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

Material : **CEMENT ADDITIVES**

**Due Date:**

Tender Enquiry No: **PROC-LC/PT/DS-18555**

Bid Bond Value : RS:- 700,000/=

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	LOW TO MID TEMP.RANGE FLUID LOSS ADDITIVE FOR FRESH WATER CEMENT SLURRIES,ALSO SUITABLE FOR USE WITH MIX WATER HAVING SALT CONC.UPTO 5% NaCl,PRODUCT SHOULD BE IN POWDER STATE READILY SOLUBLE IN WATER.  P#  ASY CEMENT & CEMENT ADDITIVES.	6000		Kilo Grams					
2	LOW TO MID TEMP.RANGE FLUID LOSS ADDITIVE FOR FRESH WATER CEMENT SLURRIES,ALSO SUITABLE FOR USE WITH MIX WATER HAVING SALT CONC.UPTO 5% NaCl,PRODUCT SHOULD BE IN POWDER STATE READILY SOLUBLE IN WATER.  P#  ASY CEMENT & CEMENT ADDITIVES.	4000		Kilo Grams					
3	LOW TO MID TEMP.RANGE FRICTION REDUCER FOR FRESH WATER CEMENT SLURRIES,ALSO SUITABLE FOR USE WITH MIX WATER HAVING SALT CONC.UPTO 5% NaCl,PRODUCT SHOULD BE IN POWDER STATE READILY SOLUBLE IN WATER.  P#  ASY CEMENT & CEMENT ADDITIVES.	14000		Kilo Grams					
4	LOW TO MID TEMP.RANGE FRICTION REDUCER FOR FRESH WATER CEMENT SLURRIES,ALSO SUITABLE FOR USE WITH MIX WATER HAVING SALT CONC.UPTO 5% NaCl,PRODUCT SHOULD BE IN POWDER STATE READILY SOLUBLE IN WATER.  P#  ASY CEMENT & CEMENT ADDITIVES.	6000		Kilo Grams					

**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.
- DELIVERY LOCATION : ITEM# 01 & 03 AT KHADEJI BASE STORE & ITEM# 02 & 04 AT CHAKNAURANG BASE STORE. WITH IN 60 DA AS PER SCHEDULE MENTIONED IN TOR PAYMENT AFTER DELIVERY AND BID VALIDITY MUST BE 180 DAYS FROM TECHNICAL BID OPENING.



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2/10

**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"/>



2/10

**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) \_\_\_\_\_

**OIL & GAS DEVELOPMENT COMPANY LIMITED**  
**DRILLING SERVICES DEPARTMENT**  
**ISLAMABAD**

4/10

**Description of Indented Cement Additives:**

The materials mentioned below are cement additives which are used to design and formulate cement slurries with specific gravity ranging from 1.5-2.5 SG for cement jobs at well sites & added into the water & Cement Class "G" in a firm proportion.

S.No	Description	Specific Function	Unit	Net Requirement
1	Low to Mid Temp. Range Fluid Loss Additive	Used to reduce filtration loss of cement slurries	M.TON	10.00
2	Low to Mid Temp. Range Friction Reducer	Used to achieve turbulent flow at low pumping rates and it reduces friction pressure during pumping	M.TON	20.00

**Note:**

- Low to Mid Temp. Range is 35-105°C (±5 °C).

The Technical Specification and Evaluation Criteria is elaborated individually as per following ANNEXURES.

**ANNEXURE-I**

Packing/Packaging/Marking /Supplier or Bidder Data

**ANNEXURE-II**

Laboratory Analysis & Technical/Financial Evaluation Criteria

**ANNEXURE-III**

Instructions to Bidders/Terms & Conditions

5/10

## ANNEXURE-I

### 1. PACKING/PACKAGING:

#### A) FOR ITEMS NO. 01 & 02

- Must be packed in 25.0 Kg/ 55 Lbs. Net export quality bags.
- The bags must have 04 Kraft paper layers plus 02 heavy inner asphalt laminated layers for water proofing.
- The consignment must be palletized, shrink wrapped and strapped in the maximum capacity of 1.0 MTON material per pallet.

### 2. MARKING

Each "Sack/Bag" should have clear legible marking as given below;

- Name of the Product.
- Name of the Manufacturer.
- Date/month/ year of manufacture.
- Lot No./ Batch No. \_\_\_\_\_
- Shelf Life.

6/10

C) NECESSARY DATA

Sr No.	DESCRIPTION	
1.	A	Name of Bidder
	B	Name of authorized signatory of bidder
2.		Complete address, telephone, e-mail and fax number of bidder
3.	A	Name of Manufacturer
	B	Complete address, telephone, e-mail and fax number of manufacturer
4.		Minimum shelf life Certificate
5.		Physical Appearance (Material should be powder for S.# 1-2, free from dirt and foreign material)
6.		Material Safety Data Sheet
7.		Technical Specification Sheet of quoted additive

7/10

ANNEXURE-II

A). TEST FOR QUALITY EVALUATION OF CEMENT ADDITIVES (S. # 1&2)

For the evaluation of quoted cement additives, following tests will be done.

S.NO.	COMPOSITION		RESULTS
01.	i. Cement Class 'G'	: 100 parts	<ul style="list-style-type: none"><li>➤ SG: 1.90 (15.8 PPG)</li><li>➤ API Fluid Loss: <b>Less than 100 CC at 80°C</b></li><li>➤ Free water: Zero</li><li>➤ YP: <b>Less than 20 lbs/100ft<sup>2</sup></b></li><li>➤ Thickening Time at 80°C and Pressure 8,000psi: 04 hrs. To 5 hrs.</li></ul>
	ii. Water	: 44 % AGE BWOC	
	iii. Fluid Loss Additive	: % AGE BWOC	
	iv. Friction Reducer (TIC)	: % AGE BWOC	
	v. Retarder	: % AGE BWOC	
	vi. Defoamer	: % AGE BWOC	

S.NO.	COMPOSITION		RESULTS
02.	i. Cement Class 'G'	: 100 parts	<ul style="list-style-type: none"><li>➤ SG: 1.90 (15.8 PPG)</li><li>➤ API Fluid Loss: <b>Less than 100 CC at 105°C</b></li><li>➤ Free water: Zero</li><li>➤ YP: <b>Less than 20 lbs/100ft<sup>2</sup></b></li><li>➤ Thickening Time at 105°C and Pressure 11,000psi: 04 hrs. To 5 hrs.</li></ul>
	ii. Water	: 44 % AGE BWOC	
	iii. Fluid Loss Additive	: % AGE BWOC	
	iv. Friction Reducer (TIC)	: % AGE BWOC	
	v. Retarder	: % AGE BWOC	
	vi. Defoamer	: % AGE BWOC	

**Note:**

- Slurry will be designed/tested in OGDCL Lab with OGDCL's available additives & each quoted cement additive will be tested individually with OGDCL additives.

8/10

**B). EVALUATION CRITERIA**

**1. Technical Evaluation based on Dosage:**

Technical evaluation will be based upon allowable dosage limit as described below

S.No	Description	Maximum Allowable Dosage (% BWOC)	
		80°C	105°C
1	Low to Mid Temp.Range Fluid Loss Additive	0.5%	0.6%
2	Low to Mid Temp.Range Friction Reducer	0.4%	0.6%

**Note:**

- For the preparation of slurries mentioned in ANNEXURE II, if any of the additive taking dosage more than maximum allowable dosage in OGDCL Lab then it will be considered as Technically Non-Responsive.

**2. Financial Evaluation Format based on Dosage & Quoted Rate:**

Financial Bids of only technically responsive bidders will be opened and the financial evaluation will be based on the dosage used in OGDCL Lab Tests mentioned in ANNEXURE II & quoted rate, according to below formula.

Bidder Name	Dosage of Additive based on OGDCL lab results (%BWOC) for Cement Slurry of SG=1.90	Lbs per bbl of slurry	Quoted Rate per Lbs of additive	Cost per Lbs of additive based on dosage
1	A	D	G	$J=D \times G$
2	B	E	H	$K=E \times H$
3	C	F	I	$L= F \times I$

**Note:**

- Technically responsive and financially lowest bidder will be awarded the Purchase Order.
- Evaluation will be carried out item wise and Purchase Order will be awarded Item wise.



## ANNEXURE-III

### INSTRUCTIONS TO THE BIDDERS/ TERMS & CONDITIONS:

1. All submitted bids will be evaluated strictly as per **TORs of tender inquiry**.
2. The quantities of indented materials are tentative & can be increased/ decreased according to the requirement.
3. **Delivery period** for the quoted item is **60 Days after issuance of LPO**; OGDCL can amend delivery schedule as per operational requirements. Supplier will have to provide material at following OGDCL Locations as per mentioned quantities.

S.No	Description	Delivery Location & Quantities			
		KDS Karachi	Store	Chak Store(CNG) Near Chakwal City	Naurang
1	Low to Mid Temp. Range Fluid Loss Additive (M.Ton)		06		04
2	Low to Mid Temp. Range Friction Reducer (M.Ton)		14		06

4. Low to Mid Temp. Range is **35-105°C (±5 °C)**.
5. **Minimum Shelf life** of the quoted product should not be less than **02 years** after delivery.
6. Quoted Product should be **Non-Hygroscopic**.
7. The bidder must have to provide the **½ kg** sealed sample of each quoted product (S. # 1 & 2) along with Technical Bid.
8. All samples would be in sole custody of OGDCL and lab analysis of these samples would be carried out at OGDCL own lab.
9. Acceptance of OGDCL lab results will be binding over the bidders and bidder cannot challenge the results of its competitor bidder's samples.

10/10

10. Material will be accepted after the physical inspection & OGDCL's lab evaluation report of the random sample drawn by the inspection committee from the material delivered at required locations.
11. On receipt of the materials, 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.