

ANNEXURE-A

SCOPE OF WORK/TOR

1. General Introduction.

OGDCL intends to hire the services of an experienced and well reputed contractor for provision and operation of Gas Generator (4 wire, 3 phase, 415 volts, 50 Hz) in OGDCL on rental basis for Qadirpur Gas Field (Residential Camp). Only space and fuel for generator's operations will be provided by OGDCL and all other requirements will be fulfilled by the contractor itself. The contractor will be responsible for provision of un-interrupted power supply round the clock. OGDCL reserves the right to call off the contract on a one month advance notice without assigning any reason(s).

2. Operating Conditions

Power requirement for Qadirpur Gas Field Camp Area listed for this tender's continuous service. Any additional requirement at site would also be covered under this requirement. Gas specifications for Qadirpur Gas Plant is tabulated at Para 11/n.

Sr. #	Field	Fuel source	Qty	Power Requirement
1	Qadirpur Gas Field (For Residential Camp))	Gas	01(Running) + 01(standby)	800 KW or 1000 KVA (Each) Operated with cooling tower

3. Contract Period

The rental contract will be for a period of three years (extendable with mutual consent). In each year 06 months is the useable time period for these Gensets i.e from April to September on call up basis. After each call i.e after six months the Gensets will be dehiired and contractor can demobilize the Gensets till another call from the field. However, OGDCL reserves the right to terminate the contract at any time without assigning any reason even prior to the agreed contract period.

4. Contractors Responsibility

4.1. The contractor has to supply the generators with Operation and maintenance services with

- 4.1.1. Operational Staff (24 Hours)
- 4.1.2. Insurance of generators.
- 4.1.3. Servicing of the supplied generators, routine & breakdown maintenance and troubleshooting.
- 4.1.4. Ensure the availability of maintenance spares like Lube Oil, filters, batteries & battery electrolyte and coolant conditioner.
- 4.1.5. Provide one container for sitting of their staff and for storage of spares for Gensets.
- 4.1.6. Supply of standard 4 core, 150 meter power cables up to the OGDCL changeover panel.
- 4.1.7. Provision of weather proof/sound proof canopy.
- 4.2. The contractor should supply the skid mounted Gas Driven generator units.
- 4.3. The supplied engine & generator should be brand new or not older than 05 years (recently over hauled) give satisfied performance throughout the contract period.
- 4.4. The generator package should be equipped with all the standard accessories/safeties.
- 4.5. The generator package should be with panel board with visible display of all parameters, fault warnings and controls. All the safeties should be operative.
- 4.6. The contractor will be responsible to provide earthing to the Gensets from two different point.
- 4.7. The contractor will responsible to provide all necessary tools/accessories to their manpower for routine maintenance jobs.
- 4.8. The contractor will perform all preventive maintenance, TA-I, TA-II, Top end, and major overhauling timely with spares as per OEM maintenance schedule of supplied generators.
- 4.9. The contractor will be responsible for regular filling of log books issued for generators. The log book must be signed by Incharge Maintenance of the respective field/location fortnightly.
- 4.10. Filling of daily, weekly, monthly, six monthly and yearly maintenance logbooks and keeping their records will also be the responsibility of the contractor.
- 4.11. In case of fault in Genset the technical expert of contractor must be at site for trouble shooting as and when required without any delay.
- 4.12. The contractor will assure the presence of workshop manual, maintenance manual, maintenance and performance reports and other necessary data at site.

4.13. Installation & Commissioning.

- 4.13.1. The contractor is responsible for mobilization, installation and commissioning of Gensets at site. OGDCL will provide Crane only for loading and unloading facility of Gensets at site.
- 4.13.2. Only hard standing would be made available at site. All other requirements will be fulfilled by the contractor.
- 4.13.3. For Gas Generators, fuel gas supply lines would be provided up to foundation by OGDCL. The contractor has to make arrangements for making connections with the fuel supply line.
- 4.13.4. Civil work and piping jobs for the installation of cooling towers for Gensets and the treatment of water of cooling towers is the responsibility of contractor. OGDCL will provide only ground water for cooling towers.
- 4.13.5. All necessary checks regarding installation and commissioning of the generators are the responsibility of the contractor.
- 4.13.6. OGDCL will provide fuel gas for Genets at pressure 100 to 180 PSI, other arrangements for reducing the gas pressure according to the requirements of Gensets will be the responsibility of contractor.
- 4.13.7. The Genset will be tested on continuous peak load for 72 hrs with guaranteed fuel consumption. The arrangement of dummy load will be the responsibility of contractor.
- 4.13.8. The time line for installation & commissioning is 3 calendar days.
- 4.13.9. The contractor will perform installation & commissioning activities of Gensets in parallel with the existing rental Gensets without any power break down.

4.14. Operation

- 4.14.1. Contractor is fully responsible for trouble free operation, maintenance and routine checkups of the generators unit during the contract period. SOS as per OEM recommendation to be done by supplier/contractor.
- 4.14.2. Un-interrupted power supply should be ensured for 24x7 days of week during contract period. Otherwise deduction from rental charges will be made on pro rota basis.
- 4.14.3. Nothing except fuel i.e., gas will be provided by OGDCL for operation of the generators. All other requirements have to be fulfilled by the contractor.

- 4.14.4. All types of maintenance of generators will be the sole responsibility of the contractor in respect of spare parts, material, manpower, allied services & support and all other requirements.
- 4.14.4 The contractor should have sufficient inventory stock at field for quick troubleshooting of faults to eliminate downtime of Gensets.
- 4.14.5. Contractor is responsible to depute minimum two operational staff per shift (2X3(shifts) and 01 supervisor to monitor 3 shifts for generators operation & maintenance.
- 4.14.6. Contractor is responsible to provide all required PPE'S to his operational staff.
- 4.14.7. The contractor is responsible to arrange alternative crew member in case of absence of any crew member due to sickness, leave, domestic or any other reason. OGDCL will not be responsible for any damage caused to generators due to non-presence of operator.

5. End of Contract

OGDCL reserves the right to terminate this contract at any time before the contract period without assigning any reason thereof and without paying any extra charges. After termination of contract, contractor is responsible to uninstall generators and demobilize them from the OGDCL site within a week after which the contractor will be liable to pay storage charges @ 0.5 % of the monthly rent rates on every day basis up to 15 days. After 15 days, the penalty will be charged @ 5% of the monthly rent rates on every day basis which will be deducted from final invoice. **OGDCL reserves the right to terminate the contract by giving one month advance notice prior to completion of contract.**

6. Terms & Conditions

- 6.1. No down time is allowed for power supply.
- 6.2. In the event of any shut down/breakdown, the standby generator will be started and the contractor has to make alternate arrangements for provision maintenance of generator.
- 6.3. If the provided generator is found not delivering required output as per rated/offered output provided in the bid, the contractor will be imposed penalty proportional to the monthly rental invoice plus 25% of the monthly rental as calculated by OGDCL.
- 6.4. Charges of any damage caused to any OGDCL equipment/appliances due to malfunctioning of the generator will be charged from contractor and will be deducted from monthly invoices of the contractor as per actual.

- 6.5. OGDCL will not be responsible for any damage caused to generators and/or contractor employees under any circumstances.
- 6.6. Contractor has to submit monthly rental invoice of the preceding month to OGDCL on the last date of every month to the location incharge along with signed log books.
- 6.7. Rental charges will be paid only for the period of satisfactory power supply on monthly basis.
- 6.8. The deductions if any will be incorporated before payment of monthly rental invoice.
- 6.9. Payment will be made through cross cheque after deduction of applicable taxes against invoices.
- 6.10. Rental charges will be started from the time of satisfactory power supply.
- 6.11. Nothing except fuel i.e., gas will be provided by OGDCL for operation of the generators. All other requirements have to be fulfilled by the contractor.

7. Company Qualifying Criteria.

The contractors who intend to participate in this rental generator bid must provide documentary proof for at least 7 years of generators installation & operation experience. Further the contractor should submit a list of projects of similar nature carried out by him with brief scope of work along the technical portion of the bid for similar generators.

The company is to provide the following mandatory data for evaluation/qualification:

- 7.1. Last three years of audited annual accounts/annual reports
- 7.2. Certified copy of NTN/GST.
- 7.3. Listed status of the company / other company profile
- 7.4. Comprehensive list of rental generators available for gas based operations
- 7.5. List of all the workshops and service agencies across Pakistan.
- 7.6. HSEQ policy of the company.
- 7.7. The contractor is to confirm that operator would be provided with adequate PPE's including coveralls, ear muffs, safety shoes, safety helmets, safety goggles, safety gloves.
- 7.8. HSEQ trainings done by the operational and maintenance staff during the last three years (with details for training title/agency, duration in hours, certification)
- 7.9. Company profile/projects exhibiting 8 years of continuous operations.

- 7.10. Any previous contract for Operation & Maintenance of generators with OGDCL and/or other E&P companies operating in Pakistan.
- 7.11. The generator package must have the monitoring devices for generation voltage, output current, frequency, battery voltage, fuel level, lube oil pressure, engine temperature and running hours. Safety devices like overload and short circuit protection for generator, over speed, low oil pressure, and high temperature must be operative with indication lights. Each unit is to be provided with emergency shutdown/stop switch which must be operative. Bidder has to confirm availability of these in his bid proposal.
- 7.12. **Technical Qualification Marking Criteria (Supply, Installation, and Operation of Rental Gas Genset For Qadirpur)**

Sr. No	Evaluation Item	Max. Marks/ Calculation	Max. Marks	Min. Qualifying Marks	Remarks
1.	Experience for Supply, Installation and Operation of Gas genset on rental Basis	10 Years (24 Marks) 07 Years (15 Marks) Less than 07 years = (Zero Marks)	24	15	The contractor should submit the relevant documents so as the experience may be verified. In case of joint venture, JV agreement should be provided and experience of only single contractor will be considered for evaluation. Experience of both JVs will not be added. Bidder to clearly mention the lead partner in the technical bid. For each year above 07 years up to 9 years' experience, will obtain 3 marks/ year.
2.	Supply of gas Genset to oil and gas and petrochemical, sector in last five years (capacity not less than 600KW)	05 Nos Genset (22 Marks) 03 Nos Genset (10 Marks) Less than 03 = (Zero Marks)	22	10	Contractor/ Bidder to provide verifiable copies of contracts or purchase order with name and contact details of relevant client. For 04 engines 15 marks will be allocated.

3.	Last 3 years audit annual accounts/ reports, NTN/ GST certificates	Full compliance = 10 marks Partial = 05 marks No NTN/ GST = Zero marks	10	05	In case of non-availability of NTN and GST certificates bidder will not be qualified.
Sr.	Evaluation	Max. Marks/ Calculation	Max Marks	Min. Qualifying marks	Remarks
4.	Safety and HSE policy (Contractors' documentary evidence of HSE policy with commitment to provide PPE's, Helmet, Ear plugs and safety shoes to the skilled labor at work)	Full compliance = 10 Partial/ non-compliance = zero marks	10	10	Documentary evidence/ confirmation to be provided in technical bid
5.	CVs of operational and maintenance staff to be deputed at OGDCL site	Full compliance= 10 Marks Partial/ noncompliance= Zero Marks	10	10	
6.	Model and maintenance history of Gas Genset to be supplied on rental basis	Supply of 02 brand new engine = 24 marks Supply of 02 engines up to 05 years old (recently over hauled) = 15 marks Older than 05 years = zero marks	24	15	Documentary evidence/ confirmation for submission of verification over hauling performed.

Note: Overall qualifying marks = 65, Minimum Qualifying marks mentioned in each category should also be obtained for technical qualification.

8. Estimated Delivery Time.

The expected delivery period for supply of generators to OGDCL site is 4 weeks after the issuance of service order. Bidders are required to meet this delivery period.

Program of Works/ Job Completion Time

Contractor shall carry out all activities associated with the work within 3 days after the generators reach at site. The main points shall include but not limited to:

- ☐ Mechanical works at site
- ☐ Installation of Equipment
- ☐ Testing and commissioning

9. Contractor's Crew

The contractor shall have to provide tentative details of its crew who shall be appointed for this rental O&M job throughout the contract period with prior one month's notice to respective In-charge of field/location. The contractor will provide the security clearance (Police verification) of his nominated operators to the OGDCL. The contractor has to change any or all of its crew members/operators whose performance is found unsatisfactory or involved in any illegal activities. The crew members must have all the knowledge of generators operation & maintenance and should have hands on experience. OGDCL would have the right to interview, accept or reject any crew member appointed for this project at any stage. **OGDCL will provide boarding and lodging for operators (1+1+1) each 8 hour shift duty and one supervisor at site. Messing will be provided as per company staff rules.**

10. Progress Reports.

The contractor shall prepare and submit to the company a weekly report detailing all actions that have occurred in the preceding week with details of total operation hours, total downtime, and maintenance jobs and planned maintenance for the next week. The report would be submitted by Monday of each week with signatures of both the field maintenance engineers and field manager.

11. GAS COMPOSITION (QADIRPUR GAS PLANT)

The composition of gas to be used as fuel gas for generator at site is as under:

Component	Mole (%)
Methane	83.89
Ethane	1.12
Propane	0.30
Iso-butane	0.07
n-butane	0.08
Iso-pentane	0.04
n-pentane	0.03
Hexane +	0.06
Carbon dioxide	1.84
Nitrogen	12.57
Hydrogen Sulphide PPM	16 (Max)
Relative Density/ Specific Gravity	0.638
Avg C.V Calorific Value BTU/Cuft	886.82
Note: Gas composition may have variation of about $\pm 10\%$ from tabulated value.	

12. Note

- 01 + 01 (Operational + Standby) arrangement is required. For Standby engine, it must be of same rating as original one.
- Bid will be evaluated for complete package wise basis.

13. Financial Bid Format

S#	Description	Price/Rate Per Month
01	Monthly Rent for prime operation Genset (As per SOR given in tender docs)	
02	Monthly Rent for Standby Genset (As per SOR given in tender docs)	
03	Mobilization/ Demobilization Charges	
04	Total	
Note: The prices should be inclusive of all applicable taxes, duties, levies, charges etc. except PST / ICT. Bidders are requested to quote the above mentioned rates separately.		

14. BID PRICE:

Bid price shall be inclusive of all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) in Pakistan. The prices should be quoted in PKR otherwise the bid will be rejected.

The prices quoted by the successful bidder (contractor) for required services shall remain firm and final throughout contract period. The price charged by the successful bidder (contractor) for required services shall not vary from the prices quoted by the service company.

(This clause will prevail instead of Master Tender document "ITB" clause # 06 'BID PRICE').

15. AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to **PKR 580,000/-** is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

16. PAYMENT TERMS:

Payment to the contractor shall be made in PKR against verified invoices by OGDCL official.

(This clause will prevail instead of Master Tender document "ITB" clause # 07 'PAYMENT').

Note:

The Master Set of Tender Documents (Services) uploaded on OGDCL's website (www.ogdcl.com) is the integral part of the TOR.

Bidders are requested to read TOR & Master Set to Tender Documents (Services) and provide complete information / documents including tender annexures with the bid.