



Pakistan State Oil Company Limited

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

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RFQ No	QAA4959AA	
DATE	12.10.2026	

REQUEST FOR QUOTATION

(THIS IS PRICE ENQUIRY-NOT AN ORDER)

SAP No.6100018628

Company PSO Dummy Vendor
PAKISTAN

QUOTATION REQUIRED

ON
(Date)

28.10.2026

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 CONTRACT OF TANK LORRY CALIBRATION UNITS AT ZOT, MEHMOODKOT, MACHIKE
INSTALLATION AND TARUJABBA DEPOT (DEC-2026 to NOV-2027)

S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
1	<u>Tank Lorry Calibration at ZOT (I & II)</u>	<u>Zot (Inst.)</u>				
1.01	<u>Tank Lorry Calibration</u> Tank Lorry Calibration at ZOT (Old Unit) and (New Unit) -,,The Service Provider shall provide complete manpower, equipment, tools, materials, transportation and other resources required for the safe, efficient and continuous operation of Tank Lorry (TL) Calibration Unit at ZOT in one shift (Morning) with two units (Old Unit) and (New Unit) as mentioned in terms & condition. Job includes: -,,Cost of travelling of service provider staff. -,,Transport of service provider equipment. -,,Safety gears required for the job. -,,Creating a card for each tank truck with an easily readable barcode to retrieve/extract information such as calibration validity period, calibration chart. -,,Carry out pre-calibration inspection of each tank lorry before calibration. -,,Verify the physical condition and suitability of the tank lorry for calibration. -,,Conduct necessary safety checks before commencement of calibration. -,,Ensure proper earthing/electrical continuity and gas-free/safe working conditions as applicable. -,,Record all relevant tank lorry master data and inspection observations. -,,Ensure that only vehicles meeting the required safety and operational criteria are taken up for calibration. - Morning Shift: 08:00 to 17:00 Hrs, including 30 minutes of break AU=Month	<u>JOB</u>	12			
1.02	<u>Tank Lorry Calibration</u> -,,Additional Operation on Sunday/Holiday or on extended night operation at ZOT If required. -,,Additional Operation of 2nd shift on old unit, as per company's requirement & instructions of calibration incharge.		<u>JOB</u>	100		



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2	-,,Timing: Night Shift: 23:00 to 07:00 Hrs -,,Holiday: 07:00 hrs till completion of operation -,,2nd Shift Timing: 15:00 hrs to 23:00 hrs - Providing services to continue tank truck calibration activities at ZOT Installation in extended hours (Minimum 01 Hour and Maximum 03 Hours), in case of any emergent requirement. - JOB = Hours <u>Tank Lorry Calibration at Mehmoodkot</u> <u>Mehmood</u> <u>Kot (Inst.)</u>					
2.01	<u>Tank Lorry Calibration</u> Tank Lorry Calibration at MehmoodKot -,,The Service Provider shall provide complete manpower, equipment, tools, materials, transportation and other resources required for the safe, efficient and continuous operation of Tank Lorry (TL) Calibration Unit at MehmoodKot in one shift (Morning), as mentioned in terms & condition. Job includes: -,,Cost of travelling of service provider staff. -,,Transport of service provider equipment. -,,Safety gears required for the job. -,,Creating a card for each tank truck with an easily readable barcode to retrieve/extract information such as calibration validity period, calibration chart. -,,Carry out pre-calibration inspection of each tank lorry before calibration. -,,Verify the physical condition and suitability of the tank lorry for calibration. -,,Conduct necessary safety checks before commencement of calibration. -,,Ensure proper earthing/electrical continuity and gas-free/safe working conditions as applicable. -,,Record all relevant tank lorry master data and inspection observations. -,,Ensure that only vehicles meeting the required safety and operational criteria are taken up for calibration. - Morning Shift: 07:30 to 17:00 Hrs, including 30 minutes of break		<u>JOB</u>	12		



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2.02	AU=Month <u>Tank Lorry Calibration</u> -,,Additional Operation on Sunday/Holiday or on extended night operation at Mehmoodkot. -,,Additional Operation of 2nd shift on calibration unit, as per company's requirement & instructions of calibration incharge. -,,Timing: Night Shift: 23:00 to 07:00 Hrs -,,Holiday: 07:00 hrs till completion of operation -,,2nd Shift Timing: 15:00 hrs to 23:00 hrs - Providing services to continue tank truck calibration activities at Mehmoodkot Installation in extended hours (Minimum 01 Hour and Maximum 03 Hours), in case of any emergent requirement. - JOB = Hours		<u>JOB</u>	100		
3	<u>Tank Lorry Calibration at Machike</u>	<u>Machike</u> <u>(Inst.)</u>				
3.01	<u>Tank Lorry Calibration</u> Tank Lorry Calibration at Machike -,,The Service Provider shall provide complete manpower, equipment, tools, materials, transportation and other resources required for the safe, efficient and continuous operation of Tank Lorry (TL) Calibration Unit at Machike in one shift (Morning), as mentioned in terms & condition. Job includes: -,,Cost of travelling of service provider staff. -,,Transport of service provider equipment. -,,Safety gears required for the job. -,,Creating a card for each tank truck with an easily readable barcode to retrieve/extract information such as calibration validity period, calibration chart. -,,Carry out pre-calibration inspection of each tank lorry before calibration. -,,Verify the physical condition and suitability of the tank lorry for calibration. -,,Conduct necessary safety checks before commencement of calibration. -,,Ensure proper earthing/electrical continuity and gas-free/safe		<u>JOB</u>	12		



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3.02	working conditions as applicable. -,,Record all relevant tank lorry master data and inspection observations. -,,Ensure that only vehicles meeting the required safety and operational criteria are taken up for calibration. - Morning Shift: 07:30 to 17:00 Hrs, including 30 minutes of break AU=Month <u>Tank Lorry Calibration</u>		<u>JOB</u>	50		
4	-,,Additional Operation on Sunday/Holiday or on extended night operation at Machike. -,,Additional Operation of 2nd shift on calibration unit, as per company's requirement & instructions of calibration incharge. -,,Timing: Night Shift: 23:00 to 07:00 Hrs -,,Holiday: 07:00 hrs till completion of operation -,,2nd Shift Timing: 15:00 hrs to 23:00 hrs - Providing services to continue tank truck calibration activities at Machike Installation in extended hours (Minimum 01 Hour and Maximum 03 Hours), in case of any emergent requirement. - AU = Hours <u>Tank Lorry Calibration at Tarujabba</u>	<u>Tarujabba (Depot)</u>				
4.01	<u>Tank Lorry Calibration</u> Tank Lorry Calibration at Tarujabba -,,The Service Provider shall provide complete manpower, equipment, tools, materials, transportation and other resources required for the safe, efficient and continuous operation of Tank Lorry (TL) Calibration Unit at Tarujabba in one shift (Morning), as mentioned in terms & condition. Job includes: -,,Cost of travelling of service provider staff. -,,Transport of service provider equipment. -,,Safety gears required for the job. -,,Creating a card for each tank truck with an easily readable barcode to retrieve/extract information such as calibration validity period,		<u>JOB</u>	12		



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4.02	calibration chart. -, Carry out pre-calibration inspection of each tank lorry before calibration. -, Verify the physical condition and suitability of the tank lorry for calibration. -, Conduct necessary safety checks before commencement of calibration. -, Ensure proper earthing/electrical continuity and gas-free/safe working conditions as applicable. -, Record all relevant tank lorry master data and inspection observations. -, Ensure that only vehicles meeting the required safety and operational criteria are taken up for calibration. - Morning Shift: 07:30 to 17:00 Hrs, including 30 minutes of break AU=Month <u>Tank Lorry Calibration</u> -, Additional Operation on Sunday/Holiday or on extended night operation at Tarujabba. -, Additional Operation of 2nd shift on calibration unit, as per company's requirement & instructions of calibration incharge. -, Timing: Night Shift: 23:00 to 07:00 Hrs -, Holiday: 07:00 hrs till completion of operation -, 2nd Shift Timing: 15:00 hrs to 23:00 hrs - Providing services to continue tank truck calibration activities at Machike Installation in extended hours (Minimum 01 Hour and Maximum 03 Hours), in case of any emergent requirement. - JOB = Hours General Terms & Condition: - The service provider shall provide inspection for operation at both units in General shift at ZOT. Services required for general shift operative must include: -, Shift In-charge (01) -, Kettle Operator (02)		<u>JOB</u>	50		



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	-,,Gauger (02) -,,HSE Inspector (02) -,,Pre-Calibration Inspector (02) -,,Fitter cum maintenance / electrical technician (01) -,,Computer operator (01) -,,Helper / Record Maintain / House keeper (01) - While additional operation on Sunday /holiday or extended night operation at ZOT must include: If single unit operates at ZOT: -,,Shift In-charge (01) -,,Kettle Operator (01) -,,Gauger (01) -,,HSE Inspector (01) -,,Pre-Calibration Inspector (01) -,,Fitter cum maintenance technician (01) If double unit operates at ZOT: -,,Shift In-charge (01) -,,Kettle Operator (02) -,,Gauger (02) -,,HSE Inspector (01) -,,Pre-Calibration Inspector (02) -,,Fitter cum maintenance technician (01) -,,Computer Operator (01) - Contractor can use any one of its staff for more than one role mentioned above. -The service provider shall provide inspection for operation at MehmoodKot Installation: -,,Shift In-charge (01) -,,Kettle Operator (01) -,,Gauger (01) -,,HSE Inspector (01) -,,Pre-Calibration Inspector (01)					



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	-,,Fitter cum maintenance / electrical technician (01) -,,Computer operator / reporting person (01) -,,Helper / House keeper (01) - The service provider shall provide inspection for operation at Machike Installation: -,,Shift In-charge (01) -,,Kettle Operator / Gauger (01) -,,HSE Inspector (01) -,,Pre-Calibration Inspector (01) -,,Fitter cum maintenance / electrical technician (01) -,,Computer operator / reporting person (01) -The service provider shall provide inspection for operation at Tarujabba Depot: -,,Shift In-charge (01) -,,Kettle Operator (01) -,,Gauger (01) -,,HSE Inspector (01) -,,Pre-Calibration Inspector (01) -,,Fitter cum maintenance / electrical technician (01) -,,Computer operator / reporting person (01) -,,Helper / House keeper (01) - Service provider can use any one of its staff for more than one role mentioned above. - Service provider staff will be allowed to avail Canteen facility at PSO locations where available. - Staff competence should be according to the following requirements: a) Shift Incharge: DAE and MS office user. b)Other Staff= Intermediate with prior experience with Oil Marketing companies - The service provider shall operate old calibration unit at ZOT					



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	calibration unit (Old One) in general shift at i.e. from 08:00 Hrs to 17:00 Hrs, and also new calibration unit at ZOT will be operated in general shift i.e. from 08:00 Hrs to 17:00 Hrs with 30 minutes lunch / prayer break. - Calibration unit at all other locations i.e. Mehmoodkot and Machike and Tarujabba locations will be operated on single shift basis from 08:00 Hrs to 17:00 Hrs with 30 minutes lunch / prayer break. - The service provider staff shall ensure all HSE procedures and security measures during calibration activities and within the premises of Location. Every person needs to be equipped with personal hardhat<(> ,<(> coverall, hand gloves, safety harness and safety shoes and contractor will be liable to provide the new ones on as and when required basis. - In case of slow performance by the service provider the service provider shall operate unit # 02 in second shift without any additional charges. - - The service provider shall prepare & maintain proper computerized data & Calibration record of each tank lorry (both hard in file & soft copies via USB) duly signed by the contractor and PSO Calibration Officer/Incharge on daily basis. - The Service Provider shall prepare and maintain complete computerized calibration records with proper approved software for every tank lorry including: -,,Tank lorry registration/identification details -,,Tank/compartment master data -,,Calibration measurements -,,Calibration results					



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	-,,Inspection details -,,Calibration date -,,Calibration validity -,,Relevant observations -,,Calibration certificate details -,,Provision of upload third party inspection report - The service provider shall prepare technical procedure for each aspect of calibration in order to assure quality measurement system and submit the same to calibration incharge. - The service provider shall maintain record keeping of each tank lorry master data and will be liable for its legibility and integrity. - The Service Provider shall provide all necessary tools, instruments and equipment and safety devices required for the operation including: -,,Explosion-proof torch -,,Calibrated tools -,,Tyre pressure gauge -,,Earthing/electrical continuity tester or suitable multimeter -,,LEL and Oxygen meter -,,Dip rods -,,Depth gauges -,,Steel measuring tapes -,,Angle finder -,,Reference measuring ring -,,Other tools instruments and accessories necessary for safe and accurate calibration -,,Thickness measuring tool - The service provider shall arrange at least Minimum Core i5 14th generation Laptop / Computer at ZOT minimum 02 and 01 at all other locations and printer (LaserJet) and scanner and UPS and required stationery (must be available on time) to prepare/print calibration reports and issuance of calibration certificate after getting approved/signed from Inspector W<(>&<)>M. - Quality of Paper (80g) and arrangement used for preparation of					



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	Calibration Certificates must be so good that it can never be reproduced or manipulated. Necessary setup should be maintained/ provided by vendor for his deputed staff at location. - The service provider shall issue a card with embossed of barcode as treat as a security card for each tank truck after calibrated successfully. - The service provider shall be responsible for all routine / preventive maintenance and repairing jobs of calibration unit, and the job includes: -,Repairing of pump<(>,<)> -,Motor and valves. -,Replacement (if required) of bearings, switches, lights and hoses pipe, except hot work, civil and electrical maintenance. However<(>,<)> in case of breakdown PSO will arrange replacement of spare parts declared beyond repair after joint inspection of PSO & service provider representative. -,The service provider shall arrange air conditioners and furniture which fulfil the requirement of its staff etc. in good condition for its offices. -,The service provider shall provide transport facility to its staff so that entire shift reports on same time. -,The service provider shall provide Eye / Face scan biometric attendance system for their staff. -,The service provider should have own safe and secure software to produce calibration chart / report without any errors on company control format TERMS AND CONDITIONS: -,PSO will provide security of calibration facility, power supply and water. -,The service provider has previous experience of Tank Lorry Calibration of at least three to 3 years in Pakistan by water gauge plant procedure. -,PSO will provide a room to the contractor to accommodate their staff.					



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	-,,The service provider has reputable inspection agency with vast experience in petroleum industry (preferably). -,,PSO ensures the right to extend the validity of this Service Order for 03 Months at same rates and Terms & Conditions. -,,The service provider shall follow, implement and ensure compliance to latest revision of tank lorry calibration SOP with its associated annexures and also follow any other guide lines which will issue by PSO QA dept. -,,All service provider staff and tools and materials and transportation to be provided by service provider. -,,All Government Taxes should be included in the quoted rates. -,,The work will only be accepted after inspection and approval by the Incharge. -,,Quality is the prime concern of PSO; no compromise shall be made in this regard. Only first class approved quality material and workmanship and supervision will be utilized by the contractor which shall strictly confirm to the SO specification. -,,Contractor is bound to pay minimum wages to the staff as per Govt. of Pakistan rules/regulations. -,,The service provider shall also be responsible for payment of applicable social security contributions like EOBI and overtime and leave and medical/social security benefits and other statutory obligations in accordance with prevailing laws and regulations -,,The service provider shall ensure registration of eligible employees/workers with the respective Provincial Employees# Social Security Institution, i.e. PESSI (Punjab) SESSI (Sindh), and KP Employees# Social Security Institution, as applicable to the work location. -,,The Service Provider shall pay all deployed employees/workers not less than the minimum wage prescribed by the respective Provincial Government from time to time, along with all applicable statutory benefits and contributions, including PESSI/SESSI/KP ESSI and EOBI , as applicable. -,,The service provider shall follow implement and ensure compliance to latest revision of tank lorry calibration SOP with its associated					



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	annexures and also follow any other guidelines which will issue by PSO QA dept. -,The service provider has reputable inspection agency with vast experience in petroleum industry (preferably). -,All Government Taxes should be included in the quoted rates. -,The work will only be accepted after inspection and approval by the Incharge. -,Quality is the prime concern of PSO; no compromise shall be made in this regard. Only first class approved quality material and workmanship and supervision will be utilized by the contractor which shall strictly confirm to the SO specification. -,02 Nos of leaves allowed to each person and after 03 no of early going / late arrival will be considered as one absent. CONFLICT OF INTREST: -,The service provider will not perform the third-party inspection of tank lorries for PSO. PENALTY: -,In case of any complain from any location for tank lorry found incorrectly calibrated i.e. dip & critical physical parameters variation, typographic error etc, deduction will be made from contractor's bill, as under: Total Deductions = VWC x NTWC x Rates. VWC = Volume of wrongly calibrated TL (= calibrated volume Physical observed volume) NTWC = No. of trips from date of wrong calibration. -,In case of contractor fails to provide the required strength then subsequent deductions will be made from the bill as under: Deduction = 40% of Monthly bill / (no of persons x26) * Total number of absents (after 26 absents at ZOT and 15 each absents on all other locations).					



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INSTALLATION AND TARUJABBA DEPOT (DEC-2026 to NOV-2027)

S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
	-,,In the event of Contractor's / Supplier failure to deliver the Services / Goods,, within the time mention in purchase order / service order, in that event PSO shall be entitled to deduct from his bills / outstanding payments or other works done by him for PSO or from any amount due to him by PSO a sum of Rs.0.1% of Purchase Order/Service Order value per day as liquidated damages for the period which the said services/material remains incomplete or fails to pass the quality tests subject to a maximum 10% of work order amount to be recovered from the contract on his default. RENEWAL CLAUSE: -,,The contract period is one year which is further extendable to another one year (on yearly basis) based on satisfactory services of the vendor and consent of both parties. -,,Escalation would be allowed on yearly basis after completion of each year of contract with average rate of 12 months of CPI- General inflation (Year on Year) published by Government of Pakistan, Statistics Division. -,,Alongside, approval is also solicited to extend the Service Order for 03 months at same rates and Terms & Conditions on sole discretion of PSO. Period is effective from 01.12.2026 to 30.11.2027					