

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

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

ANNEXURE 'A'

Material Sodium Carboxy Methyl Cellulose (Low Viscosity), CMC (LV)  
 Tender Enquiry No PROC-FA/CB/WS/CMC-4358/2019  
 Due Date  
 Evaluation Criteria FULL PKG.

**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	SODIUM CARBOXY METHYL CELLULOSE (LOW VISCOSITY), CMC (LV)	Metric Ton	250					

1- Bid bond; -Pursuant to tender clause # 2.2, 11.4, 13 & 35.3.2, bid(s) must be accompanied by an upfront bid bond in the form of pay order/ demand draft or bank guarantee issued by scheduled bank of Pakistan or a branch of foreign bank operating in Pakistan for an amount of US \$8,700/- (United States Dollar Eight Thousand Seven Hundred Only) or equivalent Pak Rupees, with technical bid and valid for 150 days from the date of opening of the bids. The bank guarantee must be issued in accordance with the format as per Annexure-C of the tender documents.

2. Terms and conditions: -Bidders are advised to carefully read all the terms and conditions of the Tender Document available at OGDCL web site in the master tender document.

3- 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.

4. Summary rejection criteria: - The summary rejection criteria at clause # 35 of the 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.

5. Foreign Procurement Payment Terms (also available at OGDCL website (Tenders Tab)):

- (i) 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.
- (ii) 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.

**TECHNICAL SPECIFICATIONS SHEET OF  
CARBOXY METHYL CELLULOSE – LOW VISCOSITY**

Carboxy Methyl Cellulose- Low-Viscosity Grade (CMC-LV), is an effective organic Polymer Designed to control filtration (Water loss) in all types of water base drilling fluids ranging from fresh to salt saturated waters, while having a minimal effect on viscosity. It is readily dispersible in water base mud systems from fresh to salt saturated muds.

Each bidder of CMC-LV should invariably fill-in the table given below with exact value of these properties of their quoted product. Only to write conforming to or OK will not be sufficient.

**A) TECHNICAL SPECIFICATIONS**

<b>SR. NO.</b>	<b>PHYSICAL PROPERTIES</b>	<b>REQUIRED SPECIFICATIONS</b>	<b>EXACT VALUE OF THE OFFERED PRODUCT</b>
01.	Appearance	Light colored hygroscopic free flowing powder	
02.	Moisture content	8% Maximum	
03.	Bulk Density (g/l)	Minimum 650	

**B) PERFORMANCE EVALUATION**

<b>PERFORMANCE TESTING (AS PER API SECTION 9)</b>			
<b>SR. NO.</b>	<b>PERFORMANCE TEST</b>	<b>REQUIRED SPECIFICATIONS</b>	<b>EXACT VALUE OF THE OFFERED PRODUCT</b>
1.	Viscometer dial reading at 600 RPM	90 Maximum	
2.	Filtrate volume	10 cm <sup>3</sup> Maximum	

**Note:** Detailed procedure for performance testing is enclosed at Annexure-B

Approved by: 

## C) NECESSARY DATA

SR. NO.	DESCRIPTION	
01.	Name of Bidder	
02.	Complete address, telephone, Email and fax numbers of bidder	
03.	Name of local agent & Authorized signatory 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	

- D) Names of at least 07 clients / sales achievement (E & P companies only) other than OGDCL whom supplied the quoted product in bulk quantity (not less than 50 M.Ton) with contract numbers and quantities during the last Five(05) years commencing from year 2011 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
01.			
02.			
03.			
04.			
05.			
06.			
07.			

- E) **NECESSARY ATTACHMENTS FOR TECHNICAL BID:**

SR. NO.	DESCRIPTION	ATTACHED/ PROVIDED OR NOT.
01.	Product Data Memorandums of (CMC-LV) in original printed by manufacturer.	Attached/ Not attached
02.	Material Safety Data Sheets OF (CMC-LV) in original printed by manufacturer.	Attached/ Not attached
03.	Valid ISO-9001-2008 certificate for manufacturing / Production of the quoted product (CMC-LV) / Mud chemicals.	Attached/ Not attached
04.	Original authority letter issued by the manufacturer to bidder for quoting their product.	Attached/ Not attached
05.	Company profile with manufacturing capability & Experience; of last 05 years.	Attached/ Not attached

06	Lab evaluation report of the quoted product from an internationally reputed/ recognized third party laboratory in the light of technical specifications sheet at A) & Performance Test at B).	Provided/ Not provided
07	1 kg sample of offered product.	Provided/ Not provided

**PACKAGING:**

The chemical should be packed as **25kgs** net per bag in export quality new multi-wall paper bags having thick, high density inner polythene liner for rendering the material completely moisture proof. The material should be palletized as **500-1000 KG**, wrapped with thick polyethylene sheet and tightly strapped. The packaging of the required mud chemical should be of international standards and capable to safe transportation during ocean / road journey from port of shipment to well site and to withstand harsh weather conditions at the storage points and at the well sites / locations.

**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.\_\_\_\_\_.

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

1. The manufacturer of the quoted product 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 consider final. No additional certificate will be entertained at any stage of the case.
2. **Minimum shelf life** of the quoted product **should not be less than 03 years**.
3. Technical Specifications Sheet of the quoted product duly filled-in must be enclosed in the technical bid.
4. **Delivery period** of the quoted product should not be more than **180 Days**. The material must be delivered in 02 equal consignments. First partial shipment will be made within 90 days after establishment of LC.

5. All submitted bids will be evaluated strictly as per TOR of tender inquiry as well as on the basis of previous performance (supply record as per shipment) of bidder, manufacturer and local agent, failing which will lead to disqualification of Bid thereof.
6. 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 **1 Kg 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.
8. All the bidders must have to submit the lab evaluation report of their quoted product from any internationally reputed /recognized 3rd party laboratory, strictly as per technical specification sheet 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, if desired by OGDCL, 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. The inspector will be hired by OGDCL. After physical inspection, one representative sample of the chemical will be dispatched by the inspectors directly to OGDCL. Later on its Lab Evaluation report will be submitted directly to OGDCL. After examination/scrutiny, OGDCL will inform about acceptance/rejection of material/report.
11. Shipment is required to be made in containers for minimizing damages to the costly Chemical.
12. 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.
13. 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.
14. 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.