



OIL & GAS DEVELOPMENT COMPANY LIMITED
PROCUREMENT DEPARTMENT (LOCAL), ISLAMABAD
SCHEDULE OF REQUIREMENT

Material : **SODIUM SILICATE**

Due Date:

Tender Enquiry No: **PROC-LE/17634**

Bid Bond Value : RS. 186000/-

EVALUATION WILL BE CARRIED OUT ON FULL

Attachment(if any) : YES

Sr No	Description	Quantity	Make/Brand offered	Unit	Unit Price (PKR) Inclusive Of All Taxes Except GST	Unit Price (PKR) Inclusive of GST	Total Price (PKR) Inclusive of GST	Delivery Period Offered	deviation from Tender Spec. If Any
1	SODIUM SILICATE	150000		Litre					

Special Note: The prospective bidders also download the master set of Tender Document

- The prospective bidders may keep in touch with OGDCL web site for downloading the clarifications/amendments (if any) issued by OGDCL.
- I. MATERIAL TO BE DELIVERED AT KHADEJI BASE STORE AS PER DELIVERY SCHEDULE ATTACHED. II. PAYMENT TERM IS PART DELIVERY PART PAYMENT.

Discount (if any) shall only be entertained on Schedule of Requirement of Bidding Document (Financial Proposal). If the discount is mentioned elsewhere in the bid, the same shall not be entertained.



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Mandatory Checklist

Please confirm the compliance of the following mandatory information along with the bid(s) (failing which bids(s) will not be accepted)

Documents	To be Attached with the Technical/Financial Bids	Compliance	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Original Bid Bond	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of NTN Certificate	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of GST Certificate	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Confirmation that the Firm is appearing on FBR's Active Taxpayer List	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped Annexure-A (Un-priced)	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-B	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-D	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-L on Company's Letterhead	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped Annexure-M on Company's Letterhead	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly signed and stamped Annexure-N on Non-Judicial Stamp Paper duly attested by Notary Public	Technical Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-A (Priced)	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-C	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Duly filled, signed and stamped Annexure-E	Financial Bid	Yes <input type="checkbox"/>	No <input type="checkbox"/>



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For the Vendors/Contractors who opt to submit Bank Draft/Call Deposit/Pay order against Bid Bond/Performance Bond, our Accounts Department has finalized an arrangement for online payment to such Vendors/Contractors, which will be processed through (IBFT & LFT) for which following information is required:

i.	IBAN No. (International Bank Account Number 24 Digits)	
ii.	Vendor Name as per Title of their Bank Account	
iii.	Contact No.of Company's CEO/ Owner (Mobile & Landline)	
iv.	Bank Name.	
v.	Bank Branch Name and Code	

Name, Sign and Stamp of the authorized official of the Bidder(s) _____

INSTRUCTIONS TO THE BIDDERS/ TERMS & CONDITIONS:

1. The quantities of indented material are tentative & can be increased/ decreased according to the requirement.
2. **Delivery period** of the whole consignment will be **150 Days**, however the supplier will have to provide the indented chemical in 02 equal consignments. First consignment must be delivered within 60 days after receiving the Purchase Order (PO) from OGDCL, while second / last consignment within next 90 days.
3. **Minimum Shelf life** of the quoted product should not be less than **03 years**.
4. Technical specifications sheet of the quoted product duly filled in must be enclosed with the technical bid.
5. The bidder has to provide the complete name and address of Manufacturer with brief history of manufacturing the quoted product.
6. An authority letter in original issued by the manufacturer for allowing the bidder to quote their product for this particular tender enquiry, duly signed/stamped, must be attached with the technical bid in case the bidder is not manufacturer.
7. All submitted bids will be evaluated strictly on the basis of previous performance (supply record) of bidder / manufacturer, failing which will lead to disqualification of Bid thereof.
8. The bidder must have to provide the 1.0 Litre sample of the quoted product. Without the submission of the product sample bid will not be entertained.
9. Prior to the supply of the material, the supplier will be responsible for carrying out the inspection of the material if desired by the indenting department.
10. Material will be accepted after the physical inspection & lab evaluation report of the representative sample drawn by the inspection committee from the material delivered at required locations.
11. On receipt of the material, if it is found substandard after testing / use, then the supplier shall have to lift the entire rejected consignment and replace the substandard material with the material conforming to the tender specifications at his own cost within one month.

NECESSARY DATA:

SR. NO.	DESCRIPTION	
01.	Name of Bidder	
02.	Complete address, telephone and fax numbers of bidder	
03.	Name of Manufacturer	
04.	Name of Authorized Signatory of Manufacturer	
05.	Complete address, telephone, e-mail and fax number of manufacturer.	
06.	Original Letter of Authorization of manufacturer to bidder attached or not. (Yes / No)	
07.	Minimum shelf life of product	

PACKING & INSTRUCTION TO BIDDER

PACKAGING:

The chemical should be packed as 170-210 Litres per drum in non-returnable leak proof, sealed, export quality mild steel drums having tare weight 20 -22 kg /drum, hermitized & corrosion resistant. Moreover these drums should be palletized as 04 drums per wooden pallet, wrapped with thick polythene sheet and tightly strapped. The packaging of the required chemical should be of international standards and capable to safe transportation during road journey from manufacturing facility to OGDCL stores & well sites and to withstand prolonged weather conditions at the storage points and at the well sites / locations.

TECHNICAL SPECIFICATIONS SHEET
OF
SODIUM SILICATE

SR. NO.	PHYSICAL PROPERTIES	REQUIRED SPECIFICATIONS	EXACT VALUE OF THE OFFERED PRODUCT
01.	APPEARANCE	COLOURLESS, VISCOUS AND ALKALINE LIQUID, FREE FROM FOREIGN MATTER AND OTHER IMPURITIES	
02.	SPECIFIC GRAVITY (S.G) AT 20 °C	1.42 – 1.55	
03.	pH OF 1% SOLUTION	10 (MINIMUM)	
04.	MATTER INSOLUBLE IN WATER (% BY MASS)	0.2 (MAXIMUM)	
05.	ALKALINITY AS Na ₂ O	10 – 14%	
06.	SILICA AS SiO ₂	30 - 34%	
07.	TOTAL SOLIDS	42 - 48%	
08.	RATIO OF Na ₂ O TO SiO ₂ (BY WEIGHT)	1 : 2.40 – 3.00	