEHICLE ALONG WITH DRIVER</b> Pick and drop from Dakhni camp to Dakhni plant and back Daily round trip of bullet proof vehicle is 20-25 km (15 days approximately).	15 days				
<b>Grand Total:</b>						