



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

Material : **PROCUREMENT OF 180 M. TON OF SAW DUST**

Due Date:

Tender Enquiry No: **PROC-LE/17833**

Bid Bond Value : RS. 70,000/-

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	SAW DUST	60		Metric Ton					
2	SAW DUST	60		Metric Ton					
3	SAW DUST	60		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 KHADEJI BASE STORE, ITEM 2 TO BE DELIVERED AT CHAK NAURANG AND ITEM 3 TO BE DELIVERED AT KOT ADU STORE II. PAYMENT TERM IS PAYMENT AFTER DELIVERY. III. BID VALIDITY IS 120 DAYS FROM TECHNICAL BID 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) _____

(A) **TECHNICAL SPECIFICATIONS SHEET**
OF SAW DUST

<i>SR. NO.</i>	<i>PHYSICAL PROPERTIES</i>	<i>REQUIRED SPECIFICATIONS</i>	<i>EXACT VALUE OF THE OFFERED PRODUCT</i>
01.	Appearance	Dry & free from dirt and any foreign material and wooden chips.	
02.	Sieve analysis Retention on US Mesh No. 10 screen	Not more than 5%. Moreover, no particle size must be greater than 04 mesh in any case out of retention.	

B) **PACKAGING & INSTRUCTION TO BIDDER**

The material should be packed in good quality brand new jumbo bags as 200 Kg net per bag having inner polythene liner (transparent and having minimum weight of 800grams /liner) for rendering the material completely moisture proof. The packaging of the required material should be of international standards and capable to safe transportation during road journey from factory to OGDCL stores & well site and to withstand prolonged weather conditions at the storage points and at the well sites / locations.

(C) INSTRUCTIONS TO THE BIDDERS/ TERMS & CONDITIONS:

1. **Delivery period** for whole the consignment should not be more than **120 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	20 M.Ton within 40 days after issuance of LPO	20 M.Ton in next 40 days after 1 st consignment	20 M.Ton in next 40 days after 2 nd consignment
CNG Store	20 M.Ton within 40 days after issuance of LPO	20 M.Ton in next 40 days after 1 st consignment	20 M.Ton in next 40 days after 2 nd consignment
Kot Addu Store	20 M.Ton within 40 days after issuance of LPO	20 M.Ton in next 40 days after 1 st consignment	20 M.Ton in next 40 days after 2 nd consignment

2. **Minimum shelf life** of the quoted product **should not be less than 02 years** and manufacturer must declare shelf life of the chemical by issuing it on letter head.
3. The bidder must have to provide/submit the $\frac{1}{2}$ **Kg sample** of the quoted product along with technical bids at the time of bid submission. If the sample is not submitted with the bid, it will not be accepted in any case & will lead to disqualification of bid.
4. Technical Specifications Sheet of the quoted product duly filled-in must be enclosed in the technical bid.
5. Prior to supply of the material, if desired by OGDCL, the supplier of the product will be responsible for carrying out the inspection & Lab analysis of the material.
6. The final acceptance of the requisite consignment will be made after physical inspection of shipment & Lab analysis of representative sample for conforming to technical specs of tender documents. The lab analysis will be undertaken at OGDCL own or any other reputable lab of OGDCL choice and acceptance of the results will be binding over the supplier.
7. Material must have to be lifted back by the vendor if not found as per technical specification of this particular tender enquiry even after its delivery at the base stores and have to replace with the material conforming to technical specifications with no cost to OGDCL.
8. If any of the information provided by the bidders proves wrong or any counterfeited/unlawful document is submitted to mislead department, OGDCL reserves the right to disqualify such bids without further assigning any reason. Such bidders will not be eligible to bid for any future procurement.