

# **OIL & GAS DEVELOPMENT COMPANY LIMITED**



**TERM OF REFERENCE (TOR)**

**AGAINST**

**TENDER ENQUIRY NO. PROC-SERVICES/CB/PE&FD-4540-B/2020**

**HIRING OF RENTAL GENERATORS FOR PASAKI FILED**

**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 Diesel / Gas generators with 100% backup of equal capacity Diesel / gas generators (New or max four years old) of 400 Volt, 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 (Diesel / 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.

**Location / Field:**

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

<b>SR. #</b>	<b>FIELD</b>	<b>FUEL SOURCE</b>	<b>REQUIRED QTY</b>	<b>POWER REQUIREMENT</b>
<b>1</b>	<b>TANDO ALAM OIL COMPLEX (PASAKHI FACILITY)</b>	<b>GAS &amp; DIESEL</b>	<b>02 NOS. GENERATORS GAS GENERATOR FOR CONTINUOUS &amp; DIESEL GENERATOR FOR STANDBY WITH SYNCHRONIZING PANAL FOR LOAD SHARING</b>	<b>450 KVA EACH</b>

**2. Contract Period**

The initial term of this Contract shall be One (01) year 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 Diesel generator & synchronize panel for load sharing at respective location.
- 3.2. The successful contractor will provide Gas (as per the above mentioned fuel source) Generator with 100% backup of equal capacity Diesel generator of 3 phase, 50 Hz rating.
- 3.3. Generators should be either new or max. Four (4) years old. Bidder to provide the import documents / invoice or related documents and manufacturing details to ascertain its age/ manufacturing date.
- 3.4. The contractor will be responsible to provide 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 Diesel / Gas Engine Driven Generator units with weatherproof canopy.
  - 3.5. The successful contractor shall maintain its generators before shifting to OGDCL site.
  - 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 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 Fuel (Diesel / Gas having pressure upto 100 psig (max.)) 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 and un-interrupted rated power for Electrical submersible pump being operated thorough VSD Panel) 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 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.
- 6.4 Contractor is fully responsible for trouble free operation, maintenance and routine checkups of the generators unit during the contract period.
- 6.5 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.
- 6.6 Contractor is responsible to depute his operational staff for generators operation & maintenance.
- 6.7 Contractor is responsible to provide all required PPE'S to his operational staff.
- 6.8 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 as par draft contract Section # 18 "TERMINATION".
- 7.2 After termination of contract, contractor is responsible to uninstall generators and demobilize them from the OGDCL site within 10 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. Contractor to arrange its replacement if any of the installed Gensets are required to be shifted for any type of scheduled overhauling.
- 8.3. In case of failure or stoppage of both main and standby generators due to any reason, and power shutdown prolongs, following penalties will be imposed.

- 8.3.1. In an event, the power shut down occurs upto 5 hours per month, contractor is liable to pay penalty equivalent to proportional monthly rental and will be deducted from monthly rent.
- 8.4 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.
- 8.5 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.
  - 11.2.1. Company profile.
  - 11.2.2 Comprehensive list of rental generators available for both diesel and gas based operations
  - 11.2.3. List of all the workshops and service agencies across Pakistan.
  - 11.2.4. HSEQ policy of the company.
  - 11.2.5. 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.
  - 11.2.6. Last 05 years of continuous operations record for reference.
  - 11.2.7. 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.

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

11.2.9. Company financial standing & financial reports.

11.2.10. 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 75.

Sr. #	OGDCL Requirement	Total Nos.	Marks
<b>i</b>	Rental experience of last 10 years of Gas gen sets		
	a- more than 30 Gen sets	<b>35</b>	
	b- 20-30 Gen sets	<b>30</b>	
	c- 15-20 Gen sets	<b>15</b>	
	d- Less than 15	<b>5</b>	
<b>ii</b>	Condition of Gen sets		
	a. New & Four Year Old, b. More than Four Years old	<b>25</b> <b>0</b>	
<b>iii</b>	Copies of contract with OGDCL/other companies		
	a- More than 05 copies	<b>20</b>	
	b- 4-5 copies	<b>15</b>	
	c- 3 copies	<b>10</b>	
<b>iv</b>	NTN/Sales Tax registration along with certificate (both)	<b>5</b>	
<b>v</b>	Last 05 years financial audit report/bank statement.	<b>10</b>	
<b>vi</b>	100% compliance of OGDCL TOR as Annexure "A" without any deviation.	<b>5</b>	
	<b>Marks obtained:</b>	<b>100</b>	

### Note:

1. OGDCL team may carry out pre- inspection and full load test with the load bank of the Generators at Contractor’s Warehouse before shipment of the generators to OGDCL site.
2. 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).

**13. FUEL GAS COMPOSITION OF THE FIELD IS AS UNDER,**

<u>Components</u>	<u>Mole %</u>
METHANE (C1)	72 - 78
ETHANE (C2)	8.5 – 13
PROPANE (C3)	3 - 6
C4 +	1.5 – 3.0
CO2 (%)	1 – 2
N2 (%)	4 - 6
H2S	Nil
C.V (BTU/SCF)	1100 - 1250
Relative density	0.7293
Note: Gas composition may have variation of about $\pm$ 10% from tabulated value.	

**13. Financial Bid Format**

<b>Sr. #</b>	<b>Field</b>	<b>Number of Generators Required</b>	<b>Required Power Capacity</b>	<b>Fuel</b>	<b>Monthly Rental (PKR)</b>	<b>Total Rent of 12 Months (PKR)</b>
1	Tando Alam Oil Complex (Pasakhi Facility)	1	450 KVA	Gas (Continuous unit)		
2		1	450 KVA	Diesel (Standby unit)		

1. Financial Evaluation will be done on lump sum (continuous + standby).
2. 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.
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.

## **OTHER IMPORTANT INFORMATION**

### **BIDDING METHOD:**

Bids against this tender are invited on ‘**single stage Two envelop**’

### **PAYMENT TERMS:**

- i. 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.
- ii. Rental charges will be started from the time of satisfactory power supply.
- iii. Rental charges will be paid by Head office against verified invoice by Incharge location /FM/OM of the concerned field.
- iv. Rental charges will be paid in PKR for the period of satisfactory power supply on monthly basis.
- v. The deductions & penalties, if any will be incorporated before payment of monthly rental invoice.
- vi. Payment will be made through cross cheque after deduction of applicable taxes against invoices

**(Above mentioned clause will be prevailing instead of Master Tender document “ITB” clause # 07 ‘PAYMENT’).**

### **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 should be quoted in PKR.  
**(This clause will be prevailing instead of Master Tender document “ITB” clause # 06(ii) ‘BID PRICE’)**
- iii. 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.

### **AMOUNT OF BID BOND:**

Bid Bond /Bid Security amounting to **PKR 450,000/-** is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.



## **MANDATORY REQUIREMENT**

**For online payment to vendors/contractors through (IBFT & LFT). Following info is required from your company: -**

1. IBAN (INTERNATIONAL BANK ACCOUNT NUMBER 24 DIGITS).
2. VENDOR NAME AS PER TITLE OF THEIR BANK ACCOUNT.
3. NTN NO.
4. CONTACT # OF COMPANY CEO/OWNER (MOBILE & LANDLINE).
5. POSTAL ADDRESS.
6. BANK NAME.
7. BANK BRANCH NAME & ADDRESS.

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

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

**Following is the link for Master Set of Tender Documents for Services:**

<https://ogdcl.com/sites/default/files/Tender%20Document%20Services%20Press%20for%20Web%20loading%20dated%2018-03-2019-N.pdf>