



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

Material : **PROCUREMENT OF 150000 LITERS OF SODIUM SILICATE**

**Due Date:**

Tender Enquiry No: **PROC-LE/17634/19**

Bid Bond Value : RS. 240000/-

Attachment(if any) : YES

EVALUATION WILL BE CARRIED OUT ON FULL

| Sr No | Description     | Quantity | Make/Brand offered | Unit  | Unit Price (PKR)<br>Inclusive<br>Of All Taxes<br>Except GST | Unit Price (PKR)<br>Inclusive of<br>GST | Total Price (PKR)<br>Inclusive of<br>GST | Delivery<br>Period<br>Offered | deviation from<br>Tender Spec. If<br>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.
- BID VALIDITY IS 150 DAYS FROM TECHNICAL BID OPENING II. MATERIAL TO BE DELIVERED AT KHADEJI BASE STORE AS PER DELIVERY SCHEDULED 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 <b>Annexure-A (Un-priced)</b>  | Technical Bid                                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Duly filled, signed and stamped <b>Annexure-B</b>  | Technical Bid                                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Duly filled, signed and stamped <b>Annexure-D</b>  | Technical Bid                                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Duly filled, signed and stamped <b>Annexure-L</b> on Company's Letterhead                            | Technical Bid                                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Duly signed and stamped <b>Annexure-M</b> on Company's Letterhead                                    | Technical Bid                                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Duly signed and stamped <b>Annexure-N</b> 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 <b>Annexure-A (Priced)</b>   | Financial Bid                                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Duly filled, signed and stamped <b>Annexure-C</b>  | Financial Bid                                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Duly filled, signed and stamped <b>Annexure-E</b>  | 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.<br>NO. | PHYSICAL<br>PROPERTIES  | REQUIRED<br>SPECIFICATIONS  | EXACT VALUE<br>OF THE OFFERED<br>PRODUCT |
|------------|---|---|--|
| 01. ✓      | APPEARANCE  | COLOURLESS, VISCOUS<br>AND ALKALINE LIQUID, FREE<br>FROM FOREIGN MATTER<br>AND OTHER IMPURITIES |  |
| 02. ✓      | SPECIFIC GRAVITY (S.G)<br>AT 20 °C                            | 1.42 – 1.55   |  |
| 03. ✓      | pH OF 1% SOLUTION   | 10 (MINIMUM)  |  |
| 04. ✓      | MATTER INSOLUBLE IN<br>WATER (% BY MASS)                      | 0.2 (MAXIMUM)   |  |
| 05.        | ALKALINITY AS Na <sub>2</sub> O                               | 10 – 14%  |  |
| 06.        | SILICA AS SiO <sub>2</sub>                                    | 30 - 34%  |  |
| 07. ✓      | TOTAL SOLIDS  | 42 - 48%  |  |
| 08.        | RATIO OF Na <sub>2</sub> O TO SiO <sub>2</sub><br>(BY WEIGHT) | 1 : 2.40 – 3.00   |  |