

OIL & GAS DEVELOPMENT COMPANY LIMITED
SUPPLY CHAIN MANAGEMENT DEPARTMENT



TENDER ENQUIRY #PROC-SERVICES/CB/P&P-5306/2021
HIRING OF GAS GENERATORS ON RENTAL BASIS FOR MELA OIL FIELD

SCOPE OF WORK/TERMS OF REFERENCE**1. GENERAL INTRODUCTION.**

OGDCL intends to hire the services of an experienced and well reputed contractor for provision and operation of 02 numbers Gas Generators (250KW,4 wire, 3 phase, 415 volts, 50 Hz) in OGDCL on rental basis for a period of 01 year, further extendable with mutual consent at Mela Oil Field. Only space and fuel for generator's operations will be provided by OGDCL and all other requirements will be fulfilled by the contractor itself. The contractor will be responsible for provision of un-interrupted power supply round the clock. OGDCL reserves the right to call off the contract as per Draft Contract Clause-18 "Termination".

2. OPERATING CONDITIONS

Power requirement for Mela Gas Plant listed for this tender's continuous service. Gas specifications for Mela Plant are tabulated as under:

Fuel Gas Analysis (Mela Plant)

<u>Components</u>	<u>Mole %</u>
METHANE	83.915
ETHANE	6.387
PROPANE	3.453
ISO-BUTANE	.465
N-BUTANE	.841
ISO-PENTANE	.282
N-PENTANE	.252
HEXANE	.282
NITROGEN	1.181
CARBON DIOXIDE	2.748
C.V BTU/CF (Gross)	1132
Specific Gravity	0.69145
Note: Gas composition may have variation of about \pm 10% from tabulated value.	

FOR MELA OIL FIELD:

- Generator will be hooked up in Power House of Mela (FEC) Plant.
- Peak running load in summer season: 250 KW
- Peak running load in winter season: 200 KW
- Fuel Pressure: 30-50 Psi

3. CONTRACT PERIOD

The rental contract will be for **ONE YEAR** and further extendable with mutual consent. OGDCL, however reserves the right to cancel the bidding process at any time without assigning any reason.

4. CONTRACTORS RESPONSIBILITY

- 4.1. The contractor has to supply the generators with Operation and maintenance services with:
 - 4.1.1. Operational Staff (24 Hours)
 - 4.1.2. Insurance of generators.
 - 4.1.3. Servicing of the supplied generators, routine & breakdown maintenance and troubleshooting.
 - 4.1.4. Ensure the availability of maintenance spares like Lube Oil, filters, batteries & battery electrolyte and coolant conditioner etc.
 - 4.1.5. Provide one container for sitting of their staff and for storage of spares for Gensets.
 - 4.1.6. Supply of standard 4 core power cables up to OGDCL changeover panel. (Approx. Distance from Changeover to rental Generator is about 250 Meters).
 - 4.1.7. Provision of weather proof/sound proof canopy.
- 4.2. The contractor should supply the skid mounted Gas Driven generator units.
- 4.3. The supplied engine & generator should be brand new or recently over hauled to give satisfied performance throughout the contract period.
- 4.4. The supplied engine & generator should be preferably brand new or recently overhauled to give satisfied performance throughout the contract period. The bidder shall provide the documentary evidence of over hauling history, make, model, manufacturing year, last MoH, TEO, In-frame and its running hours etc
- 4.5. The generator package should be equipped with all the standard accessories/safeties. The engine will be inspected and accepted after installation, commissioning and load test. The load test will be carried out at site as per OEM recommended load test procedure.
- 4.6. The generator package should be with panel board with visible display of all parameters, fault warnings and controls. All the safeties should be operative and to be tested / verified in case required through a reliable Company or 3rd party.
- 4.7. The contractor will be responsible to provide earthing to the Gensets from two different points. The contractor will ensure proper housekeeping and proper dressing of installed pipes/cable wires etc on site.
- 4.8. The contractor will responsible to provide all necessary tools/accessories to their manpower for routine maintenance jobs.
- 4.9. The contractor will perform all preventive maintenance, TA-I, TA-II, Top end, in-frame and major overhauling timely with brand new spares as per OEM maintenance schedule of supplied generators.
- 4.10. The contractor will be responsible for regular filling of log books issued for generators by the contractor. The log book must be signed by Maintenance Teams of the respective field/location fortnightly.

- 4.11. Filling of daily, weekly, monthly, six monthly and yearly maintenance logbooks and keeping their records will also be the responsibility of the contractor.
- 4.12. In case of fault in Genset the technical expert of contractor must be at site for trouble shooting as and when required without any delay.
- 4.13. The contractor will assure the presence of workshop manual, maintenance manual, maintenance and performance reports and other necessary data at site.
- 4.14. The contractor will provide the fuel gas meter for each Genset.
- 4.15. The contractor shall demonstrate strong commitment to all corporate HSE, procedure, polices in addition to the instructions / initiatives passed on time to time for safe operation of engines.
- 4.16. Engine exhaust duct/ pipe must be at minimum height of 8 mtr from the ground level.
- 4.17. Contractor will submit engine emission report of the offered engine(s) in accordance with SEPA-2014 as per SEQS (Sind environmental quality standards). Monitoring must be undertaken by some SEPA approved Lab.
- 4.18. Contractor will take corrective action as deemed appropriate in case the engine emission found involution of the SEPA-2014 & SEQS (Sind environmental quality standards) more result of the corrective measure to be submitted to OGDCL.
- 4.19. Contractor will submit start-up & shutdown procedure & ensure his manpower is well conversant to the operating procedure(s) contractor will also provide all required / mandatory PPEs to his manpower.
- 4.20. Contractor will submit their HSE Plan at the time submission of bid document.
- 4.21. **INSTALLATION & COMMISSIONING.**
 - 4.21.1. The contractor is responsible for mobilization, installation and commissioning of generators at site. OGDCL will provide Crane (only) for loading and unloading facility of Gensets at site.
 - 4.21.2. Only hard standing would be made available at site. All other requirements will be fulfilled by the contractor.
 - 4.21.3. For Gas Generators, fuel gas supply lines would be provided up to foundation by OGDCL. The contractor has to make arrangements for making connections with the fuel supply line.
 - 4.21.4. Civil work and piping jobs for the installation of cooling towers for Gensets and the treatment of water of cooling towers is the responsibility of contractor.

OGDCL will provide only ground water for cooling towers (continuous flow of cooling water shall not be provided).

- 4.21.5. All necessary checks regarding installation and commissioning of the generators are the responsibility of the contractor.
- 4.21.6. OGDCL will provide fuel gas for Genets at pressure 30 to 100 PSI, other arrangements for reducing the gas pressure according to the requirements of Gensets will be the responsibility of contractor.
- 4.21.7. The Genset will be tested on continuous peak load for 72 hrs with guaranteed fuel consumption. The arrangement of dummy load will be the responsibility of contractor.
- 4.21.8. The time line for installation & commissioning is 03 calendar days.
- 4.21.9. The contractor will perform installation & commissioning activities of Gensets in parallel i.e. one by one, with the existing rental Gensets without any power break down or any interruption or tripping etc.

4.22. **OPERATION**

- 4.22.1. Contractor is fully responsible for trouble free operation, maintenance and routine checkups of the generators unit during the contract period. SOS as per OEM recommendation to be done by supplier/contractor.
- 4.22.2. Nothing except fuel i.e., gas will be provided by OGDCL for operation of the generators. All other requirements have to be fulfilled by the contractor.
- 4.22.3. 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.
- 4.22.4. The contractor should have sufficient brand new inventory stock at field for quick troubleshooting of faults to eliminate downtime of Gensets.
- 4.22.5. Contractor is responsible to depute minimum two operational staff per shift and one supervisor (2X3+1=7) for generators operation & maintenance. OGDCL will provide accommodation without food to the contractor staff deputed for rental Generators as per OGDCL staff rules.
- 4.22.6. Contractor is responsible to provide all required PPE'S to his operational staff and depute trained personnel (regarding safety awareness) to at plant.
- 4.22.7. 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 non-presence of operator.

5. END OF CONTRACT

OGDCL reserves the right to terminate this contract as per Draft Contract Clause-18 "Termination". After termination of contract, contractor is responsible to uninstall generators and demobilize them from the OGDCL site within a week after which the contractor will be liable to pay storage charges @ ½ % of the monthly rent rates on every day basis up to 15 days. After 15 days, the penalty will be charged @ 5% of the monthly rent rates on every day basis which will be deducted from final invoice.

6. TERMS & CONDITIONS

- 6.1. No down time is allowed for power supply.
- 6.2. In the event of any shut down/breakdown, the contractor has to make the arrangements for provision of maintenance of generator immediately or make arrangement for alternate Generator within 48 hours.
- 6.3. If the provided generator is found not delivering required output as per rated/offered output provided in the bid, the contractor will be imposed penalty proportional to the monthly rental invoice plus 25% of the monthly rental as calculated by OGDCL.
- 6.4. 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.
- 6.5. OGDCL will not be responsible for any damage caused to generators and/or contractor employees under any circumstances.
- 6.6. 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.
- 6.7. Rental charges will be started from the time of satisfactory power supply.
- 6.8. Rental charges will be paid only for the period of satisfactory power supply on monthly basis.
- 6.9. The deductions if any will be incorporated in payment of monthly rental invoice. The deductions will be made on the basis of 02 (two) days rent from the monthly rental invoice in case of blackout/complete shutdown. If shutdown prolongs more than one day, then deduction will be made two times the Number of days (2 x no. of days) of the total monthly rental charges.
- 6.10. Payment will be made monthly through cross cheque after deduction of applicable taxes against verified invoices.
- 6.11. Nothing except fuel i.e., gas will be provided by OGDCL for operation of the generators. All other requirements have to be fulfilled by the contractor.
- 6.12. OGDCL reserves the right to decrease the Number of Hired Generator at any time.

- 6.13. If any hired Generator has been malfunctioned and out of service for more than 12 hours than deduction will be made on pro rata monthly rent.
- 6.14. Variation in capacity of Genset shall be +30%. Offer for Generator having capacity more than 30% as mentioned in SOR shall not be considered.

7. COMPANY QUALIFYING CRITERIA

The contractors who intend to participate in this rental generator bid must provide documentary proof for at least 07 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.

The company is to provide the following mandatory data for evaluation/qualification:

- 7.1. Last three years of audited annual accounts/annual reports
- 7.2. Certified copy of NTN AND GST.
- 7.3. Listed status of the company / other company profile
- 7.4. Comprehensive list of rental generators available for gas based operations
- 7.5. List of all the workshops and service agencies across Pakistan.
- 7.6. HSEQ policy of the company.
- 7.7. The contractor is to confirm that operator would be provided with adequate PPE's including coveralls, ear muffs, safety shoes, safety helmets, safety goggles, safety gloves.
- 7.8. HSEQ trainings done by the operational and maintenance staff during the last three years (with details for training title/agency, duration in hours, certification)
- 7.9. Company profile/projects exhibiting 07 years of continuous operations.
- 7.10. Any previous contract for Operation & Maintenance of generators with OGDCL and/or other E&P companies operating in Pakistan.
- 7.11. 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.

7.12. **Technical Qualification Marking Criteria (Supply, Installation, and Operation of Rental Gas Genset for MelaPaint)**

Sr. #	Evaluation Item	Max. Marks / Calculations	Max. Marks	Min. Qualifying Marks	Remarks
1.	Experience for Supply, Installation & Operation of Gas Gensets on Rental Basis	07 Years (35 Marks) 05 Years (25 Marks) Less Than 05 Years= (Zero Marks)	35	25	The Contractor should submit the relevant verifiable documents. In case of Joint Venture, JV agreement should be provided and experience of lead partner will be considered for evaluation. Experience of both JV partners will not be added. Bidder to clearly mention the lead partner in the technical bid. For each year above 05 years up to 07 years' experience will obtain 05 marks. No marks for above 07 years' experience will be added.
2.	Supply of Gas Gensets to Oil & Gas and Petrochemical sector in last 5 years (capacity not less than 400 KW)	05 Nos Gensets (20 Marks) 03 Nos Genset (12 marks) Less than 03 = (zero marks)	20	12	Contractor/bidder to provide verifiable copies of contracts or purchase order with name and contact details of relevant client. For each genset above 03 up to 5 gensets will obtain 04 marks. No marks above supply of 05 gensets will be added.
3	HSEQ Policy	Full compliance= 10 Marks Partial/non-compliance = zero marks	10	10	
4	CV's of O&M staff to be deputed at OGDCL site.	Full compliance= 05 Marks Partial/non-compliance = zero marks	05	05	
5	Model and Maintenance history of Gas Gensets to be supplied on rental basis	For supply of brand new gensets, the bidder will obtain 30 marks for supply of 06 gensets.(5 marks for each genset). In case bidder has supplied 06 overhauled gensets but not older than 05 years then will obtain 18 marks (3 marks for each genset) Older than 05 year = zero marks	30	09	Documentary evidence (copy of service contract)/confirmation for year of manufacturing, make, model and verification of overhauling performed. At least supply of 03 gensets is mandatory to qualify and no marks above supply of 06 gensets will be added.

Note:

- 1- Overall Qualifying marks= 61
- 2- Minimum qualifying marks mentioned in each category should also be obtained for technical qualification.

7.13 Financial Evaluation of the technically qualified bidders will be carried out for whole supply on rent including main/prime generator and standby generator set.

8. ESTIMATED DELIVERY TIME

The expected delivery period for supply of generators to OGDCL site is **2 weeks** after the issuance of service order. Bidders are required to meet this delivery period.

9. PROGRAM OF WORKS/ JOB COMPLETION TIME

Contractor shall carry out all activities associated with the work within 3 days after the generators reach at site. The main points shall include but not limited to:

- Mechanical works at site
- Installation of Equipment
- Testing and commissioning

10. 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 respective In-charge of field/location. The contractor will provide the security clearance (Police verification) of his nominated operators to the OGDCL. 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 provide accommodation and food for operators (only seven members) at site as per company staff messing rules.

11. 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.

12. SCHEDULE OF REQUIREMENTS:

Sr. #	Field	Description Rental Gen Set	Make / Model
1	Mela Oil Field, Kohat (KPK).	Gas Generator Set Power Rating: 250 KW, 4 wire, 3 phase, 415 volts, 50 Hz, 1500 RPM (On Prime Service Duty) Along with a gas generator set of same capacity as standby.	Renowned brand like Caterpillar / Waukesha/ Jenbacher or equivalent. The supplied Gensets should be brand new or recently overhauled (not older than 5 years) to give satisfactory performance during the contract period.

13. FINANCIAL BID FORMAT

OGDCL Field: <u>Mela Oil Field</u>				Fuel Source: <u>Gas</u>	
Power Requirement: <u>250 KW</u>					
Genset Specifications: (Complete specifications to be provided separately, including Engine Model nos., make, Date of manufacturing, Last overhauling date etc.)					
Sr. #	Description	Qty. Required	Make / Model	Price Per Month(PKR)	Total Price for 12 Months(PKR)
01	Rent of main gas generator set. (250 KW)	Continuous Unit			
02	Rent of standby gas generator set. (250 KW)	Standby Unit			
03	Mobilization & de-mobilization cost (lump sum one time)	For both Gensets			
	Total Bid Value (PKR) :				

Note:

- The prices should be inclusive of all applicable taxes, duties, levies, etc. except PST/ICT.
- Prices should be firm without any formula.
- Financial evaluation will be on lump sum basis.
- Bidders are requested to quote the above mentioned rates separately for Sr. # 1,2 & 3.

14. OTHER IMPORTANT INFORMATION

a. BIDDING METHOD

Bids against this tender are invited on '**Single Stage Two Envelop**'.

b. 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. OGDCL being a large taxpayer unit only works with standard tax rates that can be claimed as input adjustment. No reduced tax rates are allowed in OGDCL.
- iii. The prices should be quoted in PKR.

c. AMOUNT OF BID BOND

Bid Bond /Bid Security amounting to **PKR 150,000/-** is to be attached / provided with the technical bid. Please see Master Set of Tender Document for further details.

d. MANDATORY REQUIREMENT

For online payment to vendors/contractors through (IBFT & LFT) following info is required:

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) 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.