



**OIL & GAS DEVELOPMENT COMPANY LIMITED.**  
**OFFICE OF THE MANAGER SCM (FOREIGN)**

(FOR OGDCL PRE-QUALIFIED THIRD PARTY INSPECTION FIRMS)

Subject: - **INVITATION TO BID FOR INSPECTION MATERIAL AGAINST PURCHASE ORDER NO.**

Dear Sir,

1. OGDCL intends to acquire complete inspection services for the goods being procured against subject Purchase Order.
2. **“Annexure-A” (Draft to be issued by OGDCL to TPI Firms)** contains, Terms of Reference (TOR) with Scope of Work (SOW) along with manufacturer’s contact / e-mail & complete address and deadline for submission of bid. The copy of “Purchase Order” (**Issued by OGDCL to supplier/contractor**) highlighting all the items in detail to be inspected is attached as **Annexure-“B”**. Any clarification regarding port of shipment or site of inspection may be obtained directly from the said contractor under intimation to OGDCL. It is your responsibility to ascertain time required for inspection of goods. Partial / random inspection is not required. Inspection of 100% goods is required.
3. You are requested to submit your most competitive sealed bid/proposal in duplicate valid for 120 days on or before **(Deadline for Submission of bid As Mentioned in Annexure-A)**, in sealed envelope marked with the following enfacement:-

**DO NOT OPEN BEFORE** **(Deadline for submission of bids As Mentioned in Annexure-A)- BID/PROPOSAL FOR THIRD PARTY INSPECTION OF MATERIAL/GOODS AGAINST PURCHASE ORDER NO.**

TO,

**MANAGER SCM (FOREIGN),**  
SUPPLY CHAIN MANAGEMENT DEPARTMENT  
OIL & GAS DEVELOPMENT COMPANY LIMITED  
OGDC HOUSE, JINNAH AVENUE, BLUE AREA, ,  
ISLAMABAD (PAKISTAN).

4. **The cost should be LUMP SUM** inclusive of all taxes and stamp duties as per Government Rules applicable on services companies. Taxes will be deducted at source. Variable prices / man days rates are not acceptable (**FINANCIAL BID FORMAT IS ATTACHED AT ANNEXURE-C**).
5. The bid proposal should essentially include C.Vs of the professionals expected to be deployed for the said job.
6. The Service Order shall be interpreted in accordance with the laws applicable in Pakistan.
7. Payment will be made on submission of your invoices along with inspection report carried out by the company as per provided TOR/SOW.
8. The price charged by the Service Company for required services shall not vary from the price quoted by the Service Company.
9. **The bid must be strictly in accordance with our Terms of Reference for inspection and quoted price must be firm. Please ensure to submit your proposal as stipulated above. In case of regret to submit the bid , please do inform us through return fax / E-mail.**
10. Service Order will be issued as per **Annexure-D**. Please submit signed / stamped service order along with the bid. Service order will be issued after fulfillment of all procedural formalities as per company rules and regulations.

Regards.

**(SIGNED BY)**  
MANAGER SCM (FOREIGN)

## ANNEXURE-A

### DETAILS

1	<b>PURCHASE ORDER</b>	PROC-F_____
2	<b>DESCRIPTION OF MATERIAL</b>	<b>ATTACHED AT ANNEXURE - B</b> AS PER PURCHASE ORDER
3	<b>NAME/ADDRESS OF L/C BENEFICIARY &amp; MANUFACTURER</b>	NAME: M/s  PH: FAX: EMAIL:
4	<b>LOCAL AGENT</b>	NAME: M/s  PH: FAX: EMAIL:
5	<b>TOR / SCOPE OF WORK</b>	Attached
6	<b>DEADLINE FOR SUBMISSION OF TPI BID</b>	<b>DATE:-----</b>

**ANNEXURE-B**

**COPY OF PURCHASE ORDER**

**ANNEXURE-C**

**FINANCIAL BID FORMAT**

**(ON TPI FIRM LETTERHEAD)**

**THIRD PARTY INSPECTION**

<b>1</b>	<b>PURCHASE ORDER</b>	PROC-F _____ <b>ATTACHED AT ANNEXURE - B</b>
<b>2</b>	<b>DESCRIPTION OF MATERIAL</b>	AS PER PURCHASE ORDER
<b>3</b>	<b>LUMPSUM COST AS PER ITB / TOR / SOW</b> inclusive of all taxes and stamp duties as per Government Rules applicable on services companies. Our prices are firm and not variable.	USD OR ANY OTHER CURRENCY _____

**ANNEXURE-D**  
**SERVICE ORDER**  
**(ON OGDCL LETTERHEAD)**

**No.**

**Issuance date**

**M/s**

**(Name of TPI Firm already pre-qualified)**

Subject: - **SERVICE ORDER FOR THIRD PARTY INSPECTION OF MATERIAL AGAINST PURCHASE ORDER**

Dear Sir,

Subsequent to your bid proposal No. \_\_\_\_\_ ***dated*** \_\_\_\_\_ and subsequent clarifications/confirmations (if any). OGDCL hereafter called as the Company ("Company") is pleased to place this Service Order on M/s. \_\_\_\_\_, hereafter called as Contractor ("Contractor") for providing Services for Third Party Inspection of **MATERIAL AS PER PURCHASE ORDER** against your proposal amounting to **USD (OR IN THE CURRENCY OF BID)** on the broad terms and conditions including but not limited to the following:

- i. The prices charged by the Service Company for the required services under this Service Order shall not vary from the prices as quoted in your above referred proposal.
- ii. The payment will be made in Pak Rupees.
- iii. The following documents are integral part of this Service Order.
  - a. TOR/Scope of Work as mentioned in our ITB.
  - b. Bid Proposal and all clarifications/confirmations.
- iv. At source tax deduction will be handled as per prevailing rules.
- v. Upon receipt of clean and clear invoice, The Company shall make all reasonable efforts to make payment as early as possible against invoices verified by our end user technical department. However, any payment beyond 30 days from the date of receipt of invoice shall in no way or manner entitle the Contractor to claim any interest, surcharge, markup and charges etc.
- vi. The laws of Pakistan shall apply to this Service Order.
- vii. The contractor shall employ and depute for the execution of services only such persons who are careful, skilled and experienced in their trades, professions and the Company's representative shall be at liberty to object and to ask the contractor to replace any person employed by the contractor for execution of such services who in the opinion of Company's representative misconducts, is incompetent or negligent in the performance of his duties or fails to confirm with any particular provisions with regard to safety which may be set out in the contract or any conduct which is prejudicial to safety or health and such person shall not be employed again upon the works ,services and jobs without the permission of the Company's representative. Such permission shall not be unreasonably withheld by the Company.
- viii. Please contact M/s \_\_\_\_\_ (**NAME OF MANUFACTURER / LC BENEFICIARY**) & their local agent immediately on the address given below for carrying out inspection:

<b>LC BENEFICIARY / MANUFACTURER</b> NAME: M/s  PH: FAX: EMAIL:	<b>LOCAL AGENT:</b> NAME: M/s  PH: FAX: EMAIL:
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ix. The contractor warrants and represents that works, jobs and services required to be performed under this contract will be timely performed in a good and workmanlike manner in accordance with generally accepted industry standards and practices.

x. ERADICATION OF CORRUPTION: All vendors, Suppliers, Contractors, Consultants and alike are encouraged to inform MD / CEO and Head of SCM Department in case where any OGDCL employee asks for any type of favour whether monetary or in kind. You can contact the M.D. and Head of SCM Department on the following addresses, phone numbers, faxes or e-mail:

(i) MD / CEO  
Oil & Gas Development Company Limited  
OGDCL House, Jinnah Avenue, Islamabad.  
Tel No. 051-9209701  
Fax No. 051-9209708  
E-mail: [ceo@ogdcl.com](mailto:ceo@ogdcl.com)

(ii) General Manager (SCM)  
Supply Chain Management Department  
OGDCL House, Islamabad.  
Tel No. 051-2623029  
Fax No. 051-9215090  
E-Mail: [jahangaiz@Ogdcl.com](mailto:jahangaiz@Ogdcl.com);

02. Please confirm acceptance of the above terms and carry out pre-shipment inspection strictly as per the terms and conditions of the Service Order.

Yours Sincerely,

**SIGNED BY**  
**Manager SCM (Foreign)**

**Accepted by (TPI Firm)**

Signature .....

Name of the signatory in Block Letters.....

Company Title of the Signatory.....

Company Seal.....

Copy to:

1. **HOD OF INDETING DEPT**
2. **MANUFACTURER / LC BENEFICIARY**
3. **LOCAL AGENT**