

OIL & GAS DEVELOPMENT COMPANY LIMITED
PROCUREMENT DEPARTMENT, ISLAMABAD
FOREIGN SECTION A

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

ANNEXURE 'A'

01/06

Material 104,100 LITERS (500 DRUMS) OF POLY GLYCOL
Tender Enquiry No PROC-FA/CB/WS/CHEM-4082/2018
Due Date
Evaluation Criteria FULL

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	POLY GLYCOL	Litre	104100					

Note:

- 1) PURSUANT TO TENDER CLAUSE # 2.2, 11.4, 13 & 35.3.2, BID BOND AMOUNTING TO USD 7,000/- OR EQUIVALENT TO PAK RUPEES MUST BE SUBMITTED WITH THE TECHNICAL BID AND VALID FOR 150 DAYS FROM THE DATE OF OPENING OF THE BID.
- 2) EVALUATION CRITERIA: FULL CONSIGNMENT WISE ON CFR KARACHI BASIS.
- 3) TERMS AND CONDITIONS: BIDDERS ARE ADVISED TO CAREFULLY READ ALL THE TERMS AND CONDITIONS OF THE TENDER DOCUMENT AVAILABLE AT OGDCL WEBSITE IN THE MASTER SET OF TENDER DOCUMENT.
- 4) SHIPMENT FROM ACU MEMBER COUNTRIES: IN CASE OF SHIPMENT FROM ACU MEMBER COUNTRIES, THE LC BENEFICIARY SHOULD BE OF THAT PARTICULAR COUNTRY FROM WHERE THE CONSIGNMENT IS BEING SHIPPED.
- 5) SUMMARY REJECTION CRITERIA: THE SUMMARY REJECTION CRITERIA CLAUSE # 35 OF OGDCL MASTER SET OF 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.
- 6) DELIVERY PERIOD: THE LEAD TIME OF THE QUOTED PRODUCT SHOULD NOT BE MORE THAN 90 DAYS AFTER OPENING OF LETTER OF CREDIT (LC).
- 7) CERTIFICATE OF INCORPORATION / VALID TRADE LICENSE OF BIDDER / LC BENEFICIARY MUST BE SUBMITTED WITH THE TECHNICAL BID.

8) PAYEMNT:

a) FOR 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.

b) FOR 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 OF

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POLY GLYCOL

A medium cloud point additive for use in poly glycol systems against moderate salinity (30,000-90,000 mg/ltr Cl⁻). It is used for hole stability, lubricity, high temperature fluid loss control and reducing bit balling.

Each bidder should fill-in the tables given below with the properties of their quoted product. Only to write "conforming to" or "OK" will not be sufficient.

A) TECHNICAL SPECIFICATIONS:

SR. NO	PROPERTIES	REQUIRED SPECIFICATIONS	EXACT VALUE OF THE OFFERED PRODUCT
01.	Appearance	Pale Yellow to opaque, brown Liquid	
02.	Specific Gravity	1.0-1.015	
03.	Solubility in water	Miscible in fresh water to a salinity of min 90,000 mg/ltr Cl ⁻ .	
04.	Cloud Point	>150 ⁰ F (66 ⁰ c) @ 3% in 10% NaCl.	
05.	Flash Point	230 ⁰ F (110 ⁰ C) (PMCC)	

B) NECESSARY DATA

SR. NO.	DESCRIPTION	
01.	Name of Bidder	
02.	Complete address, telephone, e-mail and fax numbers of bidder	
03.	Name of local agent	
04.	Complete address, telephone, e-mail and fax numbers of local agent	
05.	Name of Manufacturer	
06.	Name of Authorized Signatory of Manufacturer	
07.	Complete address, telephone, e-mail and fax number of manufacturer.	
08.	Website of manufacturer	
09.	Brand name of Product	
10.	Country of origin	
11.	Port of shipment	
12.	Minimum shelf life of product	

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D) Names of at least 07 **clients / sales achievement** (E & P companies only) other than OGDCL to whom supplied the quoted product in bulk quantity (not less than 50 Drum) **with contract numbers and quantities during the last Five (05) years commencing from year 2013** as a proof of Five years experience.

SR. NO.	NAMES OF CLIENTS WITH ADDRESS AND TELEPHONE NOS.	CONTRACT / PURCHASE ORDER NOS. WITH DATE	QUANTITY SUPPLIED (M. TON)
01.			
02.			
03.			
04.			
05.			
06.			
07.			

E) **NECESSARY ATTACHMENTS:**

SR. NO.	DESCRIPTION	ATTACHED/ PROVIDED OR NOT.
01.	Product Data Memorandum in original printed by producer / manufacturer.	Attached/ Not attached
02.	Material Safety Data Sheets in original printed by producer / manufacturer.	Attached/ Not attached
03.	Valid authentic ISO 9001-2008 Certificate of producer/ processor/ manufacturer for production of quoted product / Mud Chemicals.	Attached/ Not attached
04.	Original authority letter issued by producer/ processor/ manufacturer to the bidder for quoting their product.	Attached/ Not attached
05.	Lab evaluation report of the quoted product from an internationally reputed/ recognized third party laboratory in the light of technical specifications at "A".	Attached/ Not attached
06.	Company profile with manufacturing capability & experience of last 05 years.	Attached/ Not attached
07.	1 Ltr sample of offered product	Provided/ Not provided

PACKAGING FOR MUD DETERGENT:

The Poly Glycol should be packed in 55 US Gallons net export quality new mild steel drums, hermitized & corrosion resistant, 04 drums on one wooden pallet, shrink wrapped with thick polythene sheet and tightly strapped. The packaging of the material should be of international standards and capable to safe transportation during ocean / road journey from port of shipment to well site and to withstand prolonged weather conditions at the storage points and at the well sites / locations.

MARKING:

Each 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. _____.

INSTRUCTIONS TO THE BIDDERS/ TERMS & CONDITIONS:

1. The manufacturer of the quoted products must have minimum **05** years experience of manufacturing & supplying of indented chemical to E & P companies specifically, duly supported by valid authentic **ISO 9001-2008 Certificate** as a proof for manufacturing/ production of the quoted product consecutively from last 05 years .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.
2. **Minimum shelf life** of the quoted product **should not be less than 03 years.**
3. Technical Specifications Sheet of the quoted product duly filled-in must be enclosed in the technical bid.
4. **Delivery period** of the quoted product should not be more than **90 Days.**
5. Technical bids will be evaluated strictly on the basis of TORs of this particular tender enquiry as well as on the basis of previous performance/supply record.
6. An authority letter in original issued by the manufacturer for allowing the bidder to quote their product for this particular tender enquiry, duly signed/stamped, must be attached with the technical bid in case the bidder is not manufacturer.
7. All the bidders must have to provide/ submit the **1 Liter** of the quoted product along with technical bids at the time of bid submission. 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.

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8. All the bidders must have to submit the lab evaluation report of their quoted product from any internationally reputed /recognized 3rd party laboratory, strictly as per technical specification sheet of the tender document, along with the technical bid.
9. The quantities of indented material can be increased or decreased at the time of finalization of case according to the requirement.
10. Prior to shipment of the material, 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.
11. Shipment is required to be made in containers for minimizing damages to the costly chemical.
12. **IF 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 (In addition of Pre-shipment inspection) and acceptance of Material.
13. **IF 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.
14. The final acceptance of the requisite consignment will be made after physical inspection of shipment at OGDCL store (KDS) Karachi & Lab analysis of representative sample for conforming to technical specs of tender documents. 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.
15. 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 with no cost to OGDCL.
16. If any of the information provided by the bidders proves wrong or any counterfeited/unlawful document is submitted to mislead department, OGDCL reserves the right to disqualify such bids without further assigning any reason. Such bidders will not be allowed to bid for any future procurement.

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