



**TENDER DOCUMENT FOR SELECTION
OF FLEET MANAGER/SPECIALIST
CONTRACTOR FOR OPERATING AND
MAINTAINING BYCO OWNED FLEET**



Byco Petroleum Pakistan Limited ("BYCO") requires the services of a Fleet Manager/Specialist Contractor to operate and maintain 25 Nos. Byco owned vehicles and ensure compliance with and implementation of OGRA standards and best oil industry practices for safe transportation of petroleum products by road across Pakistan.

Bids are invited under **Two-Bid system** from Bidders for pre-qualification who are willing to quote competitive rates and who must fulfill the following minimum criteria:

- Should own a fleet of minimum 30 Tank Trucks
- Must have 10-15 years of fleet management experience in Oil Industry of Pakistan
- Must have a proper workshop for vehicle maintenance and repair
- Must have a strong financial standing to manage the contract
- Must have the requisite technical staff to operate and maintain BYCO owned fleet
- Must have trained and qualified drivers with licenses to drive Tank Trucks
- Must have professional setup of billing and communication
- Must be fully aware of all Standards, Rules and Regulations of NHA, ADR, Explosive and OGRA regarding safe carriage of dangerous petroleum products by road across Pakistan
- Must keep **SAFETY** as a top priority for persons, process and fleet on road.

Name of Work : TENDER FOR SELECTION OF FLEET MANAGERS/SPECIALIST CONTRACTORS FOR OPERATING AND MAINTAINING BYCO OWNED FLEET		
Tender Download Period		Bid Submission Closing date
From	To	
29-01-2018 at 9:00 Hrs	15-02-2018 at 17:00 Hrs	15.02.2018 at 18:00 Hrs

Tender documents (non-transferable) can be downloaded from the website of Byco Petroleum Pakistan Limited at the link www.byco.com.pk/tender during the Tender download period.



Please submit your **Commercial** and **Technical** proposals '**separately**' either via email to tenders@byco.com.pk or courier your proposals to

Byco Petroleum Pakistan Limited ("BYCO")

9th Floor, The Harbour Front,
Dolmen City, Marine Drive,
Block – 4, Clifton,
Karachi, Pakistan.
Attention: Contract Section (TENDER)

Please clearly mark the envelope as '**PROPOSAL FOR FLEET MANAGEMENT OF BYCO OWNED FLEET**'.

In case you are emailing the proposal, please ensure that proposals are emailed **ONLY** to this Email address: tenders@byco.com.pk.

**THE DEADLINE FOR SUBMISSION OF THE SUBJECT PROPOSAL IS
FEBRUARY 15, 2018 AT 1800 HRS.**



GENERAL TERMS AND CONDITIONS

1. Tender document will be downloaded free of cost from the website of Byco Petroleum Pakistan Limited.
2. Bid should be submitted with all relevant documentation as required to evaluate the Contractor.
3. Bids must be submitted before the submission closing time and date of the tender i.e. **15 February 2018 at 18:00 Hrs.**
4. Bids received after the above deadline shall not be entertained.
5. BYCO will not be responsible for the delay under any circumstances whatsoever if the Tender is not submitted before the closing date and time and correct address.
6. BYCO reserves the right to accept or reject any tender or all bidders without assigning any reason whatsoever and may or may not accept the lowest quotation.
7. BYCO reserves the right to reject tender of any Bidder without assigning any reason at its absolute discretion.
8. The Company reserves the right to negotiate rates and terms with the respective bidders.
9. **VALIDITY:** Bidders who are willing to accept our tender conditions stated in this Tender document should only quote for this Tender. The Tender shall remain valid for a period **90 days** from the closing date of the tender unless extended by mutual consent in writing.
10. Bidder is advised to refrain from submitting any false, forged documents, the penalty for which shall be termination at any stage.
11. Bidder is also advised to go through the tender documents carefully and understand the terms and conditions completely before quoting.
12. Bids not meeting the terms and conditions stipulated in this Tender Document or incomplete in any respect or any addition/deletion or modification shall be summarily rejected without any further communication to the Bidder and the decision of the Company in this respect shall be final and binding.
13. In case of physical submission, Technical and Commercial bids inclusive of requisite documentation should be submitted in sealed envelope(s) with the subject clearly mentioned '**PROPOSAL FOR FLEET MANAGEMENT OF BYCO OWNED FLEET**' at the Company mailing address, before closing date and time of tender.
14. Bidders shall submit Bids in following sealed Envelope(s):
 - (A) **Envelope – A:** Sealed envelope containing Technical bid and relevant documents.
 - (B) **Envelope – B:** Sealed envelope containing Commercial Bid and relevant documents.
 - (C) **Envelope – C:** Containing both the Envelopes A & B.



15. **VERIFICATION OF ORIGINAL DOCUMENTS:** Bidders through their authorized representative(s) may be required to bring their original documents for verification to the Company
16. **Assistance to Bidders :** Any queries relating to the Tender document and the terms and conditions contained therein should be addressed to the following
 - a. **Commercial Related Queries:** Mr. Ashar Adil – Email: ashar.adil@byco.com.pk
 - b. **Technical Related Queries:** Mr. Imran Ejaz– [Email: imran.ejaz@byco.com.pk](mailto:imran.ejaz@byco.com.pk)
17. Following documents are included as part of this Tender
 - a. Documentary Requirements for Technical Bid
 - b. Documentary Requirements for Commercial Bid
 - c. Scope of Work
 - d. Contractor's Obligation
 - e. Annexure A – List of BYCO Owned Tank Lorries
 - f. Annexure B –Vehicle Checklist Template
 - g. Annexure C – Billing Checklist Template



A) Information and Documentation to be included in Technical Bid

- Covering letter listing all enclosed documentation
- Relevant documentation fulfilling the minimum criteria stated on Page 2 of the Tender document
- Owned Vehicle strength with details
- Relevant work experience and recommendation letters from other companies
- Detailed information on all technical staff and drivers along with copies of valid licenses
- Workshop Facility strength, resources and tools and equipment
- Copies of all relevant certificates, permissions, NOCs etc. required as per government law and OGRA rules and standards
- Contractors valid and implemented Safety Policy



B) Information and Documentation to be included in Commercial Bid

- Covering letter listing all enclosed documentation
- Attested copy of Company Registration Certificates
- **VENDOR PRE-QUALIFICATION FORM** (available on Byco website at www.byco.com.pk/tender) duly filled with attested copies of all relevant documentation
- Commercial quotation for monthly fees for performing the subject works
- Rate list for parts required to maintain BYCO Owned Vehicles
- Financial documentation including financial statements of the previous 3 years
- Bank reference letters.
- Attested copies of all relevant government registrations

IMPORTANT: BIDDERS SHOULD NOT PUT COMMERCIAL BID/PRICES/RATES SCHEDULE IN THE ENVELOPE CONTAINING TECHNICAL BID. SEPERATE ENVELOPES ARE TO BE USED FOR TECHNICAL AND COMMERCIAL BIDS. BOTH SEALED ENVELOPES ARE TO BE PLACED IN A THIRD ENVELOPE AND THEN SUBMITTED. ANY BIDS WHERE THIS REQUIREMENT IS NOT FULFILLED SHALL NOT BE CONSIDERED.



SCOPE OF WORK

Scope of Fleet Management Contract

Byco's Tank lorry Fleet

Byco Petroleum Pakistan wishes to outsource fleet management service for its owned tank lorry fleet of 25 tank lorries. The duration of contract shall be 12 months extendable for a further period mutually agreed upon by both the parties. The scope of contract and other terms and conditions are stipulated below:

Scope of Services

The fleet manager all the times shall maintain entire fleet (all lorries) in road worthy conditions including mechanical fitness, digital surveillance devices installed in lorry, statutory documentations and any other obligation whatsoever. Contractor shall be responsible to utilize BYCO fleet for product haulage between all major depots in Pakistan, and development of interim infrastructure shall be the responsibility of the Contractor. However, for inter depot haulage the cost of developing interim infrastructure shall be communicated by the Contractor and with due mutual agreement shall be reimbursed by the Company.

A. Facilities

Fleet manager shall be responsible to provide under mentioned facilities.

1. To provide parking space for entire fleet within major depots of Pakistan. However, cost of such facilities other than Karachi being arranged by the Contractor shall be communicated and with due mutual agreement shall be reimbursed by the Company.
2. To establish the mechanical workshop facility (if not already available) to undertake all types of mechanical works and washing of fleet. This workshop facility should be available within parking space.
3. To arrange breakdown recovery service on transit route.
4. To provide accommodation/messing facility for fleet drivers within the parking lot.
5. To procure all supplies/services from company authorized vendors.
6. To provide adequate management staff to run the operation smoothly. Details of management staff are as under.
 - a. Manager Operation and Four Operation supervisors
 - b. Admin/HR Manager
 - c. Maintenance Engineer and 5 mechanical technicians To hire fully trained drivers for fleet. Company shall only be liable for the payment of remunerations for two drivers per lorry.
7. To hire fully trained drivers for fleet. Company shall only be liable for the payment of service fee for two drivers per lorry.
8. To provide performance reports to company including tracker reports, fuel consumptions report, and fleet employment report.



9. To arrange fuel for fleet within the parking space or in nearby vicinity however it should not be more than five kilometers far from the parking lot.

B. Performance Bench Marks

Fleet manager shall be required to meet following performance bench marks.

1. Monthly Fuel Consumption shall not be less than as mentioned below:
 - a. Single Trip: 1.96kms per liter (One side Load)
 - b. Double Trip: 1.38kms per liter (Up & Down Load)
2. Monthly non-revenue millage should not exceed 5kms per trip failing with fleet manager may be deprived from performance bonus.
3. Monthly maintenance cost including minor repairs & spares parts etc. shall not exceed 5% of total operating cost per month. Failing to do so may make the fleet manager ineligible for performance bonus.
4. Commissioning of prime mover/trolley after Major repair work shall be subject to prior approvals and the timeframe mutually agreed between both the Parties. However, in case of failure to meet the agreed timeframe, the company shall charge an opportunity cost @Rs.3000/- per day. per vehicle to the Contractor.
5. Each lorry should take the below number of trips, failing to do so may make the fleet manager ineligible for performance bonus:
 - i. For local trips (FO/HSD/Naphtha) it will be 20 trips per lorry per month.
 - ii. And/or for upcountry trips it will be 4 trips per lorry per month.
6. Product shortage up to 1% of total carriage shall be recouped at actual cost however quantity more than this shall be considered theft and shall be recouped @ double the cost of the shortage plus actual cost of shortage.
7. All accidental repairs cost (above insurance cover) arising due to road accidents shall be shared and fleet manager shall bear 20% of total cost of repair meanwhile fleet manger shall ensure that effected driver shall not be penalized to recoup such amount.
8. Fleet manager shall be encouraged to suggest business prospect outside the company and any successful venture shall be positively reinforced by giving out 5% of the Freight revenue/bill as per clause F of Schedule-E.

C. Performance Review

Performance review meeting shall be held on quarterly basis and on the basis of performance benchmarks quarterly performance bonus shall be announced. Performance bonus shall be divided into four segments including (1) Non-Revenue Millage Control (2) Optimal Fleet Utilization (3) Business Development Initiative (4) Maintenance Cost Control. Matrix for claiming performance bonus shall be as under.



1. Fleet manager may claim 5% of the Freight revenue/bill
2. Total Fleet Utilization above performance benchmark shall be rewarded @Rs.1000 per trip.
3. Achievement of Non-Revenue Millage performance benchmark for three consecutive months shall enable fleet manger to claim Rs.500,000/-
4. Achievement of Maintenance Cost Control performance benchmark for three consecutive months shall enable fleet manager to claim Rs.100,000/-

D. Fuel Consumption Benchmark

Fuel consumption bench mark set as follows:

- a) Single Trip 1.96Km/Liter (one side Load)
- b) Double Trip 1.38 km/liter (up & Down Load)

The above bench mark shall to be reviewed after 3 month after the completing necessary repair/maintenance including but limited to Fuel Pump, cutch plates etc. efforts to be made to bring up to the level of 2.5km/liter.

E. Revenue Sharing

1. Contractor/Fleet Manager may claim 5% of the Freight Revenue in case of New Business Venture suggested by the Contractor and being handled by the Contractor himself directly. The remaining Freight Revenue shall be paid to the Company in full.
2. Contractor Fleet manager may claim 10% of the Freight Revenue in case of New Business Venture suggested by the Contractor but being handle by a third party. The remaining Freight Revenue shall be paid to the Company in full.

Cost Sharing in case of accidental repair of tank lorry

1. All accidental repairs cost (above insurance cover) arising due to road accidents shall be shared and fleet manager/Contractor shall bear up to 20% of differential cost after insurance claim in case insurance coverage is not provoked than cost sharing shall be done on actual cost and Contractor shall borne up to the maximum limit of Rs. 200,000.0 per incident .

F. NO Financial Charges in case of Late Payments:

Except as will be provided in the Contract, the Contractor shall not be entitled for any financial compensation/charges in case of late payment by the Company and the Contractor shall not have any further recourse or claim against the Company, nor shall have any right of action against Company for loss or damage suffered by the reasons of delay.



Contractor's Responsibility

A. Provision of Human Resources

Arrangement of Drivers according to agreed hiring criteria

B. Operations Management

- 01 Scheduling of vehicles according to loading plan
- 02 Scheduling of drivers according to loading plan
- 03 Pre-operational checks of vehicles
- 04 Pre-loading checks of vehicles & Tanks
- 05 Routine trouble shooting related to loading and unloading
- 06 Ensuring provision of all essential legal documents before loadings
- 07 Provision of diesel from the FLEET MANAGER fueling service
- 08 Records management of loading/unloading and trip record.

C. Maintenance of Vehicles

1. 01 Routine preventive Repairs & Maintenance
2. 02 Break Down Maintenance
3. 03 Maintaining Inventory of spare parts in accordance with operational requirements
4. 04 Monthly inspection of :
 - i) Prime Movers
 - ii) Trailers
 - iii) Tankers
 - iv) Tires & Wheel Alignment
 - v) PPE's& Fire Extinguishers.
5. Records management of the repairs, inspections and supplies transaction as per as per standard audit requirements.
6. Tracker maintenance (it includes coordination with tracker staff for its timely maintenance.)

Note:

All the above maintenance services will be performed on workshops essentially by fleet manager trained professionals. All costs to be reimbursed by Byco on monthly basis.

D. Training, development & Testing of all hired staff

All the drivers will be trained on the following training programs by trained trainers

- 01 Orientation Training
- 02 Business specific training related to Byco Crude Oil loading & unloading.
- 03 Defensive Driving



04 Fire Fighting

05 First Aid.

06 Drivers will be tested on the road driving assessment by monitor Driver.

E. Operational Safety, Tracker And KPI Monitoring

All vehicles will be monitored on fleet manager Journey Analysis module which covers the following aspects according to required frequency.

01 Speed Violation

02 Night Time Driving Violation

03 Harsh Breaking

04 Route Violations

- All accident/incidents reports and related vehicle/product loss reports if any will be made in writing within 24 hours of the incident occurred.
- Incident/Accident will be investigated and reported within 10 working days
- Documentation related to insurance will be furnished within agreed time frame of insurance company.

F. Emergency response and proactive preparation

- All road accidents & Emergencies will be handled by Fleet manager
- Fleet manager will prepare ERP services in terms of ERP/spill Box, drivers training product transfer(if required) and arrangement of emergency services like ambulances, fire brigade and crane(s).Third Party cover and payment as per actual with mutual agreement for any such emergency service will be borne by BYCO.

G. Security of vehicles & loaded product

All the vehicle will be parked at fleet manager secured parking places on the following locations (during non –operational times)

01 Fleet manager NHB Hauler Base (normal/routine basis)

02 Fleet manger Site Hauler Base (special condition)

03 Byco Plant site.

Prior permission will be required before parking at any other location.

H. Provision of Legal Documents and its safe maintenance

Fleet manager will ensure to provide:

01 Up keeping and provision of the following documents (after receipt from Byco)

- i) Vehicle Registration Document
- ii) Fitness Certificate
- iii) Calibration Certificate
- iv) Explosive Certificate
- v) Third party/Workmen Compensation insurance



- vi) Route Permit
- vii) Product Insurance.

Note:

All costs pertaining to above mentioned items are to be paid or reimbursed (if paid by fleet manager) to fleet manager by Byco.

I. Billing and Reporting

Billing will be provided on monthly basis with the following supports (on or before of every 5th of month) along with documents required as stipulated in Schedule-H.

- 01 Vehicle Maintenance bill
- 02 Loading/unloading (dispatch) Summary
- 03 Fuel Consumption report
- 04 Trip Expense report
- 05 Vehicle Maintenance Report
- 06 Tire utilization/replacement report
- 07 Safety & Training activity report

Bills should be submitted latest by the 5th of every subsequent month. Bills submitted later than the stipulated submission date shall be subject to late submission penalties.

J. Security Deposit

The Contractor shall deposit with BPPL a security deposit amount of Rs. 2,500,000 (Pak Rupees Two million five hundred thousand only) or a bank guarantee from BPPL's approved list of bank or a performance bond from BPPL's approved list of insurance companies in the equivalent amount as security for proper custody of BPPL owned vehicles and handling of Petroleum Products by the Contractor.

Repair Maintenance Policy

Scope

Repair/maintenance policy is designed to ensure quality, and cost efficiency in repair/maintenance works done in Byco owned fleet. This policy will ensure that the repair/maintenance works and procurement of spare parts done for Byco owned tank lorry fleet are done to the ultimate satisfaction of Byco petroleum Pakistan limited. Fleet Manager for Byco owned fleet shall be bound to follow this policy in exercise of fleet management contract.

Pre-Qualification of Vendors

Fleet manager Byco tank lorry fleet in due consultation with Byco authorized representative will arrange prequalification of all vendors involved in maintenance/repair work and provision of spare parts for Byco tank lorry fleet. Byco representative will carry out ground checks of the vendor



including expertise and rates for each service/part and will develop recommendation report accordingly to seek final approval of Byco HOD Logistics. All repair/maintenance/spare part procurement for Byco tank lorry fleet will be confined to prequalified vendors/rates. Vendor categories for prequalification are as under:

Category	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5
Tank fabrication/leakage welding works/services					
Mechanical Works/Services					
Denting/Painting Works/services					
Electrical Works/services					
Suspension/Turn Plate/Spring Leaf Works					
Washing/Greasing/Cleaning/Oil Change Services					
Spare parts general items					
Tires/tubes and other capital items					
Documentation excise tax, calibration etc. Services					

Preventive Maintenance Schedule

Fleet manager will prepare and submit preventive maintenance/repair schedule for Byco tank lorry fleet category wise and will submit the same to Byco fleet technical advisor. The aforementioned schedule should bear type of activity and time frame due for each repair/maintenance/disposal and same should remain enforce till termination of tenure.

Procurement Procedures for Services and Spare parts

All procurements of services/spare parts shall only be made from prequalified vendors for requisite category. However, for procurement of capital items i.e., tires/tube etc. fleet manager shall arrange five quotations from prequalified vendors and Byco authorized representative shall finalize the vendor. The decision of Byco authorized representative shall be full and final in any of the procurement for the services/spare parts to be utilized in Byco tank lorry fleet. Any service/procurement made by fleet manager without due approval of Byco authorized representative shall not be entertained for payment.

Pre/Post Inspection of repair works

For repair/maintenance activity fleet manager will generate a work order/requisition request after obtaining pre inspection approval duly signed by Byco technical advisor and closure of aforesaid request shall be accompanied by post inspection approval. Any work order/requisition without pre/post inspection approval by technical advisor Byco fleet shall not be entertained for payment.

Retention of used/scrap items

All scrap/used items/supplies dismantled from Byco tank lorry fleet shall be returned to Byco authorized representative and relevant record to this effect for such stores shall be maintained by



fleet manager. In case fleet manager failed to retain/return any used store item than Byco reserves the right to recoup the cost of such item at market prevailing rates.

Payments procedure to pre-qualified vendors

Fleet manager shall ensure that the prequalified vendors shall be paid for their respective services/supplies as per payments made by Byco. However, fleet manager shall maintain sufficient funds not less than Rs.200,000/- per month for the procurement of services/supplies becoming urgent/unique if advised by Byco authorized representative.

Tires Management Procedure

Tires installed in the lorry are one of the most critical items; therefore all effort shall be made by the fleet manager to optimize life expectancy of tires. Tire air pressure to be maintained on daily basis and rotation of tires shall be done on half yearly basis and this activity to be incorporated in preventative schedule. Any premature wear and tear or bursting and stealing/loss of any tire installed in fleet shall be taken into investigation and findings to be communicated to Byco technical advisor for fleet. In case the investigation report shows negligence on part of driver or maintenance staff the cost of the tire shall be borne by the fleet manager.

Reports and returns

Following reports shall be generated by fleet manager on daily basis (post 24 hrs.) and same shall be communicated to Byco as and when advised and proper record shall be maintained.

Type of Report	Interval	Addressee
Tracker report along journey analysis	Daily basis, monthly summary at the end of the month	Manager transport, technical advisor Byco fleet
Fuel consumption report	Daily basis, monthly summary at the end of the month	Manager transport, technical advisor Byco fleet
Fleet utilization Report	Daily basis, monthly summary at the end of the month	Manager transport, technical advisor Byco fleet
Occurrence report for any break down, accident, EHS issue etc.	Immediate within 24 hrs. of occurrence	Manager transport, technical advisor Byco fleet
Investigation report	Within seven days (7) of each occurrence report	Manager transport, technical advisor Byco fleet
Repair/Maintenance Report	Monthly basis for each tank lorry	Manager transport, technical advisor Byco fleet



ANNEXURE 'A'

LIST OF BYCO OWNED TANK LORRIES

S#	Registration Number	Engine Number	Chassis Number	Make	Model	Capacity in Litres
1	TLM-818	PF6-173825A	CWM454HT-04678-P	Nissan	2008	60,000
2	TLM-819	PF6-173823A	CWM454HT-04679-P	Nissan	2008	60,000
3	TLM-820	PF6-173818A	CWM454HT-04680-P	Nissan	2008	60,000
4	TLM-821	PF6-173910A	CWM454HT-04729-P	Nissan	2008	60,000
5	TLM-822	PF6-173907A	CWM454HT-04730-P	Nissan	2008	60,000
6	TLM-823	PF6-173904A	CWM454HT-04731-P	Nissan	2008	60,000
7	TLM-824	PF6-173905A	CWM454HT-04732-P	Nissan	2008	60,000
8	TLM-825	PF6-173901A	CWM454HT-04733-P	Nissan	2008	60,000
9	TLM-826	PF6-173899A	CWM454HT-04734-P	Nissan	2008	60,000
10	TLM-827	PF6-174034A	CWM454HT-04771-P	Nissan	2008	60,000
11	TLM-828	PF6-174024A	CWM454HT-04772-P	Nissan	2008	60,000
12	TLM-829	PF6-174020A	CWM454HT-04773-P	Nissan	2008	60,000
13	TLM-830	PF6-174012A	CWM454HT-04774-P	Nissan	2008	60,000
14	TLM-831	PF6-173999A	CWM454HT-04775-P	Nissan	2008	60,000
15	TLM-832	PF6-173994A	CWM454HT-04776-P	Nissan	2008	60,000
16	TLM-833	PF6-174081A	CWM454HT-04777-P	Nissan	2008	60,000
17	TLM-834	PF6-174078A	CWM454HT-04778-P	Nissan	2008	60,000
18	TLM-835	PF6-174080A	CWM454HT-04779-P	Nissan	2008	60,000
19	TLM-838	PF6-174073A	CWM454HT-04781-P	Nissan	2008	60,000
20	TLM-839	PF6-174075A	CWM454HT-04782-P	Nissan	2008	60,000
21	TLM-840	PF6-174119A	CWM454HT-04783-P	Nissan	2008	60,000
22	TLM-841	PF6-174114A	CWM454HT-04784-P	Nissan	2008	60,000
23	TLM-842	PF6-174128A	CWM454HT-04785-P	Nissan	2008	60,000
24	TLM-843	PF6-174131A	CWM454HT-04786-P	Nissan	2008	60,000
25	TLM-844	PF6-174123A	CWM454HT-04787-P	Nissan	2008	60,000



ANNEXURE 'B'

VEHICLE CHECKLIST TEMPLATE

Check list to be filled prior to allocating First Load Date of Induction -----

Location----- Haulier----- Network Non-Network

1.Vehicle Identification

Reg#		Make	
Model		Capacity	
Engine#		Chassis#	
No of wheels		No of Axles	
Tire		Category	
Chambers		Product	

2.Note: Please check out the following, where ever applicable

S#	Items to be Checked	Compliance Status		Remarks
		Yes	No	
1	Vehicle fitness certificate			
2	Route permit Part A&B			
3	Insurance Certificate(T.P)			
4	Insurance compensation(if App)			
5	Vehicle Taxes			
6	Calibration chart			
7	Explosive License			
8	D/L Driver #1			
9	D/L Driver #2			
10	DDC Driver#1			
11	DDC Driver#2			
12	PPEs of Driver#1(uniform, Helmet, Safety shoes etc.)			
13	PPEs of Driver#2(uniform, Helmet, Safety shoes etc.)			
14	Vehicle standard(as per given standard)			
15	Vehicle physical fitness(as per given checklist attached)			
16	Product Measuring Equipment			
17	Product Decanting Equipment			
18	Availability of proper product plate			
19	Installation of C-Track			



20	T/L sealing system properly working			
21	Vehicle appearance as per BYCO Livery			
22	Decanting instruction in Urdu for T/L Driver			
23	Availability of Mobile No			
24	Availability of TREM CARD (for emergency Resp.)			
25	Availability of First Aid Kit			
26	T/L Coupling wire for decanting			

Note: Please attach copies of Item 1,3,4,6,14 and 22

Date:

Checked By

Action Taken:

SCHEDULE-B					
Vehicle Reg #-----		Location -----		Date-----	
JOB#	UNIT WISE ITEMS	REMARKS IF ANY	OK	NOT OK	ACTION
1.ENGINE					
1.1	Check condition of Exhaust				
1.2	Check cleanliness & level of Engine Oil				
1.3	Check for Water leakage				
1.4	Check of Cooling Water level				
1.5	Check 'V' belt for tension & any damage				
1.6	Check Radiator Cap in installed state				
2.STEERING SYSTEM					
2.1	Check Steering wheel for free play, looseness & rattle				
2.2	Check Operation of Steering wheel.				
1. BRAKE SYSTEM					
3.1	Check Brake Pedal free play				
3.2	Check Braking effectiveness				
3.3	Check margin of parking brake lever stroke				
3.4	Check Parking brake effectiveness				
3.5	Check brake fluid level				
3.6	Check for Exhaust noise from Brake valve				
3.7	Check braking action of Exhaust Brake				



4.AXLE & WHEEL					
4.1	Check tire pneumatic pressure				
4.2	Check tires for cracks & damage				
4.3	Check tires for grooves depth & unusual wear				
4.4	Check for metal chips, pebbles & other foreign matter in tire threads				
5.OTHERS					
5.1	Check operation of lighting system & signaling system				
5.2	Check operation of Horn				
5.3	Check operation of Wiper and washer				
5.4	Check reflection from each mirror				
5.5	Check operation of meter				
5.6	Check solidified water from air reservoir				
5.7	Check function of door lock				
5.8	Check seat belt for installed state				



ANNEXURE 'C'

BILLING CHECKLIST TEMPLATE

Byco Petroleum Pakistan Limited

Check List

Documents for Bills

Bill Period: _____

Date Received: _____

S No	Description	Comments
1	Pink Copies of Each Bowzer	
2	Weight Slip Of Bowzer	
3	Proper Stamping	
4	Temperature and Density	
5	Costumer signature	
6	Total Number of Tank lorries dispatch.	

Remarks: _____

Checked by: _____

Logistics

Oil Accounts