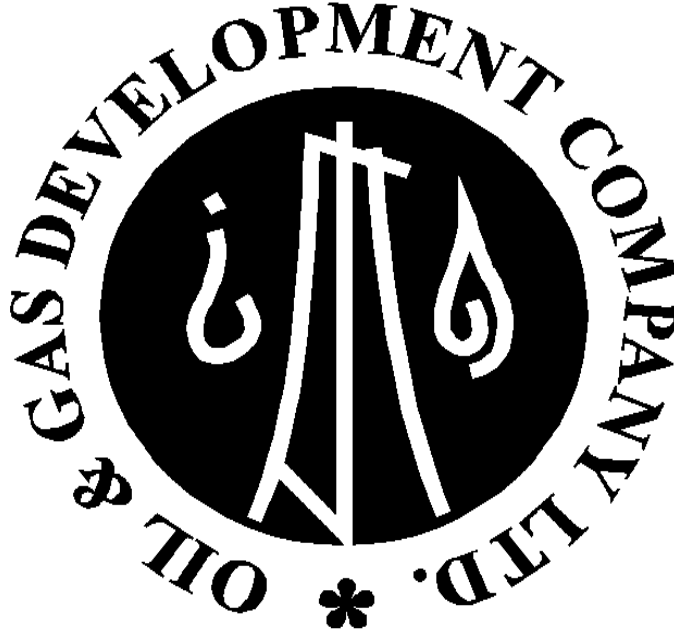


OIL & GAS DEVELOPMENT COMPANY LIMITED



TENDER ENQUIRY NO. PROC-SERVICES/CB/ADMIN-5376/2022

***FOR HIRING SERVICES FOR THE O&M OF HVAC SYSTEM
INSTALLED AT OGDCL HOUSE***

Note:

- i) Tender is to be processed on **single stage two envelope bidding procedure.**
- ii) **Bid bond of PKR: 200,000/- (Pak Rupees Two Hundred Thousand Only)** to be submitted with the technical bid. Please see tender documents for further detail.
- iii) The master set of tender documents (services) uploaded on OGDCL website (www.ogdcl.com) is the integral part of this TOR.

TERMS OF REFERENCE(TOR)

FOR HIRING SERVICES FOR THE O&M OF HVAC SYSTEM INSTALLED AT OGDCL HOUSE.

1. All bidders should first visit the said A.C. plant and building in order to fully understand and to know exact nature, type and quantum of work.
2. Any clarification/information with reference to the scope of work tender document can be sought.
3. Quoted price should be firm and final and no rebate will be accepted after the opening of quotations.
4. Initially the contract will be valid for a period of two (02) years. However, based upon the performance of contractor, it can be extended further by the mutual consent of both parties on the same rates, terms & conditions.
5. Quoted price should be mentioned in words and figures both. In case of error, price mentioned in words will be considered as correct.
6. Bidder must be registered with PEC. Technical Evaluation of only those bidders will be carried out who have valid PEC.
7. Each and every page of tender document/quotation should be signed and stamped by the bidder.
8. The contractor shall be bound to have its staff/ employees registered in social security schemes/ institution including Employees Old Age – benefits institution (EOBI). Employees Social Security Institution (ESSI) or any other government scheme under any other law without responsibility to OGDCL.
9. Bidder to consider all its overheads in their quoted price and shall be bound to pay minimum wages to their staff as per GOP rules during the validity of the Contract. (OGDCL may ask for proof of minimum wages payment at any time during validity of contract) OGDCL shall not pay any subsequent increase / decrease in the rate of minimum wages as and when announced by GOP during validity of contract. The quoted prices shall remain fix during the validity of contract.

A- GENERAL SCOPE OF WORK

1. Contractor will carry out the operation & maintenance of complete central air conditioning system and allied equipment including boilers and auxiliaries round the year. Contractor will provide trouble free, uninterrupted and smooth operation & maintenance and will also maintain inside design conditions.
2. Contractor will attend to all types of faults, defects, repair, servicing, maintenance, break down/failures promptly.

3. Contactor will carry out cleaning, dusting and daily/routine/preventive maintenance/repair and servicing of all system as per manufacturer recommendations or as directed by the OGDCL engineer in charge.
4. Contractor will carry out the annual servicing of A.C. system during winter or intermediate season as per manufactures instruction.
5. Contractor will work after office hours and on holidays in order to attend any breakdown, failure, repair, maintenance and servicing if required or directed by the OGDCL engineer/in charge without any extra charges.
6. Contractor will also carry out fortnightly, monthly, annual cleaning, servicing, & maintenance of complete HVAC system including boilers as per manufacturer scope of work and as directed by the OGDCL engineer/in charge. All expense incurred in this regard are deemed to be included in the monthly operation/maintenance charges. However, chemical/ descaler will be provided by OGDCL. Contractor is responsible for yearly inspection of installed boiler. However, OGDCL will bear Government's inspection fee only.
7. Contactor will keep ready two cylinders of nitrogen gas and regulator permanently in the A.C plant room in order to cope up with any accidental/unexpected leakage or breakdown of vacuum in the chillers.
8. Contractor will maintain at his own cost the log sheet of complete A.C. system and will record hourly readings. Contractor will get the format of log sheet approved from OGDCL engineer/in charge. Contractor will also maintain all details of maintenance, servicing, breakdowns, repair & replacement of parts/components in log sheet along mentioning date, time and reason.
9. Contractor will keep the A.C. Plant, all AHU rooms and complete system and equipment neat and clean and free from dust, debris or from any other foreign material. Contractor staff should also be neat, clean and healthy. Contractor also makes sure the annual cleaning of all ducts i.e grill, neck up to approach, diffusers etc. In addition, the maintenance of all types of blowers/ exhaust fans is contractor's responsibility and OGDCL will provide its parts.
10. Chemical water treatment will be done as per standard of OEM recommendation and contractor will responsible for its dosing. However chemical will be provided by OGDCL.
11. Contractor will carry out testing/analysis of lithium bromide solution of both chillers once in a year at his own cost as directed by the OGDCL engineer/in charge. If the results are not within the prescribed parameters of manufacture than contractor will carry out necessary calibration, adjustment in chiller and will add inhibitor, alcohol, alkali etc as required and as directed by the OGDCL engineer/in charge. However, inhibitor, alcohol, alkali and other chemical required will be provided by the OGDCL.

12. Contractor will comply with all the requirements of Pakistan Electricity Rules & Acts, IEEE latest edition, Electrical Inspector and other bye laws. Contractor will also complete all formalities required in this regard at his own cost and as directed by the OGDCL engineer/in charge.
13. In case of requirement of any spare part, it will either be provided by the contractor (payment will be made by OGDCL on submission of invoice) or if contractor is unable to supply any part in emergent need, same will be provided by OGDCL from its stock.
14. The contractor with the prior approval/permission of OGDCL will do rewinding of the electric motors and submit rewinding invoice for payment or OGDCL will arrange from market.
15. General inspection and necessary adjustment of all machinery shall be carried out timely as per OEM recommendations.
16. In case of any major overhauling in the HVAC (Chiller/AHU/Cooling tower), the contractor will be responsible to troubleshoot the problem by themselves or through any 3rd party. However, additional payment will be made as per actual expense, on verification of OGDCL Engineer. Major overhauling jobs include overhauling of chillers other than descaling, complete cleaning of AHU, s tubes after dismantling., boiler/ chiller tubes replacement, etc.

B- TERMS AND CONDITIONS

1. OGDCL will provide only water, Sui gas and electricity free of cost to the contractor.
2. Contractor will bring his own tools, heavy duty vacuum pump, welding plant, chain pulley, Guage manifold, charging leads, instrument, hardware, nut/ bolts, cotton waste, cleaning material included all consumables material what so ever required for the operation and maintenance of AC System including annual servicing/overhauling and maintenance.
3. Contractor will repair and make good all the damages if caused to any equipment, system, company building/property and any service due to the contractor negligence at its own cost as per instruction of OGDCL engineer/in charge.
4. OGDCL engineer/in charge can terminate the contractors staff in case of misbehave or misconduct and the contractor will not bring back the terminated staff unless authorized by OGDCL.
5. Contractor will submit the photocopies of the qualification and experience of his staff to the OGDCL engineer/in charge for approval. Without approval contractor cannot depute his staff working.
6. Contractor will operate and maintain A.C. Plant/system and all auxiliaries.
7. Monthly payment made to the contractor include all charges for monthly operation/maintenance, routine, daily, fortnightly, monthly, annual repair/maintenance, servicing/overhauling.

8. The contractor will maintain at its own cost the log sheets of complete A.C. Plant system and will record the reading. Contractor will also enter the all the breakdown, repairs and replacement of parts/components and lock sheet.
9. Initially the contract will be valid for a period of two (02) years. However, based upon the performance of contractor, it can be annually extended further by the mutual consent of both parties on the same rates, terms & conditions.
10. Penalty of Rs: 5000/hour will be imposed on contractor, for non-operation of A.C Plant/ System due to contractor's negligence and shut down/ break down.
11. The bidder must provide Undertaking on non-judicial stamp paper that the firm has never been blacklisted by any Government / Semi-Government Department and not involved in any kind of litigation with OGDCL
12. Any kind of machining work of pumps and new cladding of chiller is the responsibility of Contractor, however OGDCL will make payment as per actual invoice/ payment.

13. Contractor Management/ HSE Responsibilities

The contractor has to comply in true spirit "the OGDCL's Integrated HSE System Manual Procedure titled "HSE Protocol for Management of Project Contractors and Service Companies [OGM/P-HSE-7.6(06)]" and "HSE Pledge Handbook For Contractors, Subcontractors & Service Companies". The contractor's performance/the shortfall/ gaps found during various activities will be checked through OGDCL's Supplier's /Contractors Performance evaluation criteria. **Annexure " X" .**

C- SCOPE OF WORK PREVENTIVE, MONTHLY AND ANNUAL SERVICING, OVERHAULING, REPAIR AND MAINTENANCE

1. Complete servicing de-scaling and cleaning of chiller tubes and chemicals and nylon brush calibrating, adjusting and trimming of control and safety devices of chillers. Servicing, overhauling of chillers purge pump replacement of purge pump oil. Leak testing and evacuation of chillers, addition of refrigerant, lithium bromide, inhibitor and other chemical if required. Sampling of solution, cleaning and removing of soot from generator (Chiller), complete servicing and overhauling of generator including their power/control wiring and allied electrical switch gear and painting work as directed by OGDCL engineer/in charge.
2. Complete servicing, repair and maintenance of induced draft cooling tower including washing, cleaning and removing of dust, corrosion, algae/sludge, deposit and scaled, using chemical and mechanical method from fills, nozzles, decks, basin, walls, fitting, all incoming, make up and

- drain line and complete structure, metallic parts, foundations, Repair, servicing and overhauling of valves and grinding of valves seats and disks to remove any leakage. Repair and service of fans, fan motor, bearing and belts, complete dismantling, reassembling and re-commissioning of cooling tower. Including repair and servicing of power/ control wiring and allied electrical switch gear complete in all respects and as directed by OGDCL engineer/ in charge.
3. Cleaning and washing of coils, filters and strainers with chemical using spray gun/compressor including complete servicing, repair and maintenance of allied piping, insulation, controls, instruments, valves, fitting, power/ control wiring and allied electrical switch gear. Painting of air handling units including replacement of damaged and defective components complete in all respect and as directed by OGDCL engineer/in charge.(Paint will be provided by OGDCL)
 4. Complete servicing, repairing of all chilled/hot water, condenser water make-up and drain lines, valves of A.C system/ plant including washing, cleaning and removing of all deposits, sludge, corrosion and scale. Including grinding of valves seats and disks and removing of leakage including replacement of any defective or damaged part. Complete in all respect as per job requirements and as directed by the OGDCL engineer/in charge.
 5. Complete servicing, repair and maintenance of all chilled/hot water and condenser water pumping sets, service pit waste water pump including repair and replacement of defective or damaged parts. Dismantling of pumps for checking, servicing and repair of inner parts. Re-assembling and re-commissioning of pumping sets including leveling, balancing and aligning of pumping sets. Pumping sets should be free from any abnormal noise, vibration and misalignment. This job also includes clean, servicing of pumps motors and allied electrical switch gear/ wiring. Motors should not consume excessive current and should not get heated up. Complete in all respects and as directed by the OGDCL engineer/in charge.
 6. Cleaning, servicing and removing of dust, dirt and any foreign material from motor control center, apparatus control panel, switch Board, DBs and allied wiring of complete A.C plants/system and should be dust, vermin and water proofs. Including removing of carbon and dust from contractors, breakers and from relays points using required chemicals. Tightening of connections and terminals, including replacement of all damaged parts/components, cables, conduits saddles, supports, bends, sockets all hardware, accessories and fitting. All the equipment and system should be properly earthed/ grounded. Contractor will fully comply with all requirements of Pakistan Electricity rules, acts & bye laws of IEEE latest edition and requirements of Electrical Inspector and other

- byelaws. Contractor will complete all the formalities required at his end at his own cost and as directed by the OGDCL engineer/in charge.
7. Complete cleaning, dusting and servicing of complete automatic control system of A.C plant/ system including rimming, adjusting and calibration of automatic controls as per instructions of OGDCL engineer/ in charge.
 8. Complete servicing, overhauling, cleaning, washing, repair and maintenance of all supply fresh air & exhaust fans including repair and replacement of damaged/ defective parts including wiring and allied electrical switch gear and as directed by the OGDCL engineer/in charge.
 9. Contractor will be responsible for maintenance & operation of boiler and provision of its annual fitness certificate from Boiler Inspector.
 10. In case of requirement of any spare part, it will either by the contractor (payment will be made by OGDCL on submission of invoice) or if contractor unable to supply any part in emergent need, will be provided by OGDCL

D- LIST OF EQUIPMENT / INSTALLATIONS

1. Direct Fired Liquid Absorption Chiller 570 USRT capacity each (02 Nos) (Mitsubishi of Japan make) & 500 TR Chiller (01 No)(Ebara Japan) .
2. Cross Flow, Two Cells Cooling Tower, Baltimore Make & one Multi cell Cooling tower (Make: Shinwa Japan)
3. Air handling Units- 42 Make York USA
4. Condenser Water Pumping Sets, (---) US GPM Capacity
5. Chilled Water Pumping Sets, (---) US GPM Capacity
6. BEMS Type Automatic for complete AC System
7. All instruments including Pressure & Temperature Gauges
8. Complete piping including all valves, accessories, Fittings for Chilled/Hot, condenser water, Fresh Water, Make up water, Drain Lines, Expansion Tank, Sui Gas piping, Hangers and Supports
9. Complete Air Distribution System including supply, return, fresh, Exhaust air ducts all types of dampers, air devices, false ceiling, Hangers and supports
10. All foundation of complete A.C Plants/ System
11. Chemical Feeding System for A.C Plant
12. Fresh Air, Ventilation and Exhaust Fans
13. Complete electric system for complete A.C Plants/ System including all electric panels, sub panels DBs motor control center, apparatus control panels, power/ control wiring electric Switch gear of A.C System

14. Insulation of all equipment, system & material including chilled/hot water piping and ducting
15. Boiler
16. Hot water storage tanks
17. Hot water Circulation pumps
20. Water Pumps: -

S#	Description/Make	Capacity	QTY
1	Condenser Water Pumps		
	KSB Pumps with SEIMENS Motors	2550USGPM	1
		1700USGPM	3
	Grand Fos	2263 USGPM	1
2	Chilled Water Pumps		
	KSB Pumps with SEIMENS Motors	1580USGPM	3
		906USGPM	4
		151USGPM	2
	Grand Fos	1325 USGPM	3
3	Hot Water Pumps		
	Grand Fos	USGPM	2

E- LIST OF O & M STAFF REQUIRED

The particulars of the required staff along with their qualification and experience who shall be deputed for the operation and maintenance of HVAC system are as under:

1. **MANAGER** **01 No.**
Having ten years' experience to handle the BEMS system of HVAC. Must be B.E/ BSc Engg.
2. **BOILER ENGINEER** **01 No.**
Must have 2nd class certificate with 5 years working experience.
3. **SUPERVISOR** **01 No.**
Three (03) years diploma holder in Mechanical/ Air- Conditioning technology and having five (05) years of experience in the operation, maintenance and repair of Central Air-Conditioning System including especially direct fired absorption type chillers, automatic controls, instruments, water treatment chemicals and allied electrical switch gear.

4. AIR-CONDITIONING MECHANIC/ TECHNICIAN **01 No**
Having diploma or certificate in Mechanical/ Air- Conditioning technology with five (05) years of experience in the operation, maintenance and repair of Central Air-Conditioning system including especially direct fired absorption type chillers, automatic controls, instruments, water treatment chemicals and allied electrical switch gear.
5. INDUSTRIAL ELECTRICIAN **01 No.**
Must have least five (05) years of experience in the operation and maintenance of electrical panels, switch boards DBs, motor control center and allied electrical switch gear/ wiring of A.C system
6. CHILLER OPERATOR **02 Nos**
Having 5 years' experience of the same capacity plant
7. HELPERS **02 Nos**
Able to work on A.C Plant and to assist the technical staff

F- WORKING TIMING

The current prevailing office time is as follows:

09:00 A:M to 05:00 P:M (Monday to Friday)(subject to weekly holidays announcement)

Above mentioned timing can be changed as per company instruction. The A.C Plant should be started at least 02 hours before the start of office and shut off after 01 hours of office time. In case of any emergent meeting, contractor can be called for operation of Plant at any time even in holidays.

Contacto shall ensure that all staff employed is competent and of a good background and no one has any criminal record or has any drug addiction or has any kind of illness or any such habit that can in any way prove harmful or detrimental to OGDCLS employees, property and to visitor or in any way offensive to the employees or the visitors. In any such case, OGDCL will serve notice to the contractor for the removal of such employee who fails to comply above criteria

Contractor must inform OGDCL authority about his where about if he is out of his office town and should also provide name of his substitute in charge.

G- TECHNICAL EVALUATION CRITERIA FOR THE BIDDERS:

S. No	Areas	Points
01	Experience in Similar HVAC Field (Absorption Chiller) : Company profile/its year of establishment/experience of similar business regarding absorption chillers (2.5 points for each year)	Max. 25 Points
02	Technical Strength of the bidder	Max. 20 Points
	A) Must have skilled/technical manpower who can handle/rectify all kind of technical faults in the HVAC system. The company must have the employees available, as required vide clause: E of TOR (CV's of all manpower must be provided) (01 points for each employee).	15
	B) List of its equipment/tools required for routine operation & maintenance of HVAC system(mainly high pressure vacuum pump etc)	05
03	Detail of last 10 years Projects/ Contracts with complete addresses. (Provision of agreements/contracts with companies) not less than 500TR (06 points for each project)	Max. 30 Points
04	Financial Strength of the Company (audited financial statements for the last 03 financial years must be provided) (05 points for each year.)	Max.15 Points
05	Company must have a defined HSE management system as per Appendix-X. (Contractor must provide copy of HSE manual.)	Max 10

Note: Only the bidders who score overall min of 70 % in the technical evaluation & at least 60% in each category, will be considered technically responsive. Contract will be awarded to the bidder/bidders quoted lowest monthly rates.

H- COMMERCIAL EVALUATION: -

The commercial bids of only technically bidders (i.e. 60 % in the technical evaluation & at least 60% in each category) will be opened and evaluated and contract will be awarded to the bidder quoted lowest monthly rates.

The bidders are advised to quote their charges exactly in the following format. In case of noncompliance / deviation to the following format, the bidders can be declared non responsive

S. No.	DESCRIPTION	Price (in PK Rupees)
01	Charges for operation, maintenance, cleaning, servicing, overhauling, including daily, weekly, fortnightly, monthly, annual maintenance, routine and preventive maintenance of complete A.C Plant/ System as per scope of work, list if equipment/installation, other terms/ condition and as per instruction of OGDCL(Lump sum charges)	Rs. Per month

BID PRICE:

- i. Bid price must be quoted in PKR otherwise the bid will be rejected.
- ii. Bid price shall be inclusive of all taxes, duties, levies, charges etc., except Provincial Sales Tax (PST)/ Islamabad Capital Territory Sales Tax (ICT) on services in Pakistan.
- 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.

(This clause shall prevail instead of Master Tender document "ITB" clause # 06 'BID PRICE')

PAYMENT TERMS:

Monthly payment made to the contractor include all charges for monthly operation/maintenance, routine, daily, fortnightly, monthly, annual repair/maintenance, servicing/overhauling.

(This clause will prevail instead of Master Tender document "ITB" clause # 07 'PAYMENT').

Contract Period:

The Contract shall initially be executed for a period of **02 (two) years**, which can be extendable by the mutual consent of both parties on same terms and conditions

Annexure" X"

Sr #	Title	Specific Requirement
1.	HSE Policy	Contractors and Service Companies shall be held responsible, as a minimum, for compliance with the OGDCL's HSE Policy, in addition to all governmental regulations applicable to the scope of work being performed.
2.	HSE Field Team	Contractors and Service Companies shall be solely responsible for means and methods and for jobsite HSE by assigning appropriate strength of qualified Location HSE Coordinators, Supervisors and Medical Staff with specific duties at the project site, full time, from the first day.
3.	HSE Roles & Responsibilities	Contractors and Service Companies shall ensure that all personnel assigned on the project can safely perform the essential functions of their job assignment. Contractor shall ensure that personnel maintain the appropriate standards of HSE in connection with the work that is being performed.
4.	HSE Planning	Contractors and Service Companies shall submit, before the start of project, the detailed documents as follows: <ol style="list-style-type: none"> 1. HSE Risk Assessment Plan 2. Health Monitoring Plan 3. Safety Monitoring Plan 4. Environmental Monitoring Plan 5. Emergency Preparedness and Response Plan 6. Waste Management & Disposal Plan
5.	Toolbox Talk Program	Contractors and Service Companies shall develop and ensure project-wide Toolbox Talk Program as a series of numbered discussion topics on Safety, Health and Environmental matters as daily HSE briefings by its operational teams.
6.	Work Permit	Contracts and Service Companies shall strictly follow the Work-to-Permit System and shall provide plan of activities in advance, submit THAs/JHAs where required and engage only certified staff for the hot

		jobs.
7.	Safety Critical Equipment	Contractors and Service Companies shall ensure that the equipment (especially to be used on site for lifting and hoisting purposes) is certified from the third party and operators have proper permits / licenses.
8.	PPE	Contractor shall acquire and maintain adequate PPE and other/related safety gadgets of an approved type as required for the performance of the work to be safely performed.
9.	Hazard Communication	Contractors and Service Companies shall ensure proper labeling at all the pertinent safety risk areas with appropriate warning signs and instructions. It shall also be ensured that all original containers of hazardous chemicals or materials entering the project site to be properly labeled with the hazard warnings and related information.
10.	Incident Reporting	Contractors and Service Companies shall immediately report to OGDCL representative all significant and important incidents involving fatality, injury, illness, environmental impacts, near hits, and/or hazardous situations.
11.	Accident Investigation	Contractors and Service Companies shall investigate and report all accidents regardless of their nature so that the cause and means of prevention can be determined to prevent a reoccurrence.
12.	Environmental Procedures	Contractors and Service Companies shall immediately clean up the trash, spills, food waste, etc. and spills of chemicals, oils, whereas potentially hazardous wastes to be immediately reported to OGDCL representative.
13.	Waste Management	Contractors and Service Companies shall place designated drums, containers, bins, etc with specific labels as Collection Method for each waste-type and further ensure safe disposal of the hazardous waste.
14.	ERP	Contractors and Service Companies shall provide orientation on Emergency Preparedness and Response Procedure to its project team and ensure that its personnel are well aware of what procedures are in practice and who is to notify in the event of any emergency.
15.	HSE Performance Reports	Contractors and Service Companies shall submit to OGDCL representative an HSE Performance Review Report on fortnight basis.

16.	Workforce's Record	Contractors and Service Companies shall issue security pass for the staff engaged and provide a) copy of attested identity cards, b) employment cards, c) HSE training cards and c) health assessment cards of its project's approved staff to OGDCL.
17.	Surveillance Audits	OGDCL's representative shall visit the project site on sporadic basis to monitor the actual level of compliance on the HSE matters. All High risk contracts shall be audited based on pre-established HSE Criteria Checklist. HSE Audit shall be led by the concerned Department/ Sectional Rep. along with HSE Rep. as audit team member.

OTHER IMPORTANT INFORMATION

BIDDING METHOD:

Bids against this tender are invited on '**Single Stage Two Envelope Basis**'

AMOUNT OF BID BOND:

Bid Bond /Bid Security amounting to PKR: 200,000/- (Pak Rupees Two Hundred Thousand Only) 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) is an integral part of this TOR alongwith clarification uploaded via following link:

<https://ogdcl.com/sites/default/files/tender%20download/CLARIFICATION%20-%20ONLINE%20TRANSFER%20OF%20FUNDS%20TO%20OGDCL.pdf>

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