

TERMS OF REFERENCE**1. General Introduction.**

OGDCL intends to hire the services of an experienced and well reputed contractor for provision and operation of Continuous running Gas generators with 100% backup of equal capacity gas generators of 3 phase, 50 Hz rating in OGDCL fields on rental basis across Pakistan. The contractor will be responsible for provision of smooth, continuous and un-interrupted power supply round the clock to the OGDCL Location. Only space and Fuel (GAS) for generator's operations will be provided by OGDCL and all other requirements like Lube Oil, filters, batteries & battery electrolyte, radiator/cooling tower coolant and/or any other requirement to be fulfilled by the contractor itself.

Operating Conditions

OGDCL field such as following with the power requirement is listed for this tender's continuous service.

The prospective contractor will have to provide one continuous running gas driven generator along with equal capacity Gas Generator as standby for Sadqal field. Detail of the field is as under,

SR. #	FIELD	FUEL SOURCE	REQUIRED QTY	POWER REQUIREMENT
1	SADQAL OIL FIELD, TEHSIL-FETAH JANG, DISTRICT-ATTOCK, PUNJAB.	GAS	02 NO. GAS GENSET (ONE CONTINUOUS & ONE STANDBY)	(600-650) KVA EACH

2. Contract Period

The initial term of this Contract shall be Two (02) years from the date of signing of contract unless earlier terminated under the provisions hereof. Any extension in the term of Contract will be subject to mutual consent of both the parties.

3. Contractors Responsibility & Scope of Supply

- 3.1. The contractor has to supply gas generators with 100% backup of equal capacity at respective locations.
- 3.2. The successful contractor will provide Gas (as per the above mentioned fuel source) Generators with 100% backup of equal capacity gas generators of 3 phase, 50 Hz rating.
- 3.3. The contractor will be responsible to provide gas generator sets with Operation and maintenance services with
 - 3.3.1. Operational Staff (24 Hours)
 - 3.3.2. Insurance of generators.
 - 3.3.3. Servicing of the supplied generators, routine & breakdown maintenance and troubleshooting.
 - 3.3.4. Top end and major overhauling with spares as per maintenance schedule of supplied generator sets.
 - 3.3.5. Lube Oil, filters, batteries & battery electrolyte and radiator/cooling tower coolant or any other requirement except gas.
- 3.4. The contractor should supply the skid mounted Gas Engine Driven Generator units.
- 3.5. The successful contractor shall maintain its generators before shifting to OGDCL site.
- 3.6. The documentary proof of last major/top overhauling and maintenance to be provided. 3.6. OGDCL reserve the right to visit the contractor site for inspection of generators prior to shifting of generators to site.
- 3.7. The OEM name plate of the Engine and Alternator should be mounted on the each equipment. This must be clearly visible & readable. Generator sets without name plates shall not be accepted.
- 3.8. The generator package should be equipped with all the standard accessories/safeties.
- 3.9. The generator package should be with panel board with visible display of all parameters, fault warnings and controls. All the safeties should be operative.

- 3.10. The contractor will be responsible for earthing of his generators.
- 3.11. The contractor is responsible to provide all necessary tools/accessories to their manpower for routine checkups.
- 3.12. 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 incharge fortnightly.
- 3.13. Filling of daily, weekly, monthly, six monthly and yearly maintenance preforms and keeping their records will also be the responsibility of the contractor.
- 3.14. The contractor will assure the presence of workshop manual, maintenance manual, maintenance and performance reports and other necessary data at site.

4. Delivery Time.

- 4.1. The delivery period for supply of generators to OGDCL site is 30 calendar days (at maximum) from the issuance of service order.
- 4.2. If the contractor fails to deliver any or all of the goods/services within the time periods(s) specified in the Contract LD as per draft contract Section-12 shall be imposed.
- 4.3. Even after imposition of LDs, if the supplier fails to materialize the delivery (material and or services); the Purchaser reserves the right to cancel Purchase Order/Contract/LC and forfeit the Guarantee (if applicable) after intimating the supplier for such cancellation/forfeiture.

5. Installation & Commissioning.

- 5.1. The installation & commissioning activities time line is 15 calendar days after the generators reach at site.
- 5.2. The contractor is responsible for mobilization, installation and commissioning of generators at site. OGDCL will provide only loading/ unloading facility at site.
- 5.3. Only hard standing would be made available at site. All other requirements will be fulfilled by the contractor.
- 5.4. All necessary checks, arrangements and commissioning of the generators are the responsibility of the contractor.
- 5.5. For Gas generators, gas (fuel) will provided by OGDCL.
- 5.6. For Gas Generators, fuel gas supply lines would be provided up to hard standing by OGDCL. The contractor has to make arrangements for making connections with the fuel supply line. Installation of Gas Regulator (if required) will also be on part of the contractor.
- 5.7. The successful contractor will have to verify its offered load of generators at site during commissioning with load bank. All arrangements/requirements for load bank are in contractor's scope with no cost to OGDCL.

6. Operation

- 6.1. Contractor is fully responsible to provide continuous rated power supply 24x7 days of week during the entire contract period.
- 6.2. In case of failure of main generator, standby generator should start and take the full load within 5 minutes of the shutdown of main generator.
- 6.3. Nothing except natural gas having pressure upto 100 psig (max.) / Diesel will be provided by OGDCL for operation of the generators as fuel.
- 6.4. All other requirements like Lube Oil, filters, batteries, battery electrolyte, radiator/cooling tower coolant and/or any other requirement to be fulfilled by the contractor at its own cost.
- 6.5. Contractor is fully responsible for trouble free operation, maintenance and routine checkups of the generators unit during the contract period.
- 6.6. 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.
- 6.7. Contractor is responsible to depute his operational staff for generators operation & maintenance.
- 6.8. Contractor is responsible to provide all required PPE'S to his operational staff.
- 6.9. 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 any reason under any circumstances.

7. End of Contract

- 7.1. OGDCL reserves the right to call off the contract on a 15 days advance notice from any field location without assigning any reason(s).
- 7.2. After termination of contract, contractor is responsible to uninstall generators and demobilize them from the OGDCL site within 7 calendar days after which the contractor will be liable to pay demurrages charges @ 2 % of the monthly rent rates on each day delay which will be deducted from final invoice/performance guarantee.

8. Terms & Conditions

- 8.1. No down time is allowed and contractor is liable to provide smooth, continuous and uninterrupted power supply.
- 8.2. In case of failure of main generator, standby generator should start and take the full load within 5 minutes of the shutdown of main generator
- 8.3. Contractor to arrange its replacement if any of the installed Genset is required to be shifted for any type of scheduled overhauling.
- 8.4. In case of failure or stoppage of both main and standby generator due to any reason, and power shutdown prolongs, following penalties will be imposed.
 - 8.4.1. In an event, the power shut down prolongs more than 5 hours upto 48 hours per month, contractor is liable to pay penalty proportional to monthly rental basis which will be deducted from monthly rent.
 - 8.4.2. In an event, the power shut down prolongs more than 48 hours per month, the contractor will be imposed penalty proportional to the monthly rental invoice rate plus 25% of the monthly rental invoice as calculated by OGDCL.
- 8.5. 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.
- 8.6. OGDCL will not be responsible for any damage caused to generators and/or contractor employees under any circumstances.
- 8.7. OGDCL will only provide accommodation to the contractor's crew for a maximum of two persons at site with 12 hours shift. All other expenses of contractor's crew including meals will be on the part of contractor.
- 8.8. Nothing except natural gas being fuel will be provided by OGDCL for operation of the generators. All other requirements like Lube Oil, filters, batteries & battery electrolyte, radiator/cooling tower coolant and/or any other requirement have to be fulfilled by the contractor itself.

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 each location in charge / field location. The location incharge will have to make the security clearance of nominated operators. 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 only provide accommodation to the contractor's crew for a maximum of two persons at site. All other expenses of contractor's crew including meals will be on the part of contractor.

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. Company/Bidder Qualifying Criteria.

- 11.1. The contractors who intend to participate must provide documentary proof for at least 10 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.
- 11.2. The company is to provide the following mandatory data for evaluation/qualification: 11.2.1. Certified copy of NTN/GST.

11.2.2. Company profile.

11.2.3. Comprehensive list of rental generators available for both diesel and gas based operations

11.2.4. List of all the workshops and service agencies across Pakistan.

11.2.5. HSEQ policy of the company.

11.2.6. The contractor is to confirm that operator would be provided with adequate PPE's including overalls, ear muffs, safety shoes, safety helmets, safety goggles, safety gloves.

11.2.7. Last 05 years of continuous operations record for reference.

11.2.8. List of previous contract for Operation & Maintenance of generators with OGDCL and/or other E&P companies operating in Pakistan during last 10 years. Bidder to provide contract copies in this regard.

11.2.9. Performance Certificates (at least 3) from respective companies for current & previous rental contracts.

11.2.10. Company financial standing & financial reports.

11.2.11. In case of joint venture, copy of contract should be provided in technical bid. 11.3. Bidder to provide main & stand by generators specifications including make, model, rating and related information with bid.

11.4. 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.

12. Technical Evaluation Criteria.

Prospective bidders shall be evaluated on the following qualitative Evaluation criteria and the qualifications marks are 70.

Sr. #	OGDCL Requirement	Total Nos.	Marks Obtained
i	Rental experience of last 10 years of Gas gen sets		
	a-more than 05 Gen sets	35	
	b-4-5 Gen sets	30	
	c- 3 Gen sets	20	
	d- 1-.02 Gen sets	10	
	e- 1 Gen sets	5	
ii	Condition of Gen sets		
	a- Max 03 yrs. Old	25	
	b-Max 08 yrs. Old	15	
	b- Old more than 08 yrs.	05	
iii	Copies of contract with OGDCL/other companies		
	a- More than 05 copies	20	
	b- 4-5 copies	15	
	c- 3 copies	10	
	d- 2 copies	05	
iv	NTN/Sales Tax registration along with certificate (both)	5	

v	Last 05 years financial audit report/bank statement.	10	
vi	100% compliance of OGDCL TOR as per Annexure "A" without any deviation.	5	
	Marks obtained:	100	

12. FUEL GAS COMPOSITION OF THE DIFERENT FIELDS IS AS UNDER,

Components		Mole %
Methane	C ₁	85.5015
Ethane	C ₂	8.6620
Propane	C ₃	3.5162
Iso-butane	i-C ₄	0.6561
n-butane	n-C ₄	0.8900
Iso-pentane	i-C ₅	0.1997
n-pentane	n-C ₅	0.1380
Hexane+	C ₆₊	0.0571
Carbon dioxide	CO ₂	0.1079
Nitrogen	N ₂	0.2715
Specific gravity		0.6644
Average Calorific Value BTU/cubic ft		1175.61

Note: The values may vary \pm 10% of the above mentioned components. Bidder is requested to consider this while quoting Rental Gas Gen sets.

Note:

Bid shall be considered Non-Responsive if the bidder acquires zero marks in any one of the above points of bidder evaluation criteria (Point # I to VI).

14. Financial Bid Format

S r. #	Field	Number of Generators Required	Required Power Capacity	Fuel	Monthly Rental		Total Rent of 24 Months
					Rs.		
1	SADQAL OIL FIELD, TEHSIL-FETAH JANG, DISTRICT-ATTOCK, PUNJAB.	01CONTINUOUS RUNNING & 01 STAND- BY OF EQUAL CAPACITY	(600-650) KVA	GAS	Continuous unit		
					Standby unit		

1. Financial Evaluation will be done on lump sum (continuous + standby) on each location wise.

2. If taxes are not separately mentioned in financial bid, the quoted rates will be considered inclusive of all applicable taxes except provincial sales tax on services.
3. Any other/fixed cost (Mob/De-mob, installation, commissioning etc) will not be entertained separately. OGDCL will pay only monthly rental. Bidder to quote accordingly.
4. Prices should be firm without any adjusting formula.
5. Priced sheet to be submitted with financial bid. However un-priced sheet to be submitted with Technical Bid for evaluation purpose.

15. AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to **PKR 300,000/-** is to be attached / provided with the technical bid. Please see Master Set of Tender Document (Services) for further details.

16. Payment Terms

- 16.1. Contractor has to submit monthly rental invoice of the preceding month to OGDCL on the last date of every month to the location in charge along with signed log books.
- 16.2. Rental charges will be started from the time of satisfactory power supply.
- 16.3. Rental charges will be paid after verification of invoice from concern field manager /operation manager through Head Office.
- 16.4. Rental charges will be paid in PKR for the period of satisfactory power supply on monthly basis.
- 16.5. The deductions & penalties, if any will be incorporated before payment of monthly rental invoice.
- 16.6. Payment will be made through cross cheque after deduction of applicable taxes against invoices
(This clause will be prevailing instead of Master Set of Tender document (Services) "ITB" clause # 07.

1- BID PRICE:

- i) 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.
- ii) 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 be prevailing instead of Master Set of Tender document (Services) "ITB" clause # 06)

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.