

**PROCUREMENT DEPARTMENT, ISLAMABAD  
FOREIGN SECTION A**

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

ANNEXURE 'A'

Material Procurement of Oil Base Mud Chemicals  
Tender Enquiry No PROC-FA/CB/WS-4616/2020  
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	VISCOSIFIER (FOR OIL BASE MUD)	Metric Ton	150					
2	PRIMARY EMULSIFIER (OIL BASE MUD)	Cubic Meter	220					
3	SURFACTANT, WETTING AGENT (OIL BASE MUD)	Cubic Meter	120					
4	FILTRATION CONTROL AGENT / HIGH TEMPERATURE STABILIZER (OIL BASE MUD)	Metric Ton	150					
5	SECONDARY EMULSIFIER (OIL BASE MUD)	Cubic Meter	220					

**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 \$46,500/= (United States Dollar Forty Six Thousand Five Hundred Only) or equivalent Pak Rupees, with technical bid and valid for 150 days from the date of opening of the bids. Bid bond in foreign currency or equivalent Pak Rupees will be accepted. Bid Bond will not be acceptable with the banks whose market price per share is quoted below the par value at the Stock Exchange. 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 advice 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 Asian Clearing Union (ACU) Member Countries:** In case of shipment from Asian Clearing Union (ACU) member countries i.e, Bangladesh, Bhutan, Iran, India, Maldives, Nepal, Pakistan, Sri Lanka, and Myanmar, 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 FOR**  
**OIL BASE MUD CHEMICALS PACKAGE**

**DETAILS OF PACKAGE:**

The package will consist of the following chemicals/additives.

- i). Primary emulsifier
- ii). Secondary emulsifier
- iii). Viscosifier (Oil Base Mud Gel)
- iv). Fluid Loss Control Agent / High temperature stabilizer
- v). Surfactant / Wetting agent (Oil Base Mud)

Each bidder should invariably mention the exact value of the properties of their quoted product. Only to write "conforming to" or "OK" will not be sufficient.

**A) PERFORMANCE TEST**

The supplier will mention the exact quantities of the above said chemicals / additives of the package, Barite and HSD oil along with detail mixing procedure to formulate 1 liter of oil base mud (oil water ratio 90:10, containing 28 grams of 94 % pure anhydrous calcium chloride CaCl<sub>2</sub> in 100 ml distilled water) having the following properties at 49(±) 3°C.

- 1. Specific Gravity = 2.0
- 2. Yield Point = 30 lbs/100 sq.ft (Maximum)
- 3. HT-HP Fluid Loss at 170° C and 500 Psi differential pressure = 10 ml (Max)
- 4. Break Down Voltage = 1200 volts (Minimum)

The oil base mud having above mentioned properties, when hot rolled in a roller oven for 16 hrs at 170°C, cooled to 49 (±) 3° C and stirred for 20 minutes in Hamilton Beach Mixer at high speed, should have not more than 10 % deviation of the respective maximum & minimum limits of above properties.

SR. NO.	PROPERTIES	BEFORE HOT ROLLING	AFTER HOT ROLLING AT 170°C
01.	Specific Gravity (S.G)		
02.	Yield Point (lbs/100 sq.ft)		
03.	HT-HP Fluid Loss (ml)		
04.	Break Down Voltage (volts)		

**Note:** - Details of Mixing Procedure to be provided by each Bidder is mandatory.

B) NECESSARY DATA

SR. NO.	DESCRIPTION	
01.	A Name of Bidder	
	B Name of authorized signatory of bidder	
	C Complete address, telephone, e-mail and fax numbers of bidder	
02.	A Name of Local agent	
	B Name of authorized signatory of local agent	
	C Complete address, telephone, e-mail and fax numbers of local agent	
03.	A Name of Manufacturer	
	B Name of Authorized Signatory of Manufacturer	
	C Complete address, telephone, e-mail and fax number of manufacturer.	
	D Website of manufacturer	
04.	Brand Name of all Products i-e, (i) Primary emulsifier (ii) Secondary emulsifier (iii) Viscosifier (Oil base mud Gel) (iv) Fluid Loss Control Agent (v) Surfactant / wetting agent	
05.	Country of origin of each product	
06.	Port of shipment of each product	
07.	shelf life of each product	

Approved By:

C) Names of at least 07 clients / sales achievement (E & P companies only) other than OGDCL whom supplied the quoted products in bulk quantity (not less than 50 Drums / 20 M.Ton) with contract numbers and quantities during the last Five (05) years commencing from year 2014 as a proof of Five (05) years experience.

CHEMICAL AT SR. NO.	NAMES OF CLIENTS WITH ADDRESS AND TELEPHONE NOS.	CONTRACT / PURCHASE ORDER NOS. WITH DATE	QUANTITY SUPPLIED (M.TON)
(i)			
(ii)			
(iii)			
(iv)			
(v)			

Approved By

D) NECESSARY ATTACHMENTS FOR TECHNICAL BID:

SR. NO.	DESCRIPTION	ATTACHED/ PROVIDED OR NOT.
01.	Product Data Memorandums of all the quoted chemicals in original printed by manufacturer.	Attached/ Not attached
02.	Material Safety Data Sheets of all the quoted chemicals in original printed by manufacturer.	Attached/ Not attached
03.	Valid ISO-9001-2008 certificate for manufacturing / Production of quoted Oil Base Mud Chemicals / Mud Chemicals.	Attached/ Not attached
04.	Original authority letter issued by the manufacturer to bidder for quoting their products.	Attached/ Not attached
05.	Company profile with manufacturing capability & Experience of last 05 years.	Attached/ Not attached
06	1 Liter sample for the chemicals at Sr. # 1,2 & 5 and 1Kg sample for the chemical at Sr. # 3 & 4.	Provided/ Not provided

**PACKAGING :****FOR CHEMICALS AT SR # 1, 2 & 5 (PRIMARY EMULSIFIER, SECONDARY EMULSIFIER & WETTING AGENT ):**

The chemical should be packed in 200 Ltr or 55 US Gallon net export quality new Mild Steel (MS) Drums, corrosion resistant, palletized as 04 drums on one wooden pallet, shrink 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.

**FOR CHEMICALS AT SR # 3 & 4 (OIL BASE MUD GEL & FILTRATION CONTROL AGENT):**

The chemical should be packed as 25 kgs or 50 lb 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 900 Kg to 1000 Kg or 1500 lb respectively, 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 / drum 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. \_\_\_\_\_.

1. The Evaluation Criteria for successful bidder is technically responsive and financially be lowest.
2. The manufacturer of the quoted products must have minimum **05** years experience of manufacturing & supplying of indented chemicals to E & P companies specifically, duly supported by valid authentic **ISO 9001-2008 Certificate** consecutively from last 05 years as a proof for manufacturing/ production of the Oil Base Mud Chemicals/Mud Chemicals. Bidder must provide inquiry guidance to confirm authenticity of ISO certificate. In case of any ambiguity, the certificate will be verified from issuing authority. The certificate duly submitted along with bid will be considered final. No additional certificate will be entertained at any stage of the case.
3. **Minimum shelf life** of the quoted products **should not be less than 03 years**.
4. Technical Specifications Sheet of the quoted products duly filled-in must be enclosed in the technical bid.
5. **Delivery period** of the quoted products should not be more than **180 Days**, however, the supplier will have to supply the chemicals in two equal consignments. First Consignment must be delivered in **90 days** after establishment of LC, while the 2<sup>nd</sup> and final consignment in next 90 days, failing which action will be taken as per rules.
6. All submitted bids will be evaluated strictly on the basis of TORs of this particular tender enquiry as well as previous performance /supply record.
7. An authority letter in original issued by the manufacturer for allowing the bidder to quote their products for this particular tender enquiry, duly signed/stamped, must be attached with the technical bid in case the bidder is not manufacturer.
8. All the bidders must have to provide/ submit the **1 Liter / 1 Kg sample** of each quoted product along with technical bids at the time of bid submission. The lab analysis of these samples will be carried out at OGDCL own lab and if found non-conforming to tender requirement, that bid will be considered as non-responsive. 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.
9. All the bidders must have to submit the full detail of mixing procedure for preparation of sample for conducting lab test along with the mixing order and concentrations (in grams / milliliters) of quoted products as well as other products like Lime etc. All the samples would be prepared and tested accordingly.
10. The quantities of indented material can be increased or decreased at the time of finalization of case according to the requirement.

11. 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 each chemical will be dispatched to OGDCL. Later on its lab evaluation report(s) will be submitted directly to OGDCL. After examination/ scrutiny, OGDCL will inform about acceptance / rejection of material/ report and consignment will only be shipped after acceptance/endorsement of TPI report(s) by OGDCL. Moreover, if OGDCL intends to witness the TPI / visit the manufacturing facility, the vendor will be responsible to provide the invitation letter & facilitate the visit of the OGDCL Inspection Team, however the expenditure incurred on such visit Will be borne by OGDCL.
12. Shipment is required to be made in containers for minimizing damages to the costly chemical.
13. The final acceptance of the requisite consignment will be made after physical inspection of shipment at OGDCL Base store (KDS) Karachi and confirmation of the Lab test results of representative sample as per required tender specifications. 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.
14. Material must have to be lifted back by the vendor if found not as per technical specification of this particular tender enquiry even after its receipt at the base stores and have to replace with the material conforming to technical specifications within 60 days, with no extra cost to OGDCL.
15. If any of the information provided by the bidders proves wrong or any counterfeited/unlawful document is submitted to mislead, OGDCL reserves the right to disqualify such bids without further assigning any reason.

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