



# Application Form

PROC-SER/CB/PQ/C&ESS-4685-A/2020

FOR PRE-QUALIFICATION OF FIRMS FOR SUPPLY OF EARTH MOVING  
MACHINERY

# **INTRODUCTION & TERMS AND CONDITIONS**

## **1. INTRODUCTION / SCOPE OF WORK**

Oil & Gas Development Company (OGDCL) is the largest Exploration & Production Listed Company in Pakistan. The Company intends to Pre-Qualify the Consultants/Firms for Consultancy Services to Conduct Integrated Reservoir Simulation Study, Geological/Reservoir Engineering Study related to Field Development and Reserve Certification of New Discovery of OGDCL Oil/Gas Fields.

### **1.1 Invitation of Applications**

Applications are invited from potential firms having requisite capability, experience and expertise for enlistment/pre-qualification as a Consultant to Conduct Integrated Reservoir Simulation Study, Geological/Reservoir Engineering Study related to Field Development and Reserve Certification of New Discovery of OGDCL Oil/Gas Fields

## **2. SUBMISSION OF APPLICATIONS.**

- 2.1 The pre-qualification application shall be submitted in duplicate (one marked "ORIGINAL" and the one marked "COPY") in a sealed envelope clearly marked as: **"PRE-QUALIFICATION/ ENLISTMENT OF FIRMS FOR SUPPLY OF EARTHMOVING MACHINERY/ EQUIPMENT NOTICE NO. PROC-SERVICES/CB/ PQ/C&ESS-4685/2020.** at time & date mentioned in Press tender notice at the following address:-

**Manager (SCM) Services**  
Oil & Gas Development Company Limited  
Supply Chain Management Department  
OGDCL House (Plot No. 3), F-6/G-6  
Jinnah Avenue, Islamabad (Pakistan)  
Phone No. 92-51-920023780/ 3652  
Email: [ejaz\\_rizvi@ogdcl.com](mailto:ejaz_rizvi@ogdcl.com)

- 2.2 The sealed envelope shall indicate the name and address of the Applicant.
- 2.3 All the pages of application shall be signed and stamped by Applicant's authorized Representative(s).
- 2.4 **Language of Application**

The Application must be prepared and submitted in English language. Supporting documents and attachments furnished by the Applicant must also be in English language.

2.6 **Cost of Pre-Qualification.**

The Contractor shall bear all cost associated with the preparation and submission of application for Pre-Qualification. OGDCL shall under no circumstances be responsible or liable for such cost regardless of the out-come of the application process.

2.7 **Deadline for Submission of Application**

2.7.1 The original application, together with the required copies must be delivered at time & date mentioned in Press tender notice on the address specified in clause 2.1.

2.7.2 OGDLC may, at its discretion extend the deadline for the submission of applications by amending the Pre-Qualification documents in which case all rights and obligations of the OGDCL and Applicants previously subject to the deadline will thereafter be subject to the deadline as extended.

2.8 **Late Submission of Applications**

Any Application received after deadline for submission of Applications prescribed by the Company pursuant to Clause-2.1 will be rejected and returned unopened to the Applicant.

2.9 **Clarification of Applications.**

To assist in the examination, evaluation and comparison of Applications the Company may at its discretion, ask the Applicant for a clarification of its application.

2.10 **OGDCL'S Right to Accept or Reject any or All Applications.**

The Company reserves the right to accept or reject any application or to annul the Pre-Qualification process and reject all Applications at any time without thereby incurring any liability to the effected Applicant or any obligation to justify the affected Applicant or Applicants of the grounds for the Company's action.

2.11 **Affidavit**

The Applicant shall provide an affidavit that his firm has never been blacklisted. In case the Applicant is in litigation or dispute or has involved in litigation or dispute with Company (OGDCL), details and nature of litigation and dispute may be indicated. (Format of Affidavit is at Annexure "A")

**(Irshad Muhammad)**  
Manager (SCM) Services



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**ANNEXURE-"A"**

**Mandatory for participation in Bidding Process and must be print on RS 100 Stamp paper**

**A F F I D A V I T**  
**(To be attached with bid)**

I, \_\_\_\_\_ S/o \_\_\_\_\_ aged \_\_\_\_\_  
years \_\_\_\_\_ working as Proprietor/Managing Partner/Director of M/s \_\_\_\_\_  
\_\_\_\_\_ having its  
registered office at \_\_\_\_\_ do hereby  
solemnly affirm and declare on oath as under:

1. That I am competent to swear this affidavit being proprietor/one or the partners/ Director of M/s \_\_\_\_\_
2. That M/s \_\_\_\_\_ is a proprietorship/partnership firm/company is participating in tender process conducted by OGDCL.
3. That I hereby confirm and declare that none of my/our group/sister concern/associate company is participating/ submitting this tender.
4. That I hereby confirm and declare that my/our firm/company M/s \_\_\_\_\_ and my/our firm/group/company/ sister concern / associate company or any of its directors have not been black listed/de-listed by any Institutional agencies/Govt. Deptt/ Public Sector Undertaking.
5. That there is no change in the Name & Style, Constitution and Status of the firm, after Pre-qualification.
6. That I further undertake that in case any of the facts contained above and in our application is round other-wise or incorrect or false at any stage, my/our firm/company/ group/sister concerns/ associate companies shall stand debarred from the present and future tenders of the OGDCL.

(Signature of the Proprietor/ Managing Partner/Director with Seal)

DEPONENT

Verified at \_\_\_\_\_ on \_\_\_\_\_ that the contents of paras 1 to 6 of this affidavit are true and correct to best of my knowledge and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal of Notary)

**OIL & GAS DEVELOPMENT COMPANY LTD**



TERMS OF REFERENCE  
FOR  
PRE-QUALIFICATION / ENLISTMENT OF FIRMS FOR  
SUPPLY OF EARTHMOVING MACHINERY/ EQUIPMENT/VEHICLES.

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**INVITATION FOR PREQUALIFICATION / ENLISTMENT**

1. The Oil & Gas Development Company Limited (OGDCL) C&ESS department , intends to enlist / prequalify suppliers / contractors for supply of earth moving machinery, equipment and vehicles as and when required basis for civil Works / projects at field locations all over the country.
2. It is expected that Invitation to Bid for future supplies/services, will be issued after enlistment / prequalification, as and when required.
3. Prequalification is open to firms or joint ventures of firms, who have valid registration with relevant departments of Federal or Provincial Government, whichever applicable.
4. Firms may obtain the prequalification documents from OGDCL website [www.ogdcl.com](http://www.ogdcl.com) under the tender bar.
5. Evaluation for prequalification / enlistment of the firms will be done as per the criteria given in the **TOR**.
6. Applications for enlistment / prequalification shall be delivered at the address as given in the press advertisement in sealed envelopes by hand or through registered mail, not later than the date and time mentioned in the advertisement and be clearly marked "**Application for Prequalification / Enlistment for supply of Earthmoving machinery/ Equipment**".
7. Applicants will be informed, in due course, of the result of the evaluation of applications. Only the firms / joint ventures pre-qualified / enlisted under this process will be invited to bid.



## TERMS OF REFERENCE

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1. Pre-qualification / Enlistment shall remain valid for two years from the date of issuance of enlistment letter, however, it may be extended if required by the employer.
2. OGDCL may cancel this enlistment and call for fresh enlistment, at any stage during or after completion of prequalification / enlistment process.
3. Valid NTN and GST is mandatory to participate in prequalification process.
4. If any willful omission/suppression of the fact at any stage is detected it would be sufficient cause to withdraw the pre-qualification / enlistment of the firm and to cancel the contract if already awarded.
5. Following type of Earthmoving Machinery/ equipment and vehicle, but not limited to, will be required.
  - i. Bulldozers medium to heavy size with angle blade and Ripper in good condition, suitable for reliable operation in all type of terrain anywhere in Pakistan.
  - ii. Excavator's wheel mounted, track chain mounted with bucket size 2-3 ft wide with jack hammer suitable for troublefree operation in hard hilly area and for concrete breaking as per requirement.
  - iii. Water bouzers / Tankers for supply of water or decanting of pits as per requirement.
6. Above requirement will be for following field parties and area under their jurisdictions anywhere in Pakistan.
  - Engineering Field Party – I UCH GAS Field OGDCL  
C/O LCS office Jacobabad Sindh (0336-5200668), PH #0838-510042
  - Engineering Field Party –III OGDCL Near Sadqal Oil Field Fateh Jang, District Attock (0300-5550946)
  - Engineering Field Party - IV Qadirpur Gas field OGDCL District Ghotki Sindh  
C/O TCS office Ghotki (0300-5551372)
  - Engineering Field Party - V Ganjo Takar Site area, near Jatoe Petrol Pump ,  
Tando Muhammad Khan Road Hyderabad Sindh C/O TCS site Area  
Hyderabad (0300-5001451)
  - Field Gathering Construction party - I OGDCL Sheikhan District Kohat KPK  
C/O Manager TCS Kohat (0300-5550961)
  - Field Gathering Construction party - II Ganjo Takar Site area, near Jatoe  
Petrol Pump ,Tando Muhammad Khan Road Hyderabad Sindh C/O TCS site  
Area Hyderabad (0300-5553401)
7. Further information about areas may be obtained from the respective Party Chiefs as mentioned at serial # 06 above.

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8. Any firm in arbitration or litigation with OGDCL may be enlisted after arbitration award or decision of litigation in his favor. Having been enlisted, if a firm invokes arbitration or litigation after prequalification, he will be not allowed to participate in next tenders till the award of such arbitration or litigation in his favour.
9. Firms are required to submit following documents with their application on or before the date and time mentioned in the press advertisement. Application along with required documents shall be delivered on the address mentioned in the press advertisement.
  - i. Full name, permanent address, mailing address, Sub office or branch office if any, telephone / fax no, E-mail and organizational structure as per (Memorandum /Article of Association is required).
  - ii. Firms details as per (**Annexure A**)
  - iii. Valid Registration of the applicant firm with relevant department of Federal or Provincial Governments.
  - iv. Audited Accounts of the firm for the last 03 years by chartered accountant/firm.
  - v. Details of machinery/equipment supplied during last 05 years supported by relevant work orders / completion / performance certificate from the clients are required, whichever applicable.
  - vi. Certificates of National Tax. No. (NTN), General Sales Tax No. (GST No) and PST.
  - vii. List of all machinery etc. owned / leased, stating complete information about model, make & capacity. (Sales Purchase documents in case of owned or lease agreements in case of leased, are required).
  - viii. List of operators, drivers, Mechanic and allied work force for trouble free working / operation of equipment and machinery to be supplied by bidder.
  - ix. Details of Arbitration / Litigation cases, if any, must be provided.
  - x. HSEQ, QA & QC Policy.
  - xi. Affidavit that the firm is not black listed by any Govt. /Semi Govt. or state owned organization.
  - xii. All the pages of the proposal / application should be signed and stamped by the authorized representative of the company.
  - xiii. All firms are required to submit signed & stamped TOR along with all documents for prequalification / enlistment along with their application. Power of Attorney (POA) & copy of CNIC of the authorized representative who have signed the proposal / application shall also be attached with its proposal / application.
  - xiv. In case of joint venture, Provision of agreement on non-judicial stamp paper and nomination authorized dealing person.



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10. OGDCL reserve the right to verify the audited account reports of firm from their chartered accountants, if required.
11. Further, Technical Evaluation Committee may visit the offices/ field yard of firms for evaluation/verification purpose. Technical Evaluation Committee will be entitled to declare the firm as non-responsive based on their visit report / evaluation of the firms' offices.
12. Failure to provide information / supporting documents that is essential for the evaluation of the application's qualification, or to provide timely clarification of information supplied, may result in disqualification of the applicant.
13. OGDCL may ask any further information and details if required, at any time.
14. After Pre-qualification All prequalified bidder will be required to submit their financially balanced bids against Invitation to Bids each time whenever required.
15. Bids shall be submitted as per format of BOQ attached with each invitation of bid.



**Evaluation Criteria**

i. Firm's NTN & GST Registration. (**mandatory**)  
The bidder shall have valid NTN and GST No. otherwise bidder will be declared Non-responsive

ii. Audited Accounts for last three years. - **Maximum 30 marks.**  
(**Attested** audited accounts from chartered firm are required).

<b><u>Annual Turnover</u></b>	<b><u>Marks</u></b>
50 Million And above	10 marks per year.
30 Million & above but less than 50 Million	08 marks per year.
20 Million & above but less than 30 Million	06 marks per year.
10 Million & above but less than 20 Million	04 marks per year.
05 Million & above but less than 10 Million	02 marks per year
Below 05 Million	0 marks.

iii. General Experience **Maximum 10 marks.** (02 Mark /each work order)

Supply Orders & Delivery Challans of supplies carried out during last 5 years are required. Work order or their completion/performance certificates shall be required accordingly

iv. Relevant Experience **Maximum 50 marks**  
Ten (10) Supply Orders/work orders and their completion certificate of relevant machinery having highest cost during last 5 years shall be considered. Work order and their completion certificates shall be required accordingly.

- a. Supplies of services having price above 20 million 10 marks for each supply order.
- b. Supplies of services having price 15-19.99 million 09 marks for each supply order.
- c. Supplies of services having price 10-14.99 million 08 marks for each supply order.
- d. Supplies of services having price 05-09.99 million 07 marks for each supply order.
- e. Supplies of services having price 01-04.99 million 06 marks for each supply order.
- f. Supplies of services having price below 01 million 0 marks.

v. HSE, QC & QA policy of the firm **Maximum 10 marks.**

- a. Provided - 10 marks.
- b. Not Provided - 0 marks.



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**Annexure A**

**Details of The Firm**  
**(To be attached with Technical Bid)**

1. Name of The Firm /Company \_\_\_\_\_
  
2. PEC Category(If applicable)\_\_\_\_\_ valid upto \_\_\_\_\_
  
3. Company Name /Vendor Name \_\_\_\_\_(As per Title of bank Account)
  
4. International Bank Account Number (IBAN)\_\_\_\_\_ ( 24 digits)
  
5. Bank Name \_\_\_\_\_
  
6. Branch Name & Address\_\_\_\_\_
  
7. National Tax Number \_\_\_\_\_
  
  
- Postal Address \_\_\_\_\_