

OIL & GAS DEVELOPMENT COMPANY LIMITED

TERMS OF REFERENCE (TOR) SCOPE OF WORK(SOW)



TENDER ENQUIRY NO: PROC-SERVICES/CB/P&P-4390/2019

HIRING OF SERVICES FOR REFURBISHMENT OF GLYCOL CONTACT TOWER INSTALLED AT QADIRPUR DEHYDRATION PLANT

Note: Master set of tender documents (services) uploaded on OGDCL's website (www.ogdcl.com) is the integral part of this TOR/Tender.

Bids against this tender are invited on single stage single envelope bidding procedure.

Annexure-A

TERMS OF RECURRENCE (TOR)

HIRING OF SERVICES FOR REFURBISHMENT OF GLYCOL CONTACT TOWER INSTALLED AT QADIRPUR DEHYDRATION PLANT

OGDCL intend to hire the services from local market for Refurbishment (with material) of Glycol Contact Tower Installed at Qadirpur Dehydration Plant.

SCOPE OF WORK DEHYDRATION PLANT GLYCOL CONTACT TOWER CLEANING

- a) Removal/ Installation of Contact Tower
- b) Installation and Removal of 8'x8' and 40' Height Scaffolding around Contact Tower
- c) Dismantling and Installation of 18" Manway
- d) Dismantling and Installation of 10" x 6" Elbow Spool from Top
- e) Dismantling and installation of 4 PSV" from Top
- f) Dismantling and installation of 4 Nos. 3" Isolating valves of Limit switches
- g) Dismantling and Installation of 6" Equal Tee.
- h) Dismantling, Removal and Installation of Demister Pad.
- i) Dismantling, Removal and Installation of Distributor
- j) Dismantling of 09 Bubble cap trays and down comers.
- k) Mechanical / Chemical cleaning/ Replacement (if required) of Tower Trays
- l) Internal cleaning & Flushing of Contact Tower.
- m) Repair of Contact Tower in all respect.

TERM OF REFERENCES:

- 1. Bidder should visit the site to analyze the quantum of work before submission of bid.
- 2. For estimation of Scope of work drawings will be provided on site visit.
- 3. Procurement/ arrangement of material required to complete the job is in contractor/ bidder scope.
- 4. Contact Tower will be handed over to contractor/ bidder after arrival at site during Annual Turn Around of Dehydration Plant.
- 5. Heavy Crane, Welding generator, electric power, lighting equipment's, scaffolding material will be provided for execution of Job.
- 6. Blinding / De-blinding of all associated lines before and after execution of job will be contractor's responsibility.
- 7. Contractor/ bidder will arrange Rigger/scaffolder for scaffolding as per quantum of work.
- 8. Contractor/ bidder will re-built developed cracks & pitting, tower try's fabrication as per standard.
- 9. Final inspection will be performed by OGDCL Officials/ 3rd Party.
- 10. If 3rd party will be hired for inspection charges will be paid by OGDCL.
- 11. Necessary tools arrangement, PPE's will be contractor/ bidder responsibility and tools must be in satisfactory conditions.
- 12. Contractor/bidder will hire their own skilled manpower (in all respect) for execution of complete job.

13. OGDCL will provide Messing & accommodation facility for contractor Officers & staff members. Pick & Drop from site to mess will not be OGDCL responsibility.
14. Invoice should be submitted only after verification of field officials.
15. The contractor/bidder must have 5 Year of relevant experience of refurbishment/ new manufacturing of pressure vessels. Previous purchase orders should be provided with the bid for reference. Bidder/ contractor of less than 05 years' relevant experience will not be entertained. Higher relevant experience will be appreciated.
16. Bidder/ Contractor should submit the CV's of manpower (including Lead man, site supervisor, applicators etc.) along with the bid.
17. OGDCL reserves the right to cancel the order at any stage, without assigning any reason.
18. In case of delay in furnishing assigned job the LD will be imposed.
19. OGDCL will not pay any visit charges before or during execution of job.
20. Contractor/bidder will share team movement plan & consists 48 Hrs prior to departure for necessary arrangements.
21. **Contract period and Completion period:** contract period is three months and contractor/bidder will be responsible to complete the job within 05 Days maximum after handing over the contactor by field officials.
22. **Warranty:** Contractor/bidder will provide three months service warrantee & Guarantee.
23. Contractor/bidder should submit the complete compliance of TOR duly signed and stamped by the contractor/bidder/ bidder with the technical bid any deviation in OGDCL T&C's is not acceptable.

24. Technical Evaluation Criteria

Sr. #	Evaluation Item	Max. Marks / Calculations	Max. Marks	Min. Qualifying Marks	Remarks	Remarks from Bidder
1.	Bidder Experience	07 Years (30 Marks) 05 Years (20 Marks) Less Than 05 Years= (Zero Marks)	30	20		
2.	Complete compliance of TOR	20 Marks	20	20	Bidder to confirm the compliance with separate letter.	
3.	Previous Service Order between 2012 ~2019	10 No's Refurbishment/ New Manufacturing of Pressure vessels with similar/ higher capacity have been performed (20Marks) 05 No's Refurbishment/ New Manufacturing of Pressure vessels with similar/ higher capacity been performed (10 Marks)	20	10	Provide the purchase orders with their details	
4.	Experience of site Supervisor	10 Years' Experience (20 Marks) 07 Years' Experience (15 Marks)	20	15	Bidder should submit the Cv of Site supervisor	
5.	1. ASME U Stamp 2. ASME R Stamp	05 Marks 05 Marks	10	10	Bidder should submit the valid copy of certificates. If the certificate status is in progress, no marks shall be given.	
Total Marks			100			
Qualifying Marks			75			

Contractor should get minimum qualifying marks in each category as mentioned in above table, bid will be rejected if above mentioned minimum qualifying marks in any category will not be scored by the contractor.

25. FINANCIAL BID FORMAT & FINANCIAL EVALUATION CRITERIA

Bidders shall quote the price on lump sum basis (Extra cost except total lump sum fee shall not be considered) and financial evaluation will be carried out on lump sum basis for complete job as per Scope of Work inclusive of all taxes except PST/ICT/GST:-

Sr No	Description	Price in PKR (Lump Sum) inclusive of all taxes except PST/ICT/GST
01	Hiring of Services for Refurbishment of Glycol Contact Tower Installed at Qadirpur Dehydration Plant.	
Total Price in PKR inclusive of all taxes (Except Provincial Sales Tax/ ICT Tax on services and GST on Material in Pakistan), duties, levies, charges etc.		

26. BID PRICE:

- (i) Bid price must be quoted in PKR otherwise the bid will be rejected.
- (ii) Bid price shall be inclusive of all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) on services in Pakistan.
- (iii) PST/ICT wherever applicable shall be borne by OGDCL at actual.
- (iv) 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 shall prevail instead of Master Tender document "ITB" clause # 06 'BID PRICE')

27. PAYMENT TERMS:

Payment will be made through cross check against verified invoices after completion/ acceptance of work performed as per contract/TOR.

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

28. AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to **PKR: 100,000/-** is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

29. BIDDING PROCEDURE:

Single Stage Single Envelope

Note :-

The master set of tender documents (services) uploaded on OGDCL's website (www.ogdcl.com) is the integral part of this TOR.

