



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

Material : **PROCUREMENT OF 300 M.TON OF CAUSTIC SODA**

Due Date:

Tender Enquiry No: **PROC-LE/17719**

Bid Bond Value : RS. 720,000/-

EVALUATION WILL BE CARRIED OUT ON ITEM WISE

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	CAUSTIC SODA (NaOH)	150		Metric Ton					
2	CAUSTIC SODA (NaOH)	150		Metric Ton					

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. ITEM # 1 TO BE DELIVERED AT CHAK NURANG AND ITEM # 2 TO BE DELIVERED AT KHADEJI BASE STORE II. DELIVERY PERIOD AS PER SCHEDULED ATTACHED. III. PAYMENT TERM IS PART DELIVERY PART PAYMENT. IV. BID VALIDITY IS 150 DAYS FROM TECHNICAL OPENING

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) _____

TECHNICAL SPECIFICATIONS SHEET OF

CAUSTIC SODA (NaOH)

Caustic soda is used to minimize the solubility of calcium & magnesium contaminant in drilling fluids. It activates & stabilizes the organic dispersants such as Lignite and Lignosulphonate. Caustic soda controls the pH and alkalinity properties of water base drilling fluids to treat carbon dioxide contamination and assist in control of hydrogen sulfide contamination.

Each bidder should invariably fill-in the table given below with exact value of these properties of their quoted product. Only to write "Conforming to" or "OK" will not be sufficient.

A) TECHNICAL SPECIFICATIONS

SR. NO.	PHYSICAL PROPERTIES	REQUIRED SPECIFICATIONS	EXACT VALUE OF THE OFFERED PRODUCT
01.	Appearance	White deliquescent flakes	
02.	Concentration as NaOH (percent by mass)	97% (Minimum)	
03.	Sodium chloride (percent by mass)	0.04 % (Maximum)	
04.	Sodium Carbonate (percent by mass)	1 % (Maximum)	

B) PACKAGING:

The chemical should be packed as 25kgs net per bag in new export quality HDPE bags having inner polythene liner for rendering the material completely moisture proof. The material should be palletized as 01 M.Ton, wrapped with thick polyethylene sheet and tightly strapped. The packaging of the required mud 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.

C) **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** for both the items is **180 Days**, however, the supplier will have to provide three equal consignments as per following schedule of delivery, failing which action will be taken as per rules.

Location	1 st Consignment	2 nd Consignment	3 rd Consignment
KDS	50 M.Ton within 60 days after issuance of LPO	50 M.Ton in next 60 days after 1 st consignment	50 M.Ton in next 60 days after 2 nd consignment
CNG Store	50 M.Ton within 60 days after issuance of LPO	50 M.Ton in next 60 days after 1 st consignment	50 M.Ton in next 60 days after 2 nd consignment

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. All submitted bids will be evaluated strictly as per TOR of tender inquiry as well as on the basis of previous performance (supply record) of bidder, failing which will lead to disqualification of Bid thereof.
6. The bidder must have to provide the 1.0 Kg sample of the quoted product. Without submission of the product bid will not be entertained.
7. 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.
8. 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.
9. 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.