



Application Form

**NOTICE # PROC-LC/PT/PRE-
QAL/LUBES/18116/2020**

**FOR PRE-QUALIFICATION OF FIRMS FOR
SUPPLY OF
LUBRICANTS AND GREASES**

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AND GREASE**

1. **INTRODUCTION**

Oil and Gas Development Company Ltd (OGDCL) is Pakistan's leading E&P sector company, having operations at about 50 locations and fields in all the four provinces. The Company is listed and traded on Pakistan Stock Exchange with highest market capitalization. The Company, through GDR process, has also been listed on London Stock Exchange. More details about the Company can be obtained from its website www.ogdcl.com

1.1 **INVITATION OF APPLICATIONS**

The company intends to invite applications for "PRE-QUALIFICATION OF FIRMS FOR SUPPLY OF LUBRICANTS & GREASES" for initial period of three years from reputable National / International Oil & Lubricants Manufacturing / Blending Companies/**Sole Authorized Distributors of the Manufacturers.**

2. **SUBMISSION OF APPLICATIONS.**

2.1 The application for pre-qualification shall be submitted on the prescribed Application Form attached at Annexure-A, in a sealed envelope clearly marked: "**NOTICE # PROC-LC/PT/PRE-QAL/LUBES/18116/2020 FOR PRE-QUALIFICATION OF FIRMS FOR SUPPLY OF LUBRICANTS & GREASES.**" The applications shall be submitted in a sealed envelope marked as under:

**MANAGER (LOCAL PROCUREMENT) SUPPLY CHAIN MANAGEMENT
DEPARTMENT OIL & GAS DEVELOPMENT COMPANY LIMITED OGDCL HOUSE,
1st FLOOR, G-6/F -6, JINNAH AVENUE, I S L A M A B A D.
Tel No. 0092-51- 920023750
Email: ijaz_janjua@ogdcl.com**

2.2 The sealed envelope must indicate the name and address of the Applicant.

2.3 If the envelope is not marked, as instructed above, the Purchaser will assume no responsibility for the misplacement or premature opening of bid(s).

2.4 All the pages of the application shall be signed and stamped by the Applicant's authorized Representative(s).

2.2 Language of Application

The Application must be prepared and submitted in the English language. Supporting documents and attachments furnished by the Applicant must also be in English language.

2.5 Cost of Pre-Qualification.

The Applicant shall bear all cost associated with the preparation and submission of application for Pre-Qualification. OGDCL shall under no circumstances be responsible or liable for such cost regardless of the outcome of the application process.

2.6 Deadline for Submission of Application

2.6.1 The application must be delivered at the Reception of OGDCL House, Jinnah Avenue, Islamabad on or before as per schedule mentioned in Press Notice and the same will be opened accordingly.

2.6.2 OGDCL can, at its discretion extend the deadline for the submission of applications.

3 Late Submission of Applications

Any Application received after deadline for submission of Applications prescribed by the Company pursuant to Clause-2 will be rejected and returned unopened to the Applicant.

4. Clarification of Applications.

To assist in the examination, evaluation and comparison of Applications, OGDCL may ask the Applicants for a written clarification regarding their applications. However, against any clarification, the Applicants shall not be allowed to change the substance of their application.

5. OGDCL'S Right to accept or Reject Any or All Applications.

OGDCL reserves the right to accept or reject any application or to annul the Pre-Qualification process and reject all Applications at any time without thereby incurring any liability to the effected Applicant. However, OGDCL shall upon request communicate to any applicant (s) who submitted

application, the grounds for its rejection, but it is not required to justify those grounds.

6. **Documents Required:**

The Applicants shall provide the following documents as per attached formats and in case of failure to do so shall cause the Application to stand rejected:

- i. Annexure A (Affidavit on non-judicial stamper paper).
- ii. Annexure B (Summary sheet)
- iii. Certificate of incorporation/Partnership Deed/Valid authorization letter of the OEM in case of sole distributor.
- iv. NTN Certificate
- v. GST Certificate

7. **SPOT VERIFICATION**

OGDCL Team of Professionals may visit Office / Manufacturing / Blending Facilities/Warehouses/Labs of the Firms /Companies/Sole Distributors to verify and evaluate the capabilities.

8. **BLACKLISTING PROCEDURE:**

Black listing procedure of the Company is attached as Appendix-I. The applicants shall be dealt accordingly.

9. **ANY OTHER RELEVANT INFORMATION**

The applicant(s) may provide any other relevant information, which they may consider important.

10. **LITIGATION STATUS**

The details / track record of litigation i.e. lawsuit in court of law during the past five (5) years, in particular with OGDCL or its Joint Venture Partners be provided. Non litigation Certificate / affidavit must be attached with the Application Form. Moreover, Oil manufacturer have to confirm that if their local distribution company comes under litigation or is disowned by themselves, then this pre-qualification would stand cancelled and all liabilities would be on part of manufacturer.

PRE-QUALIFICATION APPLICATION FORM

PART -A

11. TECHNICAL INFORMATION

- 11.1 The applicant must have their own manufacturing / Blending Plant in Pakistan (In case of national company) or abroad (In case of international company) or should be authorized **dealer** by the blender or manufacturer to participate in the pre-qualification process. Documentary evidence to be provided accordingly. Moreover, Detail of Manufacturing / Blending facilities of **Manufacturer** be provided as per following:-
- Type of lubricant manufacturing
 - Name of corresponding plant
 - Complete address
 - Telephone and Mobile number of the MD/CEO/Director(s)
 - Mobile number and E-mail address of contact person
- 11.2 Please provide address & owner ship and or rent agreement details of the premises.
- 11.3 The applicant must have warehouses / Depots in major cities of the Country.
- 11.4 The applicant must have their own SOS facility or provide through reputed labs. All SOS provided to OGDCL free of cost to help and enhance oil change intervals **for all types of lubricants**. Details of Support Services including Oil Sampling, Testing and analysis (Documentary Proof must be provided).
- 11.5 Minimum **ten** years experience of Manufacturing/ Blending in Pakistan or abroad.
- 11.6 Stock of Oil should readily be available in their depots/warehouses, from where the ordered LUBRICANTS & GREASES shall be issued on as and when required basis. The applicants should provide the list of their Depots along with addresses and stock capacity.
- 11.7 Provide documentary proof of supply of Lubricants to Oil & Gas Sector with performance reports especially E&P companies. **In this regard copies of PO have to be provided for last 10 years.**
- 11.8 In case of sole authorized distributor of the manufacturer/Blender, the applicant must be sole distributor for last **10** years of international lubricant manufacturing company.
- 11.9 Provision of authority letters from the manufacturer to their respective local authorized distributors in Pakistan **mentioning all the responsibilities of dealer by Manufacturer.**
- 11.10 Provide the composition of each product (i.e. which type of base oil is used in the product).

- 11.11 Provide complete technical information regarding the manufacturing of the lubes and greases (A high boiling point and low freezing point in order to stay liquid within a wide range of temperature, A high viscosity index, Thermal stability, Hydraulic stability, Demulsibility, Corrosion prevention and A high resistance to oxidation, shelf life of the product, change intervals/ useful life during in-operation.
- 11.12 Provide the financial statement/annual report of last three years duly certified by Chartered Accountant Firms.
- 11.13 Details of Complete Product range with Composition. **Copy of products range must be submitted.**
- 11.14 Details & Documentary evidence of firm's Pre-Qualifications with other Companies & Organizations (National or International) must be provided.
- 11.15 The Applicant(s) shall have to confirm the following mandatory requirements by providing the following terms on Affidavit on stamp paper duly attested by Notary Public :
 - 11.15.1.1 That the applicant(s) has the legal capacity to enter into the procurement contract i.e. according to the legal requirements of the government.
 - 11.15.1.2 That the applicant(s) is not insolvent, in receivership, bankrupt or being wound up, its affairs are not being administered by a court or a judicial officer, its business activities have not been suspended and it is not the subject of legal proceedings for any of the forgoing.
 - 11.15.1.3 That the applicant(s) has fulfilled its obligations to pay income taxes and sale taxes.
 - 11.15.1.4 That the applicant(s), including its directors or officers, has not been convicted of any criminal offence related to professional conduct, corruption, or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement proceedings.
 - 11.15.1.5 That the applicant(s) has not been debarred from participating in public procurement and is not on any procuring agency's blacklisted list.
 - 11.15.1.6 That the applicant(s) does not have a conflict of interest in the procurement requirement.
 - 11.15.1.7 That the applicant(s) does not have a history of contract non-performance.

Annexure A (on non-judicial stamp paper)
Mandatory for participation in Bidding Process
A F F I D A V I T
(To be attached with Technical bid)

I, _____ S/o _____ aged _____ years
_____ working as Proprietor/Managing Partner/Director of M/s _____
_____ having its registered office
at _____ do hereby solemnly affirm and
declare on oath as under:

1. That I am competent to swear this affidavit being proprietor/one or the partners/
Director of M/s _____
2. That M/s _____ is a
proprietorship/partnership firm/company is participating in tender process
conducted by OGDCL.
3. That I hereby confirm and declare that none of my/our group/sister
concern/associate company is participating/ submitting this tender.
4. That I hereby confirm and declare that my/our firm/company M/s
_____ and my/our firm/group/company/ sister concern /
associate company and directors have not been black listed/de-listed any
Institutional agencies/Govt. Deptt/ Public Sector Undertaking.
5. That there is no change in the Name & Style, Constitution and Status of the firm,
after Pre-qualification.
6. That I further undertake that in case any of the facts contained above and in-our
application is round other-wise or incorrect or false at any stage, my/our
firm/company/ group/sister concerns/ associate companies shall stand debarred
from the present and future tenders of the OGDCL.

(Signature of the Proprietor/ Managing Partner/Director with Seal)

DEPONENT

Verified at _____ on _____ that the contents of paras 1 to 6 of this
affidavit are true and correct to best of my knowledge and no part of this is false and
nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal of Notary)

SUMMARY SHEET

TENDER NO. PROC-L / _____
For prequalification of _____

1. Bidder Name _____

Address, Phone & Fax No: _____

E-mail address _____

2. Manufacturer Name & _____

Country of Origin: _____

3. GST Registration No. _____

4. NTN No. _____

Signature _____

Name

Designation _____

BLACK LISTING PROCEDURE

1. Blacklisting.

Blacklisting means; temporarily or permanently, barring an entity or a person against whom proceedings have been initiated including but not limited to bidder, contractor, supplier, agent, consultant, company, partnership or firm; hereinafter referred to as, Respondent from participating in any future procurement of goods and services. The Respondent(s) individually or collectively as a consortium may stand blacklisted if found to have been involved in any or all of the following acts

- a) Undermines or adversely affects the operations of the company through any of the following:
Withdrawing a bid during the bid validity period; Failure or refusal to
 - i. sign the Contract;
 - ii. accept Purchase Order / Service Order Terms;
 - iii. execute work;
 - iv. submit Bank Guarantee as per tender terms;
 - v. make supplies as per specification agreed;
 - vi. fulfill contractual obligations as per contract;
 - vii. meet purchase order / service order terms and conditions; and/or,
 - viii. to remedy underperformance as per contractual obligations.
 - ix. Or any other non-compliance of obligations vital for the execution / compliance of the contract.
- b) Repeated non-performance.
- c) Indulgences in corrupt or fraudulent practices while obtaining or attempting to obtain contracts in the company
- d) Convicted of fraud, corruption, tax evasion or criminal misappropriation by a court of competent forum.
- e) Notified blacklisted/debarred/cross debarred by any public sector organization or international agency. In this regards the contractor has to submit a certificate that he or his principal is not declared blacklisted / debarred / cross debarred by any public sector organization or international agency
- f) Furnished information that was false and materially inaccurate or submitted forged or fake documents.

2. Debarment of Natural Terms

The following shall stand disqualified and debarred from participating in OGDCL tenders or contracts pursuant to black listing proceedings:

- i. In case of a company; all directors including its Chairman, Chief Executive and Chief Financial Officer.
- ii. In case of partnership; all partners.

3. Debarment of Associated Companies or Entities.

Where a company or an entity has been blacklisted, all its associated or subsidiary undertaking whether by way of common directorship, common management and control, shareholding or direct or indirect control through directors of blacklisted entity etc. shall also stand disqualified from participating in OGDCL tenders or contracts

4. Standing Committee on Procurement Rules Enforcement (Committee).

- a) The Managing Director shall constitute a Standing Committee on Procurement Rules Enforcement (Committee) with five members. The Chairman of the Committee and at least one member shall be an Executive Director (EG-IX). GM(Legal) should be a permanent member of the committee. The Head of Supply Chain shall act as the Secretary of the Committee.
- b) The Committee shall submit an annual report to the Board of Directors for consideration.
- c) The Committee deliberations as a guiding principle should be based upon adequate evidence. Consideration should be given as to how much credible information is available, and its reasonableness in view of surrounding circumstances, and inferences which may be drawn from the existence or absence of affirmed facts. The assessment should include all documents available and presented.

5. Proceedings for blacklisting.

- a) General Manager (Supply Chain Management) on his own accord or on receipt of information or a complaint shall refer the matter to the Standing Committee on Procurement Rules Enforcement (Committee).
- b) The Committee after examining the material placed before it shall determine whether it is necessary and appropriate to initiate formal black listing proceedings.
- c) In case the Committee decides to initiate blacklisting proceedings Respondent shall be formally intimated in writing about the nature of complain/matter and initiation of blacklisting proceedings.
- d) The Respondent shall be intimated by giving a seven days notice through courier services, registered post or fax or email and, shall be provided an opportunity of furnishing response either through written representation or personal hearing or both.
- e) In case the Respondent fails to furnish his defense or representation the committee may proceed ex-parte on the basis of information, record and material available before it provided that two subsequent notices at three working days intervals have been given.
- f) The Committee shall complete its proceedings within 30 days from the date of first notice given pursuant to paragraph (d) above.
- g) The Respondent against whom blacklisting proceedings have been initiated may be represented through:
 - i. In case of an individual or sole proprietorship; in person.

- ii. In case of a firm or partnership: by the Chief executive or the Managing Partner, duly authorized
- iii. In case of a company: by the Chief Executive or a Director or any officer duly authorized by the Company.

6. Findings & Decisions.

- a) The Committee after finalizing its proceedings shall record its findings in writing and decide one of the following measures for implementation:
 - i. Temporarily debarred, specifying the time period;
 - ii. Blacklisted if the Respondent fails to take remedial action within the specified time; or.
 - iii. Blacklisted.
- b) The order of the Committee shall be communicated in writing as per Form 3.
- c) The documents, deliberations reduced in writing and all records of proceedings are to be maintained for five years by the Supply Chain Department.

7. Appeal.

- a) The Respondent may appeal within three working days of intimation of decision of the Committee to the Managing Director in writing of any irregularity in the decision of the Committee.
- b) If there exists any substance in the appeal the Managing Director after recorded reasons may direct that Committee may review the case by providing opportunity of hearing to the Respondent provided that the review shall be completed within 15 days.
- c) The Committee shall record its findings in writing and refer the same to the Managing Director for appropriate orders.
- d) If the decision at 6 a(ii) or (iii) materializes then the decision is fit to be publicized and communicated to PPRA, and any other department if deemed necessary, and also hoist on OGDCL website.