

**OIL & GAS DEVELOPMENT COMPANY LIMITED**  
**PROCUREMENT DEPARTMENT, ISLAMABAD**  
**FOREIGN SECTION A**

(To be completed, filled in, signed and stamped by the principal)

ANNEXURE 'A'

01/08

Material 200 M.TON OF POTASSIUM LIGNITE (KL)  
 Tender Enquiry No PROC-FA/CB/WS/CHEM-4092/2018  
 Due Date  
 Evaluation Criteria FULL

**SCHEDULE OF REQUIREMENT**

Sr No	Description	Unit	Quantity	Unit Price (FOB)	Total Price (FOB)	Unit Price C & F BY SEA	Total Price C & F BY SEA	Deviated From Tender Spec. If Any
1	POTASSIUM LIGNITE	Metric Ton	200					

Note:

- 1) PURSUANT TO TENDER CLAUSE # 2.2, 11.4, 13 & 35.3.2, BID BOND AMOUNTING TO USD 2,600/- OR EQUIVALENT TO PAK RUPEES MUST BE SUBMITTED WITH THE TECHNICAL BID AND VALID FOR 150 DAYS FROM THE DATE OF OPENING OF THE BID.
- 2) EVALUATION CRITERIA: FULL CONSIGNMENT WISE ON CFR KARACHI BASIS.
- 3) TERMS AND CONDITIONS: BIDDERS ARE ADVISED TO CAREFULLY READ ALL THE TERMS AND CONDITIONS OF THE TENDER DOCUMENT AVAILABLE AT OGDCL WEBSITE IN THE MASTER SET OF TENDER DOCUMENT.
- 4) SHIPMENT FROM ACU MEMBER COUNTRIES: IN CASE OF SHIPMENT FROM ACU MEMBER COUNTRIES, THE LC BENEFICIARY SHOULD BE OF THAT PARTICULAR COUNTRY FROM WHERE THE CONSIGNMENT IS BEING SHIPPED.
- 5) SUMMARY REJECTION CRITERIA: THE SUMMARY REJECTION CRITERIA CLAUSE # 35 OF OGDCL MASTER SET OF TENDER DOCUMENT MAY ALSO BE EXAMINED CAREFULLY. ANY BID NOT MEETING THE CRITERIA SPELLED IN THE CLAUSE # 35 SHALL BE SUMMARILY REJECTED WITHOUT ANY RIGHT OF APPEAL.
- 6) DELIVERY PERIOD: THE LEAD TIME OF THE QUOTED PRODUCT SHOULD NOT BE MORE THAN 90 DAYS AFTER OPENING OF LETTER OF CREDIT (LC).
- 7) CERTIFICATE OF INCORPORATION / VALID TRADE LICENSE OF BIDDER / LC BENEFICIARY MUST BE SUBMITTED WITH THE TECHNICAL BID.
- 8) **PAYEMNT:**

**a) FOR TENDER VALUE LESS THAN OR EQUAL TO US\$ 200,000:**

PAYMENT TO THE CONTRACTOR/ BIDDER IN FOREIGN CURRENCY SHALL BE MADE BY ESTABLISHING IN FAVOR OF THE CONTRACTOR AN IRREVOCABLE LETTER OF CREDIT (HEREINAFTER CALLED THE L/C). 70 % PAYMENT (S) UNDER THE L/C WILL BE MADE FOR THE FOB/ CFR / CPT (AS THE CASE MAY BE) PRICE OF MATERIAL OF EACH SHIPMENT UPON SUBMISSION OF THE SHIPPING DOCUMENTS. BALANCE 30% PAYMENT WILL BE RELEASED AFTER RECEIPT, INSPECTION AND ACCEPTANCE OF MATERIAL.

**b) FOR TENDER VALUE MORE THAN US\$ 200,000:**

PAYMENT TO THE CONTRACTOR/ BIDDER IN FOREIGN CURRENCY SHALL BE MADE BY ESTABLISHING IN FAVOR OF THE CONTRACTOR AN IRREVOCABLE LETTER OF CREDIT (HEREINAFTER CALLED THE L/C). 80 % PAYMENT (S) UNDER THE L/C WILL BE MADE FOR THE FOB/ CFR / CPT (AS THE CASE MAY BE) PRICE OF MATERIAL OF EACH SHIPMENT UPON SUBMISSION OF THE SHIPPING DOCUMENTS. BALANCE 20% PAYMENT WILL BE RELEASED AFTER RECEIPT, INSPECTION (IN ADDITION OF PRE-SHIPMENT INSPECTION) AND ACCEPTANCE OF MATERIAL.

*Verified by*  
*Fazal*  
*09/10/2018*  
**FAZAL RAHIM**  
 Dy. Chief Engr. (Drilling Fluid)  
 Ext: 2373

02/08

**TECHNICAL SPECIFICATIONS SHEET OF**  
**POTASSIUM LIGNITE (KL)**

Potassium Lignite is used in Potassium base inhibitive mud system primarily as filtration control agent (both at API and HPHT stipulated conditions) and secondary to control mud rheology. It is also used in fresh water, brackish, sea and salt water mud systems for the same purposes.

Each bidder should fill-in the tables given below with the properties of their quoted product. Only to write "conforming to" or "OK" will not be sufficient.

**A-1) TECHNICAL SPECIFICATIONS:**

SR. NO.	PROPERTIES	REQUIRED SPECIFICATIONS	EXACT VALUE OF THE OFFERED PRODUCT
01.	Physical appearance	Free flowing Powder	
02.	pH of 2% Solution	9.0 Minimum	
03.	Moisture Content	10 % Maximum	
05.	Potassium Content % by mass	5 % Minimum	
06.	Particle size	90% minimum should pass through 30 mesh.	

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*Fazal*  
**FAZAL RAHIM**  
Dy Chief Engr. (Drilling Fluid)  
Ext: 2373  
05/10/2018

Signature: *47/09/18*      Signature: *Saima*      Signature: *Fazal*      Signature: *Manzoor Hussain Oazi*  
 Prepared by: Farasat Sharif (ME)      Checked by: Saima Maqsood (SME)      Recommended: Fazal Rahim (DC)      Approved by: Manzoor Hussain Oazi (Chief)  
 Date: 17-09-18      Date: 18-09-2018      Date: 18-09-2018      Date: 18/9/18

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A-2) PERFORMANCE TESTS:

SR. NO.	PERFORMANCE TESTS	REQUIRED SPECIFICATIONS	EXACT VALUE OF THE OFFERED PRODUCT
01.	<p><b>Preparation of base mud:</b>                      Prepare 1000ml bentonite suspension containing 10.0 grams API bentonite per 100ml distilled water by stirring with laboratory stirrer (3000-4000 rpm) for 15 minutes. Age for 48hrs at 90±2°C temp. After aging, cool down to 24±2°C. Dilute it with distilled water if required to bring its apparent viscosity to 50±2cp after raising pH 9.0-10 with 5N KOH solution and also record its YP and API F/L. Divide this suspension into two portions.</p>		
02.	<p>Take one part (500ml) of base mud as mentioned at (01) and treat with 7.5 gm of potassium lignite sample with stirring. Stir for 15minutes with Hamilton beach mixer at high speed.. Adjust the pH of this mud to 9.0-10 and record the following parameters;</p> <p>a) Apparent viscosity, (cp)</p> <p>b) YP (lbs/100sq.ft)</p>	<p>Should not exceed more than 50% of the value obtained for base mud at (01).</p> <p>Should not exceed more than 30% of the value obtained for base mud at (01).</p>	

re checked please  
 Fazal  
 05/10/2018  
**FAZAL RAHIM**  
 Dy. Chief Engr. (Drilling Fluid)  
 Ext: 2373

Signature: [Signature] Signature: [Signature] Signature: [Signature] Signature: [Signature]  
 Prepared by: Farasat Shari, ME Checked by: Saima Maqsood, (SME) Recommended: Fazal Rahim (DC) Approved by: Manzoor Hussain Qazi (Chief)  
 Date: 17-09-2018 Date: 18-09-2018 Date: 18-09-2018 Date: 18/9/18

04/08

<p>03.</p>	<p>Take 2<sup>nd</sup> part (500ml) of above base mud as mentioned at (01) and add 7.5 gm of potassium lignite sample with stirring. Stir for 15minutes with Hamilton beach mixer at high speed. Adjust the pH of this mud to 9.0-10. Hot roll at 160±2°C for 24hrs, cool down to 24±2°C and record the following parameters;</p> <p>a) Apparent viscosity, (cp)</p> <p>b) YP (lbs/100sq.ft)</p>	<p>Should not exceed more than 50% of the value obtained for base mud at (01)</p> <p>Should not exceed more than 30% of the value obtained for base mud at (01).</p>	
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*Verified*  
*Fazal*  
*18/09/2018*  
**FAZAL RAHIM**  
 Dy. Chief Engr. (Drilling Fluid)  
 Ext: 2373

Signature: *[Signature]*      Signature: *[Signature]*      Signature: *[Signature]*      Signature: *[Signature]*  
 Prepared by: Farasat Sharif (ME)      Checked by: Saima Maqsood (SME)      Recommended: Fazal Rahim (DC)      Approved by: Matzoor Hussain Oazi (Chief)  
 Date: 17-09-2018      Date: 18-09-2018      Date: 18-09-2018      Date: 19/9/18

A-3) NECESSARY DATA FOR POTASSIUM LIGNITE (KL):

05/08

SR. NO.	DESCRIPTION	
01.	Name of Bidder	
02.	Complete address, telephone, Email and fax numbers of bidder	
03.	Name of local agent	
04.	Complete address, telephone, Email and fax numbers of local agent	
05.	Name of Manufacturer	
06.	Name of Authorized Signatory of Manufacturer	
07.	Complete address, telephone, E-mail and fax number of manufacturer.	
08.	Website of manufacturer	
09.	Brand Name of Product	
10.	Country of origin	
11.	Port of shipment	
12.	Minimum shelf life of product	

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 17/09/2018  
**FAZAL RAHIM**  
 Dy. Chief Engg. (Drilling Fluid)  
 Ext: 2373

Signature: 4/7/18 Signature: Saima Signature: Fazal Signature: Manzoor Hussain Oazi  
 Prepared by: Farasat Sharif (ME) Checked by: Saima Maqsood (SME) Recommended Fazal Rahim (DC) Approved by: Manzoor Hussain Oazi (Chief)  
 Date: 17-09-2018 Date: 18-09-2018 Date: 18-09-2018 Date: 18/9/18

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- A-4) Names of at least 07 clients / sales achievement (E & P companies only) other than OGDCL to whom supplied the quoted products in bulk quantity (not less than 50 M Ton) with contract numbers, year of supply and quantities during the last Five years commencing from year 2013 as a proof of five (05) years experience.

SR. NO.	NAMES OF CLIENTS WITH ADDRESS AND TELEPHONE NOS.	CONTRACT / PURCHASE ORDER NOS. WITH DATE	QUANTITY SUPPLIED (M.TON)
01.			
02.			
03.			
04.			
05.			
06.			
07.			

- A-5) NECESSARY ATTACHMENTS:

SR. NO.	DESCRIPTION	ATTACHED/ PROVIDED OR NOT
01.	Product Data Memorandums of Potassium Lignite (KL) in original printed by manufacturer/ producer.	Attached/ Not attached
02.	Material Safety Data Sheets of Potassium Lignite (KL) in original printed by manufacturer/ producer.	Attached/ Not attached
03.	Valid ISO-9001-2008 certificate as a proof for manufacturing / Production of the quoted Potassium Lignite (KL) / Mud chemicals.	Attached/ Not attached
04.	Original authority letter issued by the manufacturer/ Producer to bidder for quoting the product.	Attached/ Not attached
05.	Lab evaluation report of the quoted product from an internationally reputed/ recognized third party laboratory in the light of technical specifications sheet at A-1 & A-2.	Attached/ Not attached.
06.	1 Kg sample of each of the offered product.	Provided/ Not provided

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Farasat  
FAZAL RAHIM  
Dy. Chief Eng. (Drilling Fluid)  
Ext: 2373

Signature: 4701 Signature: Farasat Signature: Fazal Signature: Manzoor Hussain Qazi  
 Prepared by: Farasat Sharif, ME) Checked by: Saima Maqsood, (SME) Recommended: Fazal Rahim (DC) Approved by: Manzoor Hussain Qazi (Chief)  
 Date: 17-09-2018 Date: 18-09-2018 Date: 18-09-2018 Date: 19/9/18

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**B) PACKAGING INSTRUCTIONS**

The chemicals should be packed as **25kgs** net per bag in export quality multi-wall paper having inner polythene liner for rendering the material completely moisture proof. The material should be palletized as **01 MTON**, wrapped with thick polyethylene sheet and tightly strapped. The packaging of the required mud chemicals should be of international standards and capable to safe transportation during ocean / road journey from port of shipment to well site and to withstand prolonged weather conditions at the storage points and at the well sites / locations.

**C) MARKING:**

Each bag should have clearly legible marking, as given below;

- (a) Name of the product.
- (b) Name of the Manufacturer.
- (c) Date/month/ year of manufacture.
- (d) Minimum shelf life
- (e) Supply order number against which supplies are made.
- (f) Lot No. \_\_\_\_\_ / Batch No. \_\_\_\_\_.

**D) INSTRUCTIONS TO THE BIDDERS/ TERMS & CONDITIONS:**

1. The manufacturer of the quoted products must have minimum **05** years experience of manufacturing & supplying of indented chemical to E & P companies specifically, duly supported by valid authentic **ISO 9001-2008 Certificate** as a proof for manufacturing/ production of the quoted product consecutively from last 05 years. In case of any ambiguity, the certificate will be verified from issuing authority. The certificate duly submitted along with bid, will be considered final. No additional certificate will be entertained at any stage of the case.
2. **Minimum shelf life** of the quoted products **should not be less than 03 years.**
3. Technical Specifications Sheet of the quoted products duly filled-in must be enclosed in the technical bid.
4. **Delivery period** of the quoted product should not be more than **90 Days.**
5. Bids will be evaluated strictly on the basis of TORs of this tender Enquiry and previous performance of bidder, manufacturer and local agent.

An authority letter in original issued by the manufacturer for allowing the bidder to quote their product for this particular tender enquiry, duly signed/stamped, must be attached with the technical bid in case the bidder is not manufacturer.

7. All the bidders must have to provide/ submit the **1Kg sample** of the quoted product along with technical bids at the time of bid submission. The valid receipt/tracking details supplied through national / international courier services has to be accompanied with the bid. No sample will be accepted / entertained after 10 days of Technical Bid Opening if not provided along with the bid, and the bid will be rejected.

Signature: 17/09/18 Signature: Saima Signature: Fazal Signature: Manzoor Hussain Oazi  
 Prepared by: Farasat Sharif (ME) Checked by: Saima Maqsood (SME) Recommended: Fazal Rahim (DC) Approved by: Manzoor Hussain Oazi (Chief)  
 Date: 17-09-2018 Date: 18-09-2018 Date: 18-09-2018 Date: 18/09/18

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 Farasat Sharif  
 05/10/2018  
**FAZAL RAHIM**  
 Dy. Chief Engr. (Drilling Fluids)  
 Ext: 2333

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- 8. All the bidders must have to submit the lab evaluation report of their quoted products from any internationally reputed /recognized 3<sup>rd</sup> party laboratory, strictly as per technical specification sheets of the tender document, along with the technical bid.
- 9. The quantities of indented material can be increased or decreased at the time of finalization of case according to the requirement.
- 10. Prior to shipment of the material, the supplier of the product will be responsible for carrying out the inspection & Lab analysis of the material from the OGDCL approved inspecting agency/ Lab for confirmation of material as per tender specifications.
- 11. **A):- TENDER VALUE LESS THAN OR EQUAL TO US \$ 200,000** :- Payment to the contractor/bidder in Foreign currency shall be made by establishing in favor of the contractor an irrevocable letter of credit (Hereinafter called the L/C).70% payment (s) under the L/C will be made for the FOB/CFR/CPT (As the case may be ) price of material of each shipment upon submission of the shipping documents. Balance 30% payment will be released after receipt, Inspection (In addition of Pre-shipment inspection) and acceptance of Material.

**B):-TENDER VALUE MORE THAN US \$ 200,000** :- Payment to the contractor/bidder in Foreign currency shall be made by establishing in favor of the contractor an irrevocable letter of credit (Hereinafter called the L/C).80% payment (s) under the L/C will be made for the FOB/CFR/CPT (As the case may be ) price of material of each shipment upon submission of the shipping documents. Balance 20% payment will be released after receipt, Inspection (In addition of Pre-shipment inspection) and acceptance of Material.

- 12. Shipment is required to be made in containers for minimizing damages to the costly Chemical.
- 13. 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.
- 14. Material must have to be lifted back by the vendor if found not as per technical specification of this particular tender enquiry even after its receipt at the base stores and have to replace with the material conforming to technical specifications with no cost to OGDCL.
- 15. 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 allowed to bid for future procurement.

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**FAZAL RAHIM**  
 Dy. Chief Engr. (Billing Fluid)  
 Ext: 2375

Signature: *H7*      Signature: *Saima*      Signature: *Fazalbi*      Signature: *for Riz Mangr*  
 Prepared by: Farasat Sharif, ME Checked by: Sajma Maqsood, (SME) Recommended Fazal Rahim (DC) Approved by: Manzoor Hussain Oazi (Chief) 18/9/18  
 Date: 17-09-2018      Date: 19-09-2018      Date: 18-09-2018      Date: -