

OIL & GAS DEVELOPMENT COMPANY LIMITED
PROCUREMENT DEPARTMENT (LOCAL), ISLAMABAD
 (FOR ITEMS INCLUDED IN THIRD SCHEDULE OF SALES TAX ACT 1990)

Material LUBRICANTS
 Tender Enquiry No PROC-LC/PT/RM/18271/20
 Due Date
 Evaluation Criteria FULL

Bid Bond Value RS:500,000/=
 Attachment (if any) YES

Sr No	Description	Quantity	Unit	Retail price per unit (exclusive of GST)	% GST	GST (amount per unit)	FOR Offered Unit Price (PKR) Incl. of all applicable taxes except GST/ICT/PST	FOR Offered Unit Price Incl. of all applicable taxes and GST/ICT/PST	FOR Total Offered Price (PKR) Incl. of all applicable taxes and GST/ICT/PST	Discount Offered (if any) (%/Amount) on offered prices	FOR Net Price (PKR) Incl. of all applicable taxes and GST/ICT/PST
	A	B	C	D	E	F	G	H=F+G	I=B x H	J	K=I - J
1	OIL,GEAR,SAE 85W140,API GL-5 OR EQUIVALENT	23730	Litre								
2	GREASE,MULTI PURPOSE,GRADE NLGI-2 OR EQUIVALENT	2184	Kilo Grams								
3	OIL,HYDRAULIC,ISO VG-46 OR EQUIVALENT	1260	Litre								

Special Note: The prospective bidders also download the master set of Tender Document and submit bid(s) as per Finance Bill/Act 2019 i-e. items included in Third Schedule and GST applicable on Retail Prices.
 The prospective bidders may keep in touch with OGDCL website for downloading the clarifications/amendments (if any) issued by OGDCL.

Remarks & Shipment Detail: DELIVERY AT KOT ADU STORE WITHIN 30 DAYS AFTER LPO. 100% PAYMENT WILL BE MADE AFTER DELIVERY AND INSPECTION.
Remarks: BID VALIDITY MUST BE 120 DAYS AFTER TECHNICAL BID OPENING.SHELF LIFE MUST BE 2 YEARS AFTER DELIVERY.

Name, Designation, Signature & Seal of all authorized official of the bidder: _____



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

2

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"/>



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



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) _____

4

Terms & conditions for bidders for the procurement of lubricants.

1. Bidder should be the manufacturer or authorized dealer of the manufacturer of the offered lubricants. If bidder is authorized dealer of manufacturer then a hard copy of authority letter from the quoted manufacturer must be provided with the bid. Such authority letter must have the following features.
 - i. Printed on the letterhead of manufacturer.
 - ii. Submitted with the technical bid in original.
 - iii. Duly signed and stamped by the manufacturer.
 - iv. Bearing OGDCL tender enquiry number.
 - v. Stating that manufacturer (name to be mentioned) has authorized the bidder (name to be mentioned) to offer the lubricants to OGDCL against this tender enquiry and that fresh lubes will be supplied free from any defect.

Scanned authority letter or its photocopy will not be accepted. OGDCL reserves the right to confirm authenticity of the document from the issuer.

2. Manufacturer should have minimum experience of 25 years in the field of manufacturing of offered lubricants. Bidder to provide documentary evidence with the technical bid in this regard.
3. In case bidder is authorized dealer of the manufacturer, then bidder must be sole distributor for last 10 years of the manufacturer of the offered lubricants (documentary evidence in this regard must be provided with the technical bid).
4. Company profile of manufacturer must be provided with the technical bid.
5. Offered lubricants must have minimum two years shelf life after delivery and shelf life certificate on manufacturer's letter head must be provided with the technical bid accordingly. Date of manufacturing should also be printed on each package/ drum of the supplied consignment.
6. A list of clients to whom the bidder has supplied such lubricants in last five years must be provided with the technical proposal showing type and quantity of lubricants and mentioning name, e-mail address and phone number of each client.
7. Bidder to provide minimum five (05) un-priced sale contracts/ purchase orders for supplying adequate quantities (comparable to this OGDCL tender) of the offered lubricants or similar lubricants by the quoted manufacturer to national/international well reputed companies.
8. OGDCL may increase or decrease the quantity of the offered lubricants as per its own requirement.
9. It will be responsibility of the bidder to deliver the required lubricants at OGDCL Base Store - Kot Adu.
10. Delivery period is 30 days after issuance of purchase order.

Note: Above terms and conditions are integral part of S.o.R (Schedule of Requirement) of the tender enquiry.