

TENDER DOCUMENTS

FOTCO & FTTL SECURITY SERVICES FOR FY 2025-26

1. Fauji Oil Terminal and Distribution Company Ltd (FOTCO) desires to outsource its Security Services requirements through renowned and reputable Security Companies. It is planned that competitors would be initially pre-qualified and short listed as per their merit. Subsequently the Financial proposals of the shortlisted companies would be compared for a final selection. The Terms and Conditions for the subject tender shall be as follows:

- a. The successful contender, shall have to submit a Performance Bond worth One-month rate for security services prior award of contract.
- b. The subject “Tender Documents” are to be treated as “Confidential” documents and they are not to be made public, copied or shared with anybody due to security reasons.
- c. Quotations must be sent /deposited at FOTCO Office in Port Bin Qasim in one large sealed envelope with “Tender for FOTCO Security Services for FY 2025-26” clearly printed on it. Each such envelope must further contain two separate envelopes. One containing General / Technical Details and the other containing Financial Proposal. These envelopes must also be sealed, with “General / Technical Detail” and “Financial Proposal” clearly marked on each envelope, along with the Security Company name/Logo. Tenders are liable to be rejected if correct procedure is not followed.
- d. Tenders must be submitted within the prescribed date with the Procurement Department FOTCO. Last date of submission of quotations is **26th May, 2025** at 1400 hours.
- e. The tenders will be opened and processed by the company in due course of time. Successful contender would be intimated accordingly.
- f. FOTCO shall reserve the right to cancel or reject any bid/quotation or cancel the entire tendering procedure without assigning any reason.

DEPLOYMENT PLAN & EQUIPMENT REQUIREMENT

2. The basic requirement is to ensure security of FOTCO & FTTL Offices/Terminals/Compound and its Guest House in the city, remaining within the designed security plan of the Company. The plan envisages entrance gate monitoring/manning, patrolling of long passage/trestle, patrolling of FOTCO Jetty, LNG Jetty, Tie-In Point manning of sentry posts, LNG Line Patrolling, Patrolling in company boats, Security of one Guest house in Karachi city in DHA area and providing security guards in vehicles as and when required.

3. Precise details cannot be furnished at this stage due to security reasons. However, FOTCO & FTTL shall require rates for the following:

- a. Rates for deployment of security personnel in two shifts of 12 hours each. Shall include 8 x Supervisors + 51 x Guards. The subject numbers may change with the security environment in the city. Presently the minimum Wages are Rs:37,000/-.
 - i. Security Supervisor (Ex-Service)
 - ii. Security Guard (Ex-Service)
 - iii. Security Guard (Trained)
 - iv. Patrolling Guard For LNG Pipeline (Trained).

Armament Requirement.

- b. Following armament/weapons are required by FOTCO & FTTL.
 - (1) All Supervisors are to be armed Revolver/Pistol of NPB with at least 25-30 spare rounds.
 - (2) All Guards are to be armed with pump action 12 bore shot guns with at least 5 shot magazine capacity. These weapons must be with complete butt assembly instead of pistol grips and each guard must carry at least 10 rounds.

SPECIAL REQUIREMENTS

- 4. Following are the special requirements. Contenders are requested to read them carefully and must include them in their proposal. Not meeting any of the following requirements would automatically reject the tender. Details of the requirement are as follows:
 - a. All weapons provided must be of foreign make or local brand new. Supply of fakes/copies/replicas of foreign make weapons would entail cancellation of Contract without notice and forfeiture of all pending dues and securities whatsoever. The company preference is that **50%** guards must be Ex-Service personnel, which may include Para Military Forces, but excluding personnel dismissed from service. However, contenders are to provide quotations for two options separately:
 - (1) **Option – 1.** All Supervisors Ex-servicemen and Guards 50% Ex-servicemen 50% trained civilian.
 - (2) **Option – 2.** All Supervisors and Guards 40% Ex-servicemen and 60% trained civilians.
 - b. The Security Company will be responsible for provision of trained staff.
 - c. The Security Company will provide Third Party Inspection of all weapons.

- d. Certificate will be provided by the security company on following accounts:
- (1) Training & firing record of employed men.
 - (2) Fitness & third party inspection certificate for all weapons.
- e. FOTCO cannot afford any absentees in the above mentioned deployment plan. Hence the contenders are required to offer measures to ensure 100% strength every day and in every shift. For this reason, quotations may be made in lumpsum rates keeping additional staff for absentees etc.
- f. Absence from duty by a single sentry shall be considered a breach of security and thus a breach of contract. Therefore FOTCO intends to keep a high penalty in the contract clauses for each absence.
- g. All security personnel must always be in neat and tidy uniforms when on duty.
- h. Ammunition pouches and webbing must always be in perfect condition. Worn out and damaged items are to be replaced immediately. Hence ample spare sets are to be made available and placed at site.
- i. Ammunition must be changed every year with new and fresh rounds. Whereas due to close vicinity of sea and high corrosion environment, corroded rounds must be changed/replaced as and when observed.
- j. Ample quantity of spare rounds of Revolver/Pistols and Shot gun are to be provided and kept on site for emergency use / replacements etc.
- k. Radio sets would be provided by FOTCO, so costs for Radio facilities are not to be included in the quoted rates.
- l. The Security Company shall have to abide by the HSE doctrine of FOTCO.
- m. Food Facility (Break Fast, Lunch, Dinner & Two time Tea) will be provided by the contractor.
- n. The Security Company shall provide FOTCO with the salary rate they will provide to their staff members so that the company can ensure that statutory conditions are being fulfilled by its contractors.

- o. The Security Company shall abide by all the Statutory Laws and Regulations in vogue and provide documentary evidence to FOTCO.
- p. FOTCO may provide accommodation space for 100 % strength, subject to conditions.

Procurement Department
Fauji Oil Terminal and Distribution Company Ltd.
Port Bin Qasim
09th April, 2025

TENDER DOCUMENTS

FOTCO & FTTL JANITORIAL, GARDENING, PAINTING, SAND BLASTING & GENERAL LABOUR SERVICES FOR FY 2025-26

1. Fauji Oil Terminal and Distribution Company Ltd (FOTCO) desires to outsource its Janitorial & Sand Blasting Services requirements through renowned and reputable Janitorial & Sand Blasting Companies. It is planned that competitors would be initially pre-qualified and short listed as per their merit. Subsequently the Financial proposals of the shortlisted companies would be compared for a final selection. The Terms and Conditions for the subject tender shall be as follows:

- a. The successful contender, shall have to submit a Performance Bond worth One month rate for subject services prior award of contract.
- b. The subject “Tender Documents” are to be treated as “Confidential” documents and they are not to be made public, copied or shared with anybody due to security reasons.
- c. Quotations must be sent /deposited at FOTCO Office in Port Bin Qasim in one large sealed envelope with “Tender for FOTCO Subject Services for FY 2025-2026” clearly printed on it. Each such envelope must further contain two separate envelopes. One containing General / Technical Details and the other containing Financial Proposal. These envelopes must also be sealed, with “General / Technical Detail” and “Financial Proposal” clearly marked on each envelope, along with the Company name/Logo. Tenders are liable to be rejected if correct procedure is not followed.
- d. Tenders must be submitted within the prescribed date with the Procurement Department FOTCO. Last date of submission of quotations is **26th May, 2025** at 1400 hours.
- e. The tenders will be opened and processed by the company in due course of time. Successful contender would be intimated accordingly.
- f. FOTCO shall reserve the right to cancel or reject any bid/quotation or cancel the entire tendering procedure without assigning any reason.
- g. Precise details cannot be furnished at this stage due to security reasons. However, FOTCO & FTTL shall require rates for 70 Staff with minimum wage rate Rs.37,000/-

SCHEDULE – OUT SOURCING CONTRACT SERVICES FOR JANITORIAL, GARDENING, PAINTING, SAND BLASTING & GENERAL LABOUR SERVICES FOR FOTCO, CTS, PGPCL & FTTL

SCHEDULE – PLANTATION SERVICES

2. The Contractor will provide the job contract for Horticultural and Plantation for FOTCO covering the following jobs.
 - a. Complete maintenance of the existing horticulture and plantation consisting of 2600 Plants / Trees or more.
 - b. Watering of all the plants / trees and grass lawns twice a week in winter and daily in summer season.
 - c. Trimming, of hedges and trees and cutting of grass etc fortnightly.
 - d. Maintenance of FOTCO Nursery.
 - e. Plantation of seasonal flowers and ornamental plants as advised by the Company representative.
 - f. Digging of new pits etc for plantation of fresh saplings on required basis / on the occasion of plantation seasons.
 - g. Maintenance of indoor plants and flower pots.
 - j. General cleanliness of plantation / garden areas.
 - k. Complete security of fruit orchard / plantation area against stray animals, theft etc.
 - l. Arrange minimum one visit of Horticultural expert per week to render technical advice on the gardening, plantation etc.
 - m. Spraying of insecticide on plants.
 - n. Any other allied job not mentioned in this agreement.

SCHEDULE – JANITORIAL SERVICES AND GENERAL LABOUR SERVICES

3. The contractor also provides the janitorial services / work required shall be as under: -
 - a. Daily janitorial cleaning of offices, staff mess, jetty and Security guard barracks with wiping of phenyl of covered area before office timing.
 - b. Janitorial cleaning of bath rooms at site office buildings with wiping of phenyl twice a day at 0800 hours and 1400 hours.
 - c. Cleaning of 11600 square meters area (Ex CHEC).
 - d. Janitorial cleaning of Jetty and Security guard residential area bath rooms with wiping of phenyl thrice a day at 0800 hours, 1400 hours and 2200 hours.

- e. Janitorial cleaning of FOTCO House all rooms and bathrooms, with wiping of phenyl on daily basis and availability of sanitary staff on required basis of during visitor / staying staff.
- f. Clearance of chocked sewerage lines and sewerage systems on a periodic basis as and when required.
- g. Hygienic disposals of the garbage and wastage of staff mess on daily basis at 1400 hours.
- h. Cleaning of Mess kitchen, dining hall by contract staff other than janitorial staff daily including all weekly and public/gazetted holidays
- i. Serving of lunch/diner to the Officers, staff and guests / visitors in the mess and in FOTCO House as and when required.
- j. To assist in the cooking of food and making of Nan/Roti for the entire company staff daily including all weekly and public/gazetted holidays.
- k. Washing and cleaning of mess utensils on daily basis including all weekly and public/gazetted holidays.
- l. Provide assistance to the company administrative staff in any laborious work as and when required.
- m. Beyond the prescribed duty time the company will pay additional cost Rs. 150/-per hour whose are drawing pay above than Rs. 40,000/- per month and Rs. 115/- per hour those drawing pay upto Rs. 40,000/- per month.

SCHEDULE – DRIVING SERVICES

4. The contractor also provides the services of the drivers on monthly basis. The duties of drivers under completed within the normal duty and specified timings. However, for any additional duty other than the once listed or any duty beyond the prescribed duty time the company will pay additional cost as mentioned in para 2(m).

- a. 24 hours duty at Jetty Head.
- b. Pick & Drop, Day and Night shift.
- c. Pick & Drop shift in Holidays.
- d. Duty with company management.

SCHEDULE – PAINTING WORKS AND SAND BLASTING WORKS

5. For the purpose of this job Contract, the OMC Area, P-1 to onward trestle and Jetty means the following infra structure:-

- a. Complete trestle i.e. top, ceiling, pillars, beams etc.
- b. Pipe lines all types running along and on the trestle.
- c. Vertical protection grating running along the trestle.
- d. Electric poles.

- e. Check posts installed on the jetty and trestle.
- f. Complete jetty head, gangway, loading arms etc.
- g. Permanently installed equipment i.e. generator, porta cabins, control room electric panels, fire fighting equipment etc.
- h. All installations located at P-1.
- k. Mangroves plantations including under trestle / pipes.
- l. Approximately trestle has a length of 4.147 KM and width 5.5 M. Complete Jetty head consisting of loading arms, control room, mooring breasting dolphins, and cat walk etc.
- m. A total area measuring 22800 sq. M shall be taken into consideration for the subject contract for painting. Following is the breakdown:-

| | | <u>Actual</u> |
|--------------|------------------------|---|
| (1) | Trestle and Jetty Head | = 30839 sq. M |
| (2) | Cross Beam | = 9569 sq. M |
| (3) | Piles | = <u>1596 sq. M</u> |
| Total | | <u>42004 sq. M Say 42000 sq. M</u> |

- n. Any other part or portion of trestle and jetty not specified in this agreement.

6. This includes the following jobs: -

- a. Painting / cleaning, sand blasting and maintenance of complete trestle and jetty head at the following rates / frequency: -
 - (1) 3510 square meter per month or 135 sq. M per day.
 - (2) Cleanliness of all pipes lines, grating, poles etc twice a month.
 - (3) Cleanliness of jetty head, mooring breasting dolphins, cat walk etc once a week.
 - (4) Maintenance and cleanliness of equipment installed at P-1 on daily basis.
 - (5) Cutting of unwanted mangroves under HFO, HSD etc pipe lines all along trestle twice a year.
 - (6) Watering and maintenance of mangroves plantation on daily basis.
 - (7) Removal and burial of anodes on seabed four time a year.

7. **CONTRACTOR'S STATUTORY RESPONSIBILITIES**

- (a)The CONTRACTOR shall personally be liable for obtaining all Government permits, certificates and licenses that may be needed for carrying out the contract in accordance with the provisions of all relevant Laws/Rules and Regulations in force from time to time during the continuance of this Agreement.
- (b)The CONTRACTOR shall be responsible to provide all facilities and benefits both in case and kind to the persons employed by him to which they are/or may be entitled under the terms of employment, contract or any statutory obligations whatsoever the case may be.
- (c)The CONTRACTOR shall pay concerning its employees all pay-roll taxes inclusive of Income Tax and other Government levies on account of contribution against Social Security, Old Age Benefits, Education Cess etc. (whichever is applicable under Labour Laws) directly and the COMPANY shall not be responsible for the same in any manner whatsoever the case may be. However, if the CONTRACTOR fails to pay any such contribution under the obligatory/constitutional schemes or any other law for the time being in force, the COMPANY have reserve the right to deduct the equivalent amount from the payment being made to the CONTRACTOR in order to make payment of the same to the concerned Institutions in accordance with law.
- (d)The CONTRACTOR shall exclusively be responsible for the safety and well being of its employees and will get them adequately insured against group life insurance, accidental death, all risks, dangers and injuries at the premises of the COMPANY, as per law if applicable, and also for the payment of premium in respect thereof.
- (e)The CONTRACTOR shall be responsible for the payment of any compensation that may be payable to any person employed by him in connection with the execution of this contract or his legal heirs in the event of his death or any injury or disability caused by accident arising out of and in the course of employment.

8. UNIFORMS, SHOES AND PPES’.

For the purpose of a separate identification, the CONTRACTOR shall provide uniforms, Shoes and personal protective equipment of a specific design / color (other than COMPANY employee’s uniforms, Shoes and Personal protective equipment where applicable) to his employees at his own cost and ensure that these uniforms are regularly washed and cleaned at his own expenses. Washing of clothes/uniforms is not allowed within the company premises.