



Pakistan State Oil Company Limited

PSO House, Khayaban-e-Iqbal, Clifton, Karachi-75600, Pakistan
Telephone (021) 9203866-85 Fax (021) 9203796

PAGE

1	OF	*
RFQ No	LM-A4930NZ	
DATE	25.08.2026	

REQUEST FOR QUOTATION

(THIS IS PRICE ENQUIRY-NOT AN ORDER)

SAP No.6100017984

Company PSO Dummy Vendor
PAKISTAN

QUOTATION REQUIRED

ON
(Date)

11.09.2026

BY
(Time)

Please quote your best price for all items of following specifications. Please read the instructions attached herewith Rs. _____ EARNEST MONEY %
PO/DD NO. _____

Title: Annual Handling and House-Keeping Services Contract at New Hyderabad Depot w.e.f 01-11-2026 to 31-10-2027

S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
1	<u>Lubricant Pkgs Handling at New Hyd Depot</u>	<u>NEW Hyderabad Depot</u>				
1.01	<u>Loading / unloading cartons, drums, pail</u> Services are required for the handling (loading, unloading and other works as explained in detail underneath) of lubricant packages including cartons, pails, buckets and drums at New Hyderabad Depot. Broad Scope includes: 1. Unloading of cartons, pails and drums off from Transport vehicles (40 feet and 20 feet containers, Mazda) and<(>,<)> 2. Loading of cartons, pails and drums onto Dispatch vehicles from New Hyderabad Depot - Loading and Unloading of Filled cartons, drums and pails / buckets onto and off from containers / loading trucks will be carried out with the help of forklifter (provided by PSO). Loading operation: . - Forklifter operator will lift and shift pallet stacked with filled cartons, drums and pails onto container. - Contractor's workers will be responsible of off-loading the cartons <(>,<)> drums and pails off the pallet and onto the container. - Service includes shifting of filled cartons, drums and pails from pallet to pallet to be carried out as part of any warehousing management measure as well. . Unloading operation: . - Forklifter operator will lift and shift empty pallet near the container. - Contractor's workers will be responsible of off-loading the cartons <(>,<)>		D	1,460		



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	drums and pails off the container and onto the pallet. - Forklifter shall carry the stacked pallet to respective warehousing storage area, where contractor's workers will off-load the stock on the pallet to place it at its designated area. - Service also includes any shifting of filled cartons, drums and pails from pallet to pallet to be carried out as part of warehousing operational activities as well. . - Contractor will be responsible of providing enough labor to execute all loading / unloading requirements at whatsoever time required by PSO and within deadline provided by Incharge at New Hyderabad Depot. - In case loading rate of any container falls below mentioned levels <>,<)> PSO will be liable to deduct a penalty from contractor's bill. . Minimum loading rates (cartons): . 40 ft container (For majority 3 liter, 4 liter, 10 liter cartons) : 2 hr and 45 min . 40 ft container (For majority 0.7 liter, 1 liter cartons) : 3 hr 15 min . 20 ft container (For majority 3 liter, 4 liter, 10 liter cartons): 1 hr and 20 min . 20 ft container (For majority 0.7 liter, 1 liter cartons): 1 hr 30 min . Mazda (for all cartons): 1 hr 30 min .					



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1.02	Minimum loading rates (drums): 40 ft container: 1 hr 30 min 20 ft container: 45 min - Mazda: 45 min Minimum loading rates (pails): 40 ft container: 2 hr 45 min 20 ft container: 1 hr 20 min - Mazda (for all cartons): 1 hr 30 min Minimum Unloading rates: 40 ft container: 2 hr 30 mins 20 ft container: 1 hr 30 mins - Mazda: 45 mins Penalty calculation: (Lost time in hours / 8.5)* Unit quoted rate for 1 day of service For the sake of billing: 1 day = 1 human activity unit 1 human activity unit = 8.5 working hours of service No. of services required per day: 4 Service Type: Semi-skilled worker. <u>Services for forklifter operation/drivin</u> Driving/operational services for forklifter. - Fork Lifter/Driving operations should be executed by person holding a Four wheel LTV driving License, and License must be valid and up-to-date.		<u>D</u>	365		



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2	- Forklifter/driver operations are to be carried out by licensed individual with more than 3 years of forklifter driving experience and more than 5000 km of LTV driving experience. Responsibilities: 1.Shifting and stacking of Filled Carton Pallets of Lubricants at designated area. 2.Shifting and stacking of Filled pails pallets at designated area. 3.Shifting and stacking of Filled Drums pallets at designated area. 4.Shifting and stacking of empty cartons pallets at designated area. 5.Loading and Unloading of goods (Lubricant Filled cans, filled pails, filled drums, or any other goods) in Logistic Vehicles. 6.Any other forklifting service as advised by Plant incharge, New Hyderabad. No. of services required per day: 1 Service Type: Semi-skilled worker. <u>House-Keeping services at New Hyd Depot</u>	<u>NEW Hyderabad Depot</u>				
2.01	<u>CLEANING AND JANITORIAL SERVICES AT PSO</u> Sweeping/Housekeeping Services „Sweeping and housekeeping services should be carried out by a physically fit individual capable of performing routine cleaning and sanitation activities. „The sweeper should have at least#2 years of relevant housekeeping/cleaning experience#in an industrial, warehouse, or		<u>MON</u>	24		



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	manufacturing environment. 1.,The individual must be familiar with workplace hygiene standards <(>,<)> waste segregation, and safe handling of cleaning equipment and materials. Responsibilities: 1.,Sweeping and cleaning of production floors, warehouse areas<(>,<)> offices, and other designated locations. 2.,Collection, segregation, and disposal of waste in accordance with plant procedures and environmental requirements. 3.,Cleaning of walkways, staircases, entrances, and common areas to maintain a safe and hygienic working environment. 4.,Dusting and cleaning of office furniture, windows, doors, and other fixtures as assigned. 5.,Cleaning and maintenance of washrooms, pantry areas, and other welfare facilities, ensuring adequate cleanliness and hygiene. 6.,Assisting in the movement and disposal of scrap, empty cartons <(>,<)> packaging materials, and other non-hazardous waste to designated disposal areas. 7.,Immediate cleaning of spills and housekeeping support to eliminate slip, trip, and fall hazards. 8.,Any other housekeeping or cleaning service as advised by the Depot Incharge, New Hyderabad Depot. No. of services required per day:#2 Service Type:#Semi-skilled worker.					



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	Terms & Conditions: 1. PSO reserves the right to terminate this contract by giving 30 days notice without assigning any reason. 2. Transportation is to be provided by the vendor. 3. All Government Levies & Taxes are included in the above rates. 4. Tools, materials and transportation to be provided by contractor. 5. Part Payment is allowed. 6. Quality is the Prime Concern of PSO; no compromise shall be made in this regard. Only first class approved quality workmanship and supervision shall be utilized by the contractor, which shall strictly confirm to the WO/SO specification. 7. Payment shall be made as per actual work done. 8. Contractor shall ensure strict implementation of PSO - HSE standards. In this regard: (a) Contractor shall arrange the Personal Protective Equipment at workplace. Uniform (06 monthly basis), Safety Shoes, Gloves, Helmets <(>,<)> Goggles, mask etc. during execution of work.<(>,<)> (b)The contractor shall provide Identity Card to all his workers. 9. Shifting / loading and unloading of palletize filled cartons shall be carried out by company forklifts, in case of any breakdown or any other unavoidable reason, these operations shall be carried out by the contractor's workers manually. 10. The contractor shall be responsible for first hand supervision of the task being carried out at the terminal to ensure execution of work as per instruction of PSO representative. The contractor shall also be responsible for safety of his employees and implementation of PSO rules related to safety and quality control. 11. Contractor shall maintain the minimum turnover among his staff for smooth routine operation.					



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	12. The scope of services will be the sole discretion of PSO management to suit company's operational requirements. Company's liability for payment, however, shall be restricted to the actual services rendered at the accepted rate and as per terms and condition mentioned in this order. 13. If contractor fails to perform the assigned job in a befitting manner, or the company's work suffer due to the negligence of contractor, or if unsatisfactory service is observed due to non-availability of contractor's staff, PSO reserved the right to impose a penalty. In case of unsatisfactory service, the amount of penalty shall be charged in the monthly invoice and shall not exceed more than 10% of the monthly invoice. 14. In case of disruption of any service due to absence of contractor's staff, contractor shall be responsible to provide a replacement of equal caliber. 15. The contractor shall not use the equipment and material of the company for any purpose other than the performance of the company's work stated in this work order. In case of any loss by contractor's staff <(>,<)> the contractor shall be asked to pay a penalty to be described by the company's representative, which may include termination of the contract and forfeiture of security deposit. 16. In case the contractor fails to provide the required services the company shall arrange the same services from other sources. In such events the contractor shall be liable to make such payments. 17. The contractor shall be responsible to handle all related problems of his staff including illness, injuries, damages, and similar. PSO shall not involve in any activity. 18. The contractor shall employ sufficient number of his own workers / personnel to provide uninterrupted and efficient services with relevant competencies and qualification after due diligence, which may be required to perform contractor's obligations under this Contract. The contractor shall alone be responsible to authorize, allow or appoint any number of persons with relevant competencies and qualification after due diligence, which may be required to fulfill his obligations under this					



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	contract. The company shall have no connection or interference whatsoever with the persons so appointed, allowed or authorized and kept by the contractor in relation to this contract. The workers/personnel employed by the contractor shall work under the exclusive control and supervision of the contractor and shall be required to be available at given time at all days. 19. The contractor's workers / personnel employed by the contractor will be contractor's employees who shall be responsible for their number <(>,<)> terms and conditions of service and any other liability, which accrue under the law for the time being in force. Such workers / personnel shall not be in any manner considered or pose to be the employees of the company for any purpose and the company shall not be liable towards them on any account whatsoever. The contractor shall be sole authority to regulate his workers / attendants timings, work, appointment, discharge <(>,<)> terminate, layoff, retrench, take disciplinary action, dismiss etc. in relation to this contract. 20. Contractor shall provide police verification along with CNIC of all his employees and staff at the time of deputation at KLP. 21. If any contractor worker is found in stealing or other such offence <(>,<)> all responsibility of material or equivalent lies on the contractor and contractor shall either compensate PSO or equal deductions shall be made from his bills. 22. The contractor shall be responsible to maintain quality of his provided services and shall be responsible to justify in case any related complaint is received from market/customer. 23. Bidders are advised to visit site and understand job task in detail prior to the submission of the bid / quote for the required works. 24. Contractor shall maintain the record of his work on daily basis and					



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	get it signed by the person responsible of that area. 25. PSO shall conduct awareness session(s) with Contractor or his representative (s) about HSE guidelines, JHAs and work procedures. Contractor shall then be responsible for training of his staff deployed at location, including all new staff that is inducted during the course of the contract. 26. Mobile phones and hands-free devices are NOT allowed at the terminal in operational areas. Contractor staff shall ensure strict compliance in this regards. 27. The contractor undertakes the responsibility to observe the applicable labor laws and enactments that may be in force from time to time. If there be any default, contravention, difference, dispute or any matter arising or claims so arise relating to any right or benefit allowed or available to the workers / personnel of the contractor, the same shall be claimed from and paid / allowed / settled by the contractor entirely at his own cost and expense. The contractor shall maintain the requisite records, registers, etc required in this regard. The contractor shall solely be responsible for: a),,Appointments & terminations of its workers / personnel as and when required; contractor shall deploy its personnel with relevant competencies after due diligence. b),,Supervision & control of its workers/personnel; c),,Salaries, any other remunerations and benefits to his workers/personnel like Group Life Insurance, old age benefit contribution, medical assistance, workerman's compensation, social security contribution, etc.; d),,For the deductions of any taxes or levies under any laws in relation to its workers/personnel; e),,For any act or omission by its workers/personnel, which results in any loss or damage to any party including the company; f) For compliance by the contractor and its workers / personnel with any local laws / regulations, specifically all labor laws, petroleum and					



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	environmental laws; g) Maintaining Insurance cover for its workers/personnel as required by the company and/or any Local Laws; and h) For maintaining records of its workers/personnel as required under any law; l) Provision of necessary training to it workers/personnel for effective performance of contractor's obligations under this contract. 28. It is specifically agreed and understood that the relationship between the company and the contractor is restricted and confined in respect of rendering of services under this Contract only and no agency relationship exists nor shall be deemed to exist between the contractor and the company. 29. Neither the contractor is an employee of the company nor any of the workers/personnel employed by the contractor in relation to this Contract shall be deemed to be the employee/workmen of the company due to any reason whatsoever. 30. The contractor specifically undertakes that it shall not engage/hire/employ child labor while discharging its contractual obligations hereunder. 31.The contractor shall be fully responsible for any loss, damage or injury, accident fatal or otherwise caused while performing its obligations hereunder to himself, his representatives or any other party. In all such cases, compensation payable to the claimant shall be on the contractor's account and the contractor shall keep the company <(>,<)> its officers, employees, agents and representatives absolutely indemnified and free from such responsibility. 32.The contractor acknowledges that neither there is nor there will be any direct or indirect relationship between PSO and the contractor's workers/personnel assigned to perform the services under this contract. 33.Nothing in this contract shall constitute or be deemed to constitute the contractor or its workers/personnel as the representatives of the Company or constitute or be deemed to constitute the contractor as an agent of the Company for any purpose whatsoever and the contractor and/or its workers/personnel shall have no authority or power to bind					



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	the Company or to contract in the name of or to create any obligation or liability against the Company in any manner or for any purpose whatsoever. Further, the contractor shall not incur any liability on behalf of the Company or make any Contract binding upon the Company or give or make or purport to give or make any statement, commitment(>,<)> warranty or representation on behalf of the Company. The contractor shall always be deemed to be an independent contractor and all services rendered hereunder shall be done so in this capacity exclusively. 34. The workers/personnel assigned by the contractor to perform his obligations under this contract shall always remain the employees of the contractor and contractor shall ensure that they shall never claim themselves to be the employees of the company. 35. The contractor shall provide copy of appointment letters of its workers/personnel, performing services under this contract, to the company duly acknowledged by its concerned workers/personnel. The contractor shall ensure that its workers/personnel shall exercise due care while handling with the Company's premises, equipment and assets. 36.The Contractor hereby undertake, warrants and represents that: a),,The execution, delivery and performance of this contract has been duly authorized by all necessary corporate or other organizational approvals on its part and do not violate or conflict with any law applicable on it; b),,He has the requisite skills and expertise to perform his obligations under this contract; c),,He will perform his obligations under this contract in a proper and safe manner, having regard to the products stored and handled; d),,He will comply with company's instructions with regard to security of the location; e),,Comply with all health, safety, security and environmental requirements, and shall also comply with the instructions issued by the company relating to the use of any equipment; f),,He shall ensure that all his workers/personnel shall observe the					



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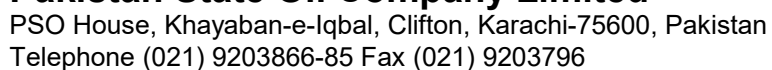
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	Company's policies with regard to conditions at the installation as notified to the contractor from time to time by the company or relevant regulatory authority; g),, He shall ensure at his own cost and expense to obtain the requisite permits, approvals, ,,certificates, NOCs, as required under any health <(>,<)> safety, security and environmental legislation to ,,work at the installation; h) ,,He shall comply with and ensure compliance by its related parties of all applicable laws; i),,He shall indemnify the company and its officers from and against any and all losses, damages, claims, expenses, fines and penalties arising out of the contractor's representations, warranties and representations under this clause being untrue or arising out of the contractor's breach of any of its warranties or undertakings as mentioned in this clause. ii),,In the notice the affected party shall provide the reasonable details of the force majeure event together with the possible time line regarding the end of force majeure event and steps taken by the affected party to mitigate the effects of such force majeure event on the performance of his part of obligations under the contract. iii),,In case of failure of the contractor to provide requisite services for a period of consecutive thirty (30) days, the company may at its sole discretion terminate the contract without any liability as to cost and consequences. ii),,The contractor hereby authorize the company to encash the performance guarantee, without any prior notice, in case of his failure to provide satisfactory services under this contract and the company shall be the sole judge to decide as to whether there is any failure on the part of the contractor to provide the satisfactory services or not. 37. The validity of the contract period is for one year, which can be renewed for another year on same rates, Terms & conditions and subject to Contractor's performance, mutual agreement of both parties and written consent by the contractor.					



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