

## **II – INSTRUCTIONS TO BIDDERS**

**TABLE OF CONTENTS**

<b><u>SEC. NO.</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>SHEET NO.</u></b>
<b>1.0</b>	<b>GENERAL.....</b>	<b>3</b>
1.1	PROJECT BACKGROUND AND DESCRIPTION .....	3
1.2	ENGINEERING CONSULTANT .....	6
1.3	OGDCL'S RESPONSIBILITIES .....	7
1.4	PROJECT COMPLETION PERIOD .....	7
1.5	ELIGIBILITY REQUIREMENTS .....	8
1.6	SITE VISIT .....	11
1.7	PRE-BID MEETING .....	12
1.8	COST OF BIDDING.....	12
1.9	ASSURANCE .....	12
<b>2.0</b>	<b>TENDER DOCUMENT .....</b>	<b>13</b>
2.1	DESCRIPTION OF TENDER DOCUMENT .....	13
2.2	CLARIFICATIONS OF TENDER DOCUMENT .....	14
2.3	COMPLIANCE TO TENDER DOCUMENT.....	15
2.4	AMENDMENTS TO TENDER DOCUMENT .....	15
<b>3.0</b>	<b>PREPARATION OF BIDS .....</b>	<b>16</b>
3.1	LANGUAGE OF BID .....	16
3.2	DOCUMENTS COMPRISING THE BID.....	16
3.3	BID PRICE .....	24
3.4	PERFORMANCE GUARANTEES.....	24
3.5	WARRANTIES.....	24
3.6	BID VALIDITY .....	26
3.7	BID BOND .....	26
3.8	FORMAT AND SIGNING OF BID .....	27
<b>4.0</b>	<b>SUBMISSION OF BID.....</b>	<b>28</b>
4.1	SEALING AND MARKING OF BIDS.....	28
4.2	DEADLINE FOR SUBMISSION OF BIDS.....	29
4.3	LATE BIDS.....	29
4.4	MODIFICATION AND WITHDRAWAL OF BIDS.....	29
<b>5.0</b>	<b>BID OPENING, CLARIFICATIONS AND EVALUATION .....</b>	<b>30</b>
5.1	BID OPENING .....	30
5.2	CLARIFICATIONS OF BIDS.....	30
5.3	EVALUATION OF BIDS .....	31
5.4	CONTACTING OGDCL OR ENGINEERING CONSULTANT .....	34
<b>6.0</b>	<b>AWARD OF CONTRACT.....</b>	<b>34</b>
6.1	OGDCL'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS .....	34
6.2	OGDCL'S RIGHT TO VARY THE SCOPE OF CONTRACT.....	34
6.3	NOTIFICATION OF INTENT TO AWARD .....	34
6.4	SIGNING OF CONTRACT .....	35
6.5	PERFORMANCE BOND .....	35

**1.0 GENERAL**

**1.1 Project Background and Description**

Oil & Gas Development Company (OGDCL) is the leading E&P Company of Pakistan and is “Operator” of the UCH Gas Field. UCH Gas Field is located about 67 Kms south east of Dera Bughti in Balochistan province

OGDCL has decided to install new compression facility to cater the depleting pressure of reservoir/wells and optimize the production over the UCH Gas Field life. The compression facility shall be installed at UCH Gas Field as a Front End Compression. UCH Gas Field consists of three Lobes named as Eastern, Western & Central Lobe, w.r.t the location of wells, the composition and Heating Value of the gas streams. Western lobe consists of twelve (12) High CO<sub>2</sub> Content & low BTU wells. Central lobe consists of ten (10) High CO<sub>2</sub> Content & low BTU wells. Whereas, Eastern Lobe consists of eight (08) comparatively low CO<sub>2</sub> & High BTU wells. The Flow Lines from all the wells are gathered at their lobes of each plant.

OGDCL has decided to install Front End Compression System at its UCH Field in order to cater the depleting reservoir pressure with passage of time. As per conceptual study three (03) compressors trains with philosophy of 02 operating and 01 standby will be installed at UCH-II Gas Processing Plant as combined Front End Compressors for both UCH-I & UCH-II Plants.

Three Gas Turbine driven centrifugal Compressors trains (Directly coupled with Centrifugal compressor) shall be installed in parallel configuration and shall be used for Wells combined flow rate and their declined suction pressure. The inlet reception pressure of plants ranges from 650 psig to 350 psig with constant discharge operating pressure of 870 psig at battery limit of Compressor station.

The major components of the project but not limited to are given below:

At UCH II

- Compression System.
- Engineering and operator workstations in control room for compressors monitoring and control apart from field mounted operating & Control system
- Instrument Air and Nitrogen Generation Package
- Switchgear/MCC
- Transformers
- UPS System

- Cooling Towers
- Hydrate Injection Skid (At various wellheads)
- Utility water pump
- LP Condensate Separators
- Blow-case vessel and its pumps
- Evaporation Pond
- Fire and gas detection system.
- Fire Fighting and Safety System (extension of existing system)
- Off-sites and Utilities Tie-ins such as Flare system, Raw water, Closed drain system, etc.
- Relocation of existing Diesel Tank, pumps and its associated systems.
- Flare package including stack, knock-out drum.

**At UCH I**

- Slug Catcher
- MV Switchgear
- Hydrate Injection Skid (At various wellheads )
- Off-sites and Utilities Tie-ins such as Flare system, Closed drain system, etc.

For implementation of the project, OGDCL intends to engage an Engineering, Procurement, Construction & Commissioning (EPCC) Contractor to execute the UCH Compression Project involving design engineering, procurement, construction, installation/erection, pre-commissioning, commissioning and start-up (including performance testing and Reliability Guarantee Test) of the Project.

**FOREIGN BIDDER:**

This contract will be awarded to the lowest evaluated bidder on lump-sum basis having two price components one in foreign and second in local currency in case of foreign bidder. The foreign bidder shall quote CFR price for goods to be imported, this price will only be for the purpose of establishment of imports irrevocable letter of credit (Consignee OGDCL) and shall also be the part of main contract.

The payment of custom duties & taxes, port charges (delivery order, de-stuffing, terminal, container retention, clearing/brokerage, demurrage (if any) and any allied charges), custom clearance, inland transportation & insurance, unloading & storage at site or any other shall be sole responsibility of the bidder/contractor. Bidder or its custom clearing agent shall be responsible for filing goods declaration. In case if OGDCL pays any of the above charges on behalf of the bidder/contractor, the same

## INSTRUCTIONS TO BIDDERS

Sheet 5 of 36

shall be deducted from any due payment or retention amount in letter of credits or guarantee or reimbursement by bidder/contractor on actual basis.

OGDCL shall arrange marine insurance from NICL on behalf of contractor for the imported goods only from port of loading up to port of unloading. The Contractor shall send declaration of shipment to the insurer (NICL) as advised by OGDCL and the Contractor shall be responsible for the consequences for not making such declaration to the insurer NICL in time.

The custom duties are levied at a concessional rate as applicable on imports of equipment & material by E&P companies under SRO 678 (I)/2004 & any other relevant SROs. The bidder/contractor shall also ensure that OGDCL is not deprived of this exemption or concession from taxes/ import duties available to OGDCL under the Laws of Pakistan.

The bidder/contractor shall also ensure that no CGO material/ equipment/ part of plant/ spares etc. which are being manufactured in Pakistan is being imported and it will submit an affidavit this effect as per Annexure-XIII with each shipment.

In case any CGO material/ equipment/ part of plant/ spares etc. which are being manufactured in Pakistan has been imported by the bidder/contractor then all the additional duties, taxes, guarantees and any other requirement levied by Pakistan Custom Authorities shall be sole responsibility of the bidder/Contractor. These additional payments if paid by OGDCL shall be deducted from any due payment or retention amount in the letter of credits or guarantee or reimbursement by bidder/contractor on actual basis.

### LOCAL BIDDER

In case of local Contractor, the foreign currency component shall not be paid in USD but shall be paid in equivalent Pak Rupees on the prevalent exchange rate at the time of payment. The payment of custom duties taxes, marine insurance, port charges (delivery order, de-stuffing, terminal, container retention, clearing/brokerage, demurrage (if any) and any allied charges), custom clearance, inland transportation & insurance, unloading & storage at site or any other shall be sole responsibility of the local bidder/contractor.

The custom duties are levied at a concessional rate as applicable on imports of equipment & material by E&P companies under SRO 678 (I)/2004 & any other relevant SROs. OGDCL shall only provide facilitation letters to the local bidder/contractor in obtaining required duty concessions as per SRO. 678 (I)/2004 & any other relevant

SROs. However, obtaining such concessions and custom clearance shall be sole responsibility of the local bidder/contractor.

**1.2 Engineering Consultant**

OGDCL has appointed ENAR Petrotech Services (Private) Limited (ENAR) as Engineering Consultant for providing engineering consultancy services to ensure timely project completion complying with quality specifications and performance requirements. ENAR's responsibilities include:

- Preparation of basic engineering design package based on Conceptual Study and FEED documents
- Preparation of tender document for execution of project on EPCC basis and required procurement support & assistance in Contract formulation & negotiations.
- Reply & clarify all the bidders during pre-bid and post-bid clarification/evaluations.
- Technical and Financial Evaluation of the bidders complete in all respect
- Preparation and finalization of contract document
- Vetting of Contractor's design and timely review and approval of all documents, procedures, prepared by Contractor and verification of Contractor's invoices.
- Inspection of main equipment & material items.
- Supervision during civil construction, fabrication, installation/erection, commissioning & performance testing of plant.

### 1.3 OGDCL's Responsibilities

OGDCL shall be responsible for providing Contractor following:

- a) Gas supply only for commissioning purpose with prior Fifteen (15) days' notice time (for connection).
- b) Information, engineering data/documents as stipulated in the Contract Document.
- c) Providing facilitation letters only for permits and approvals which Contractor may require for the execution of the Project Works at site but it is the sole responsibility of the contractor to obtain timely permits and approvals any delay in this regard shall be on contractor's account. However, the Contractor shall timely submit the list of required permits/approvals.
- d) Ensure timely review and approvals of documents by Consultant submitted by EPCC Contractor.
- e) Provide space for installation of Project equipment.
- f) Payment to the contractor by OGDCL according to the contract
- g) Issuance of certificate on the written request of contractor after successful completion of milestone according to the contract.
- h) Inspection of material/equipment by OGDCL/Consultant (where required).
- i) Marine Insurance will be arranged from Port of Loading to Port of Un-loading (Only in case of Foreign Bidder/Contractor)

### 1.4 Project Completion Period

The timely completion of the Project by the Contractor shall be the essence of the Contract, as OGDCL has to meet its obligations for completion of the Project and continuous Supply of Gas. Accordingly, the Contractor (Successful Bidder) is required to complete the Design Engineering, Procurement (Supply), Construction, Installation/Erection, Pre-Commissioning, Commissioning, Start-up & performance testing) of Compression System at UCH Gas Field Project within **Eighteen (18) months** from date of establishment of foreign supply letter of credit) irrespective of the date of receipt to the beneficiary or follow on amendments (if any) up to successful completion of Performance testing. If EPCC Contractor fails to complete the project within aforementioned timeline, liquidated damages will be recovered or adjusted from the any due payments or retained amounts under the letter of credits or performance/advance bank guarantees.

**1.5 Eligibility Requirements**

Bidders must meet the following eligibility requirements:

- a) The equipment/material to be supplied under the Contract must be brand new (Certificate to be provided by supplier) and produced in and supplied from the countries maintaining bilateral trade relation with the Islamic Republic of Pakistan.
- b) The Bidder and its engineering staff shall meet all the requirements of Pakistan Engineering Council (PEC) Act 1976, its by-laws and latest amendments and provide documents to OGDCL to this effect.
- c) The bidder and its local JV partners contribution shall be as per PEC by laws and shall be registered with Pakistan Engineering Council (PEC) at least in C-A category in case of Local Bidders, and (PEC) in FC-A category for international bidders before submission of bid to OGDCL.
- d) EPCC Bidder shall have executed two (02) projects during last Ten (10) years in either of any of following categories:
  - i. Natural Gas Processing Plant (**Covering major processing units**)
  - ii. Natural Gas Compression Plant (Gas turbine driven centrifugal compressors)

Each Project shall have value of **US\$ 60 Million** and it shall be done on engineering, procurement, construction, pre-commissioning, commissioning, startup and Performance Test basis. (Foreign bidders shall meet PEC requirements as mentioned Clause 1.5 b & 1.5 c. Revamping project will not be considered).

Bidder must have completed these projects as EPCC alone or as a lead partner in case of JV (Projects completed as sub-contractor shall not be considered). Bidder must submit details of such projects with relevant client information and documentary evidence (including Purchased Order, Contract, Completion Certificate, etc) in English Language for their successful completion (in case of other languages, true translation copy verified from notary public of country of origin must be submitted along with original copy). Projects without documentary evidences for successful completion will not be considered. In case of joint venture, the experience of Partner Incharge shall be considered. Only experience

## INSTRUCTIONS TO BIDDERS

Sheet 9 of 36

of Partner Incharge shall be considered for evaluation, whereas, other partners' experiences shall be examined with respect to defined responsibility matrix for Scope of Work. Accordingly, respective partners shall have related PEC category (specialized) registration as per the responsibility matrix.

- e) EPCC Bidder shall select the **Turbine Compressor Packager** for procurement who is well renowned company & fulfills the following minimum requirements;(In case the EPCC Bidder himself is a **Packager** then, in addition to requirements at Sr. (d), he shall also meet below mentioned minimum requirement for a **Packager**)
- i. The Packager of Turbine Compressor Package must be in business of assembling/ packaging of gas compressors packages from the world renowned turbine manufacturer, with gas turbine drivers for the last 10 years, having packaging of Gas turbines with Centrifugal compressors with capacity of driver equal or more than 8 MW (ISO Rating). The packager must have packaged at least 10 (Ten) turbines (08 MW or higher ISO Rating) with centrifugal compressors in minimum two different projects during the last 10 years (outside the country of origin). At-least 03 (Three) turbines and 03 (Three) compressors (combine or separately) shall be from OGDCL approved vendor list. Out of packaged ten (10) machines of above requirement at-least Five (05) machines must have logged 16,000 hours (on average) of operation at site.
  - ii. Packager must consider OEMs of the turbine and compressors from approved vendor list. However, Packager must ensure that OEMs must guarantee that offered turbine model is in production and not obsolete, and must have logged at least 16,000 hours of operation at site with fuel gas heating value (BTU) equal to 430-480 BTU/scf (HHV) or less (Refer Volume I, Section 4, Appendix-N, Approved Vendor List).
  - iii. Provide tabulated data towards operation of gas compressor packages /manufactured / assembled by the Packager in the range of 08 MW to 30 MW (ISO Rating), giving address of contact person of the users.
  - iv. The Packager must ensure that OEM selected for Gas Turbine and Gas Compressor must have suitable sized test bench facility for the quoted

## INSTRUCTIONS TO BIDDERS

Sheet 10 of 36

model, which will be used to carryout FAT of all machines efficiently. The details of this facility to be submitted along with technical bid.

- f) Documentary Evidences where required are mandatory requirement and without such documents Projects shall not be considered.
- g) The Project must be completed within Eighteen (18) months as detailed in article 1.4.
- h) Applicant must not be black listed with any agency or organization or/ and applicant has never indulged in corrupt, fraudulent or collusive practices for procuring contracts. An affidavit confirming this shall be provided with the proposal.
- i) Submission of duly signed and initialed copy of Tender Document along with Appendices, Annexure& Attachments refereed therewith. Signing and stamping shall mean validation and compliance to all the details included in Tender Document.
- j) EPCC Bidder shall propose in his bid proposal only one selected OEM for the Gas Turbine and one selected OEM for the Compressor from the Approved Vendor List after having technical compliance with the Tender requirements from respective OEMs. EPCC Bidder shall also provide a “Affirmation Certification” that OEMs names of Gas Turbines, Centrifugal Compressors and Packager name quoted in bid proposal shall not be changed after award of contract and during the execution of project.

Furthermore, EPCC Bidder shall provide traceable documents from OEMs to demonstrate that Gas Turbines and Compressors from the respective OEMs will be available within the stipulated schedule time period agreed during bidding stage.

### **Bids of Joint Ventures/Consortiums**

Bids submitted by a joint venture/consortium of two or more firms as partners shall submit the memorandum of understanding (MOU) duly certified by notary public containing the following mandatory clauses:

- a) The bid, and in case of a successful bid, the Form and Conditions of Contract, shall be signed so as to be legally binding on all partners.

- b) One of the partners shall be nominated as being lead partner and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners and certified by Notary Public.
- c) The lead partner shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture/ consortium and the entire execution of the Contract. All the payment shall be made by OGDCL in the name of lead partner.
- d) All partners of the joint venture/consortium shall be liable jointly and severally for the execution of the Contract in accordance with the Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under Clause (b) above as well as in the Form of Bid and the Form and Conditions of Contract (in case of a successful bid).
- e) A copy of the Memorandum of Understanding (MoU), duly certified by notary public, entered into by the consortium/Joint Venture Partners broadly, outlining the relationship and Responsibility Matrix of each Joint Venture Partner showing clear distribution/share of works/activities in accordance with Pakistan Engineering Council (PEC) by-laws with respect to UCH Compression Project shall be submitted with the Bid.

Within fifteen (15) days of issuance of notification of intent of award from OGDCL the successful bidder shall furnish a copy of Joint Venture/Collaboration Agreement entered into by consortium/joint venture partners to OGDCL.

#### **1.6 Site Visit**

Those bidders who intend to visit the site are required to intimate OGDCL in advance. The site visit shall be planned prior to three weeks of bid submission and at bidder own expense. During the visit the Bidders should examine the site and its surroundings. The Bidders should verify the information provided in the Tender Document, it is the responsibility of the bidder to assess the requirements and obtain all information that may be required and is necessary for preparing the Bid and entering into Contract with OGDCL. Visitors shall follow the protocols and requirements of OGDCL with respect to HSE and COVID-19 situation (e.g. vaccination certificates is mandatory for all site visits /works for all persons). Furthermore, if site conditions due to COVID – 19 pandemic does not permit to have physical visit then Virtual Visit would be arranged.

The request for site visit as per format enclosed with Invitation to Bid should be sent to OGDCL in a timely manner. The cost to be incurred on the visit shall at Bidder's expense. The Bidder and any of its personnel or Agents/ Consultants will be granted permission by OGDCL to enter upon its facilities for the purpose of such visit, but only upon the express condition that the Bidders, its personnel or Agents/Consultants will release and indemnify OGDCL its personnel Agents/Consultants from and against all liability in respect thereof including personal injury (whether fatal or otherwise) and any other loss, damage, costs and expenses.

**1.7 Pre-Bid Meeting**

OGDCL may conduct a pre-bid meeting two weeks before the bid submission. This is an entirely optional activity, subject to COVID-19 situation. All pre-bid clarifications are uploaded on OGDCL website OGDCL may arrange an online meeting if deemed necessary.

**1.8 Cost of Bidding**

- a) The Bidder shall bear all costs associated with the preparation and submission of its bid, and OGDCL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- b) The Bidder shall bear all costs of obtaining and submitting Bid Bond, Performance Guarantee and all other documents required as per instructions in the Tender Document.

**1.9 Assurance**

The successful Bidder will be required to give satisfactory assurance of its ability and intention to complete the Design Engineering, Procurement (Supply), Construction, Installation/Erection, Pre-Commissioning, Commissioning & Start-up (including performance testing and Reliability Guarantee Test) of UCH Compression Project pursuant to the Contract, within the time set forth therein.

## 2.0 **TENDER DOCUMENT**

### 2.1 **Description of Tender Document**

2.1.1 The Tender Document comprises the following together with any Addenda that may be issued from time to time.

- **Volume – I (ITB, Commercial & Legal)**

- Section – I : Invitation to Bid
- Section – II : Instructions to Bidders (ITB)
- Section – III : Scope of work
- Section – IV : Form and Conditions of Contract(Including Price Schedules)

- **Volume – II (Technical )**

- A : Process
- B : Mechanical
- C : Electrical
- D : Instrumentation
- E : Civil

2.1.2 The prospective Bidder shall carefully study and examine the Tender Document and Instructions and comply with all requirements of preparation of the Bid. Failure to furnish all information required by the Tender Document or submission of a Bid not substantially responsive to the Tender Document in every aspect will be at the Bidder's risk and may result in the rejection of the Bid.

2.1.3 The Bidder shall acknowledge that Basic Engineering Design Package provided by OGDCL has been thoroughly reviewed at the bidding stage and the cost of removing any error, omission and/or discrepancy to make it fit and sufficient for the purpose for which it is intended has been included in the Contract Price for the equipment, materials and construction works accordingly.

2.1.4 EPCC Bidder shall ensure that maximum machinery / equipment of the project is delivered in the form of package to minimize works at site and ensure timely completion.

2.1.5 Appropriate portions of the Technical Bid and Commercial Bid and Addenda and selected sections of the above Tender Document as appropriate will be incorporated in the contract that will be executed with the successful bidder.

- 2.1.6 The Bidder shall, whether included in the Tender Document or not, provide the materials, equipment, services and works required to complete the Project.
- 2.1.7 Bidders may also make any additional enquiries or investigations necessary to become fully informed of all conditions which may affect the effective and successful execution and operation of the Project. Failure on the part of the Bidder to diligently investigate any condition which may affect the Contractor's scope shall not relieve the Bidder of the responsibility of executing the Contract.
- 2.1.8 The Tender Document is confidential and sole property of OGDCL and solely for the purpose of preparation and submission of bid. Information contained in these documents is confidential and should not be divulged to third party or an outsider without the prior written consent of OGDCL. The information could be shared, only as needed, with those who are involved in preparation of Bid. Any person allowed access to these documents or to information contained therein must be instructed to hold it in strict confidence. Bid proposal received by OGDCL will be treated in strict confidence.

**2.2 Clarifications of Tender Document**

A prospective Bidder requiring any clarification of the Tender Document may notify Engineering Consultant's Project Manager in writing by e-mail at below given address with a copy to OGDCL whose addresses are also given below. Enquiries made telephonically (or orally) shall not be entertained.

All clarifications shall be addressed to the consultant as detailed below:

- a) Project Manager (UCH Compression Project)  
ENAR Petrotech Services (Private) Limited  
7-B, Korangi Industrial Area  
Adjacent NRL, Korangi  
Karachi, Pakistan  
Telephone: (92-21) 35056756, 35073252  
Fax No.: (92-21) 506 7522  
E-mail: [tanveer.haque@enar.com.pk](mailto:tanveer.haque@enar.com.pk)

All clarifications shall be copied to the following officials:

- b) Manager Procurement (Foreign)  
Oil & Gas Development Company Limited  
OGDCL House, Jinnah Avenue,  
**Islamabad (Pakistan)**  
Phone No: 92-51-920023780

Email: [ejaz\\_rizvi@ogdcl.com](mailto:ejaz_rizvi@ogdcl.com)

- c) Manager (UCH Compression Project)  
Oil & Gas Development Company Limited  
OGDCL House, 9th Floor, Tower C, Jinnah Avenue, Blue Area  
Islamabad, Pakistan  
Telephone: (92-51) 2623216  
E-mail: [kausar\\_ali@ogdcl.com](mailto:kausar_ali@ogdcl.com)
- d) Project Coordinator (UCH Compression Project)  
Oil & Gas Development Company Limited  
OGDCL House, 9th Floor, Tower A, Jinnah Avenue, Blue Area  
Islamabad, Pakistan  
Telephone: (92-51) 9244053  
E-mail: [asif\\_makhdoom@ogdcl.com](mailto:asif_makhdoom@ogdcl.com)

Engineering Consultant/OGDCL will respond in writing to any request for clarifications of the Tender Document, which it receives not later than ten (10) days prior to the deadline for the submission of bids prescribed in press tender notice Engineering Consultant's/OGDCL's response (including an explanation of the query but without identifying the sources of inquiry) will be uploaded on OGDCL website.

### **2.3 Compliance to Tender Document**

The Bidder shall strictly comply with the basis of tender document, scope of work, specifications. No major deviations/exceptions to the stipulations of tender document shall be accepted. Any deviation may be submitted in the Deviation Format given in **Annexure - VII**. A compliance certificate (on bidders' letter head) to commercial and technical terms of the tender should be enclosed with the technical bid. No other deviation mentioned elsewhere except mentioned in deviation form will be considered.

### **2.4 Amendments to Tender Document**

- 2.4.1 At any time prior to the deadline for submission of Bids, OGDCL may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by amendment which will be uploaded on OGDCL website.
- 2.4.2 The amendment shall form part of the Tender Document, and shall be notified on OGDCL website and will be binding on all participating bidders.

2.4.3 In order to provide prospective Bidders reasonable time in which to take the amendment into account in preparing their Bids, OGDCL may, at its discretion, extend the deadline for the submission of Bids. However extension in bid submission is sole discretion of OGDCL which may or may not extend the bid submission deadline.

### **3.0 PREPARATION OF BIDS**

#### **3.1 Language of Bid**

Bid shall be type written or printed. The Bid prepared by the Bidder and all correspondence and documents (i.e. reports, specifications, standards, drawings) relating to the Bid exchanged by the Bidder and OGDCL/Engineering Consultant shall be written in the English language. Any printed literature furnished by the Bidder may be written in another language, provided that this literature is accompanied by an English translation, duly notarized by the country of origin, in which case, for purpose of interpretation of the Bid, English translation shall govern.

#### **3.2 Documents Comprising the Bid**

The Bid to be submitted by the Bidder shall comprise of two separate bids i.e. “Technical Bid” and “Commercial Bid”. Two (02) copies each of original Technical Bid and Commercial Bid shall be prepared. One set marked “ORIGINAL” and the other marked “COPY”. In case of any discrepancy in the copy, the ORIGINAL shall govern.

##### **3.2.1 Technical Bid**

The technical bid shall consist of the following:

###### **3.2.1.1 Corporate**

The following information shall be submitted, separately, with the Technical Bid along with the checklist provided in **Annexure-XI**:

- (i) Corporate & Financial information of Bidder and its consortium/joint venture partners as per format given in (**Annexure – I**).
- (ii) Copy of Memorandum of Understanding (MOU) entered into by the consortium/joint venture partners. (Applicable for Joint Venture/Consortium Bids)
- (iii) A list and details as per (**Annexure – II**) of Natural Gas Processing Plants (Covering major processing units) and Natural Gas Compression Plants (Gas turbine driven centrifugal compressors) being executed by Applicant’s organization along with project schedule.

## INSTRUCTIONS TO BIDDERS

Sheet 17 of 36

- (iv) Provide a comprehensive list and details as per (**Annexure – III**) of executed projects during last **10 years** of Natural Gas Processing Plants (Covering major processing units) and Natural Gas Compression Plants (Gas turbine driven centrifugal compressors) having value of US\$ 60 Million or above Revamping project will not be considered). Only those projects whose certificates are attached would be considered in eligibility requirement of the bidder/company.
- (v) Provide list of major construction & related machinery & equipment (which are in working condition) owned by your own organization/joint venture/consortium along with make & model (year of Manufacture) of these equipment.
- (vi) Provide details of project management, procurement and quality control system being used as per format given in (**Annexure – IV**).
- (vii) Provide details of technical support services as per format given in (**Annexure – V**).
- (viii) Provide list of computer software & hardware available with your organization. Also specify software which your organization plans to use in design engineering, rehabilitation, procurement, material management, construction management, tracking & inventory management and project planning control. For design engineering, software must be latest and widely used and acceptable in E&P projects along with respective expertise.
- (ix) Original Bid bond for an amount of **United States Dollars One & half (1.5) Million only** or equivalent in Pak Rupees as per format given (**Annexure – VI**). Any Bid (Technical Proposal) not accompanied with the original Bid Bond as required (amount/format/banks) shall be rejected by OGDCL.  
Bid bond in shape of Bank Guarantees issued by the banks as per OGDCL Tender Document are acceptable. No payment will be accepted in shape of traditional banking instruments like Pay Order, Bankers Cheque, Demand Draft etc. However, there will be no change in acceptance of Bid Bond in shape of Bank Guarantees issued by the banks as per OGDCL Tender Document. However, Bid Bond in the shape of bank guarantee shall not be acceptable with the banks whose market price per share is quoted below the par value at the Pakistan Stock Exchange. Bidder to submit Bid Bond Amount to OGDCL as per tender document and must be transferred through digital means directly into OGDCL Bank Accounts as per details mentioned in (**Annexure- XV**). Also, Bidder is advised to ensure enclosure of documentary evidence of Transfer of Bid Bond amount into OGDCL Bank Account with their sealed

technical bids at the time of bid submission. Failure to which shall result in rejection of their bid.

- (x) Bid validity confirmation letter.
- (xi) Form of Tender or Bidding Form (**Annexure – VIII**). Data summary sheet clearly showing lead partner.
- (xii) Letter of Authorization in favor of Officer signing the Bid.
- (xiii) A power of Attorney certified by Notary Public (Applicable for Joint Venture/ consortium Bids).
- (xiv) Duly initialed and stamped copy of Tender documents.
- (xv) A statement of total compliance with the technical and commercial requirement of Tender Document.
- (xvi) Minor deviations/exceptions (if any) including technical and contractual as per format given in **Annexure – VII**
- (xvii) A statement on the validation/endorsement of the Tender Document. The statement shall confirm that Technical Specifications and other data/information provided to the bidder have been thoroughly checked and the bidder is satisfied with its suitability and sufficiency in order to perform his obligations under the proposed Contract. Any discrepancy and/or anomaly in the Technical Specifications and data/information have been identified and the cost of removing such discrepancies and anomalies is now at the risk of the Contractor.
- (xviii) Any Litigation or Arbitration record with OGDCL shall be provided along with the bid.
- (xix) Blacklisting affidavit on non-judicial stamp paper from all partners and local agent to be enclosed with the technical bid.

### **3.2.1.2 Technical Details**

The technical proposal shall contain following information/details and documents as a minimum:

- a) Bidder's project execution plan and human resource deployment plan for all stages of the work (i.e. Design Engineering, Procurement (Supply), Construction, Installation/Erection, Pre-Commissioning, Commissioning & Start-up (including performance testing and Reliability Guarantee Test). The curriculum vitae of key personnel are required to be provided. The curriculum vitae (CV) shall include the proposed position, qualification and experience of

## INSTRUCTIONS TO BIDDERS

Sheet 19 of 36

the person. On award of contract all the key personal to be deputed on the project will be approved by OGDCL.

- b) Proposed master and level- 4 (or further if required) project schedule with CPM network, showing the interface activities for the work.
- c) Bidder's plan for co-ordination with OGDCL/Engineering Consultant, other suppliers and relevant government agencies and departments.
- d) Detailed procurement strategy outlining the procurement sources, procedures for procurement, expediting, inspection, shipment forwarding and clearing activities. The plan should clearly demonstrate Bidder's capability and resourcefulness to procure (supply) equipment and material within short possible time with sources of procurement. This capability is very essential owing fast track execution of the Project.
- e) Details of approach to be adopted and resources to be employed for carrying out tie-ins/hook-up with the existing facility/plant (i.e. piping, electrical and instruments) in a limited duration of time i.e. shutdown and pre-commissioning & commissioning.
- f) Detailed procedures for project control, physical progress and measurement and reported for each component of the work (i.e. engineering, procurement (supply), construction, pre-commissioning & commissioning.
- g) Detailed description of Quality Assurance and Quality Control procedures and safety, QA/QC organisation which the Bidder intends to adopt/follow for this project (These procedures should be Project specific).
- h) Project specific Health, Safety and Environment (HSE) plan and procedures. The plan and procedures should be in line with OGDCL's HSE policy and procedures. For detail, refer to **Appendix-O**.
- i) Key areas of the work proposed to be sub-contracted with names, address, capabilities, past experience, available physical & human resources and other corporate and technical details of Sub-Contractors. On award of contract all the sub-contractors to be deployed on the project will be approved by OGDCL.
- j) If the Bid is being submitted in collaboration with other companies, then:
  - Name and address of companies with whom collaboration is being done.
  - Areas of collaboration should be specified.

## INSTRUCTIONS TO BIDDERS

Sheet 20 of 36

- Capabilities, past experience, available physical & human resources and other corporate and technical details of companies should be provided.
- k) A written consent from the Sub-contractor(s) for entering into an agreement with the bidder for the specified work of the Project.
- l) A statement that the equipment and material to be supplied by the Contractor shall be “Brand New”.
- m) List of start-up & commissioning spares.
- n) List of OEM recommended consumables and spare parts (on OEM letterhead) for one (01) year operation of equipment & material to be supplied along with the package. Also, list of recommended consumables and spare parts for next two (02) years operation to be provided (as optional price on OEM letterhead).
- o) Correspondences performed with the OEMs of Turbine and Compressor to obtain technical compliance from them against the tender requirements. Compliance shall be shown against each deviation / exception submitted by OEMs and its proper closeout.
- p) For Turbines & Centrifugal compressors, OEM to submit complete maintenance schedule along with running hours/times based and maintenance activities involved.
- q) All the equipment shall be latest & respective spare parts shall be continued at least for next fifteen (15) years. In this regard OEM Certificate of each equipment will be submitted in the technical bid.
- r) Other technical or other information/details, which in Bidder’s opinion is necessary for a better assessment of his Bid proposal.
- s) The OEM must have adequately sized test bench for the quoted model of Gas Turbine and Compressor within their Facility which will be used to carryout FAT of all machines efficiently. The details of this facility to be submitted along with technical bid.

**3.2.1.3 Project Specific Technical Information**

The technical information to be provided shall include:

- a) Review of FEED Documents including in the tender document with suggested modifications (if any) and a statement of Ownership and following:
- Process Flow Diagrams (PFDs)
  - Heat and Material Balances (HMBs)
  - Piping and Instrument Diagrams (P&IDs)
  - New equipment & materials, data sheets with basic sizes.
  - Hydraulic Study Report.
  - Equipment and Utility Adequacy Report.
  - Utility requirements summary. This is minimum requirement; however objective of the Owner will be met.
  - Operation, Control and ESD Philosophies.
  - Cause & Effect Diagrams.
  - Proposed Plot plan.
  - Proposed Piping layouts.
  - Mechanical Specifications.
  - I/O list.
  - Specifications for General and Package Instrumentation.
  - Specifications for Package Control System.
  - Specifications for Instrument Installation Works.
  - Turbo-Compressor Package Control System Architecture Drawings.
  - Electrical basis of design.
  - Electrical load list.
  - Electrical single line diagram for Main Switchgear & MCC.
  - Electrical single line diagram (UPS).
  - Specification for MV & LV Switchgear & MCC
  - Specification for LV Power & Control Cable
  - Specification for LV A.C Induction Motor
  - Specification for Electrical Installation Workmanship
  - Electrical Power & control routing layout
  - Hazardous Area classification layout
  - MCC Room Equipment layout
  - Electrical Typical installation drawings

- b) A statement of conformity to the tender document including deviations and exceptions to the provisions of the specifications, codes & standards with proper justification. Failure to submit such a statement would imply that the Bidder has not taken exception or deviation from the requirements of tender and shall comply with these requirements.
- c) Adherence to Performance Guarantee offered.
- d) Detailed Plan for Reliability Guarantee Test (RGT) including operation and maintenance of Compression Facility for a period of 14 days for each turbo compressor train.
- e) Compressor and Turbine Performance Runs and Performance Curves for all the stipulated cases in Compressor Data sheets (0221-DS-1701).
- f) Any other technical or general information, which in the bidder's opinion is necessary for better assessment of his bid.

### **3.2.2 Commercial Bid**

#### **3.2.2.1 Contents of Commercial Bid**

- a) Bid price schedule as per format given in **Appendix-C** of (Section -IV). In case of Chinese Bidder/Firm foreign component of the bid to only be quoted & paid in Chinese currency (Yuan).
- b) Item-wised price list of OEM recommended Consumables & spare parts for one (01) year operation, on OEM letter head.
- c) Item-wised price list of OEM recommended consumables & spare parts supply for next two (02) years operation. (as optional price)
- d) Copy of Bid Bond, as per format given in **Annexure-VI**.
- e) The expense on design review meetings/ HAZOP/ Performance & Shop Witness Testing & Training of OGDCL/Engineering consultant at supplier's office/manufacturers works located outside/inside Pakistan will be quoted separately on the following basis:
  - **Kickoff Meeting**  
Kickoff meeting of the project will be convened for three (03) days at EPCC office in Pakistan (Kickoff will be held after submission of basic engineering documents i.e. P&IDs). Eight (08) persons may attend this meeting from

OGDCL/ENAR. All boarding/lodging and Air tickets (if applicable) shall be borne by Contractor.

• **Design Review Meetings/HAZOP**

- (i) Detailed Integrated Design Review meeting (including vendor information) at EPCC Contractor's design office/ Vendor's or OEM's place. Eight (08) professionals for duration of Seven (07) days.
- (ii) HAZOP at Turbo Compressor packager's place including Integrated HAZOP of the entire project. Eight (08) professionals for duration of seven (07) days.
- (iii) Training of Process, Mechanical, Electrical, Instruments & System professionals for 14 days at UCH Site

• **Performance & Shop Witness Testing for Turbines, Turbo Compressors & Control System and Training**

- (i) One (01) visit for duration of three (03) days, (03) three engineers for each compressor for ASME PTC-10 test at OEM Shop.
- (ii) One (01) visit for duration of five (05) days, (03) three engineers for each turbine for ASME PTC-22 test and low BTU Fuel gas test at OEM Shop.
- (iii) Factory acceptance Test (FAT) witness, for (02) two engineers for control system / DCS for (07) seven days.
- (iv) Training for (08) eight engineers/professionals for control systems / DCS / SCADA / Electrical / Process/ Mechanical / Instrumentations and software professionals for (05) five days at OEM facilities.

The Contractor shall provide the following facilities for these visits:

- Facilitate in obtaining timely visas
- Economy class Return Air Tickets, boarding and lodging
- Local Transportation.

- Daily expense Allowance to be paid to the Engineers for the period of stay as detailed above plus two (2) days for travel @ US\$ 300 per person per day

f) Schedule of rates for additional supplies/work as per **Annexure-IX**.

### **3.3 Bid Price**

All the prices shall be quoted on lump-sum/fixed basis as per format given in Appendix-C in (Section – IV) of this tender document. The prices shall be for complete scope of work and the obligations related to design engineering, supply, installation, construction, pre-commissioning, commissioning, performance testing, project management, custom duties & taxes, port charges (delivery order, de-stuffing, terminal, container retention, clearing/brokerage, demurrage (if any) and any allied charges), custom clearance, inland transportation & insurance, unloading & storage at site with no exceptions. The quoted prices shall inclusive of all applicable taxes and also be firm and fixed during the contract performance period and shall not be subject to any escalation on any account. The cost of construction material and other material/equipment to be supplied from Pakistan shall be inclusive of all taxes.

### **3.4 Performance Guarantees Test**

3.4.1 The Contractor shall guarantee satisfactory performance of the Compression Facility so that the compression facilities meets the performance requirements laid-down in the Technical Specifications and respective data sheets. The Contractor shall also provide and prove during commissioning the performance parameters of all major equipment of the Compression Facility and its associated systems. The contractor shall require to submit a detailed performance guarantee Test procedure in line with the subsequent clauses of this section and elsewhere described in the Tender Document at least Thirty (30) days before commencement of performance test at site for Owner's/Consultant's review and approval. The performance test will be carried out at available parameters. The performance will be extrapolated using ASME PTC-10/applied codes and standards as per industrial practice and mutually agreed. The performance of the maximum power of the turbine at maximum ambient temperature i.e. 55°C shall be met without any prior inlet air cooling system.

### **3.5 Warranties**

3.5.1 The Contractor warrants that the equipment and material supplied under the Contract shall be new & Latest (while respective spare parts shall be continued at least for next

fifteen (15) years), having good title and fit for the use intended. The Contractor further warrants that:

- a) Equipment & materials supplied against the Contract conforms in all respects with the specifications and requirements contained in contract document.
- b) Equipment supplied under this Contract shall be of good quality and free from all defects arising from design, materials or workmanship.

3.5.2 The Contractor shall also obtain and provide to OGDCL/Engineering Consultant original manufacturer's warranty of the equipment supplied by it from vendors and manufacturers. The warranties shall be obtained in the name of OGDCL.

3.5.3 The Contractor warrants that the construction/installation, erection and other work shall be of good quality, free from faults or defects and shall perform so as to comply with the specifications contained in the contract documents or with any revisions thereof pursuant to any changes. The Contractor further warrants that all work performed under the Contract shall be in accordance with industry's recognized codes and standards.

3.5.4 The foregoing warranties shall remain valid for a period of **Twelve (12)** months from the date of Provisional Acceptance Certificate. Valid warranties should be submitted to OGDCL for issuance of Provisional Acceptance Certificate.

3.5.5 If the supplied equipment/materials, construction, installation/erection and related work fail to meet the warranty conditions set forth in Sub-Article 3.5.1, 3.5.2, 3.5.3 & 3.5.4 OGDCL shall promptly notify the Contractor in writing about the defects and claims under the warranty. Upon receipt of such notice the Contractor shall within the time specified by OGDCL/Engineering Consultant repair/replace the defective equipment, material and or portion of works, with no cost or expense to OGDCL. The repaired or replaced equipment, material or works shall be warranted by Contractor for **Twelve (12)** months from the date of repair(s) or replacement(s).

If the Contractor having been notified fails to remedy the defect(s) within the specified time, OGDCL shall proceed to take remedial actions as may be necessary, at the Contractor's risk and cost. All costs thereof shall be charged to the Contractor or recovered from retention money/performance bond. The Contractor shall have no objection to the above and he hereby acknowledges the rights of OGDCL to recover such sums as a debt due to OGDCL from defaulting Contractor. It is understood that in

this case the Contractor shall not be relieved from the provided warranties and contractual obligations.

- 3.5.6 The Contractor shall also provide warranties of original equipment manufacturers in the name of OGDCL for all mandatory and other equipment (where applicable.).

**3.6 Bid Validity**

- 3.6.1 Bid must be valid for 210 days from the date of financial bid opening prescribed by OGDCL. Confirmation of this bid validity must be enclosed on letterhead of the bidder with the technical proposal

- 3.6.2 In exceptional circumstances after lapse of abovementioned bid validity, OGDCL may solicit the bidder's consent to an extension of the period of validity. The request and the response there to shall be made in writing (by telefax or e-mail). The bid bond provided under Instruction 3.7 shall also be suitably extended. A bidder may refuse the request without forfeiting its bid security. A bidder granting the request will not be required nor permitted to modify its bid.

**3.7 Bid Bond**

- 3.7.1 The Bidders shall furnish, as part of their Bids, a Bid Bond (**Annexure –VI**) of an amount of **United States Dollars One & half (1.5) Million Only** or equivalent in Pak Rupees. Bid bond in shape of bank guarantee shall be initially valid for 240 days from the date of bid opening.

- 3.7.2 The Bid Bond is required to protect OGDCL against the risk of Bidders' conduct which would warrant the Bid Bond encashment pursuant to Instructions given in following paragraphs.

- 3.7.3 The Bid Bond shall be in the following form:

- No payment will be accepted in shape of traditional banking instruments like Pay Order, Bankers Cheque, Demand Draft etc. However, there will be no change in acceptance of Bid Bond in shape of Bank Guarantees issued by the banks as per OGDCL Tender Document. Bid Bond in shape of Bank Guarantees issued by the banks as per OGDCL Tender Document are acceptable. However, Bid Bond in the shape of bank guarantee shall not be acceptable with the banks whose market price per share is quoted below the par value at the Pakistan Stock Exchange. Bidder to submit Bid Bond Amount, Demurrage Refund, and any other miscellaneous funds that are required to be submitted

to OGDCL as per tender document must be transferred through digital means directly into OGDCL Bank Accounts as per details mentioned in (**Annexure-XV**). Also, Bidder is advised to ensure enclosure of documentary evidence of Transfer of Bid Bond amount into OGDCL Bank Account with their sealed technical bids at the time of bid submission. Failure to which shall result in rejection of their bid.

- 3.7.4 Any Bid (Technical Proposal) not accompanied with the original Bid Bond as required (amount/format/banks) shall be rejected by OGDCL.
- 3.7.5 Unsuccessful Bidders' Bid Bond will be discharged/returned as promptly as possible but not later than 30 days after the expiry of the validity period of Bid Bond.
- 3.7.6 The successful Bidder's Bid Bond will be discharged upon the Bidder's executing the Contract, and furnishing the Performance Bond, pursuant to Instruction 6.5.
- 3.7.7 The Bid Bond may be forfeited if a bidder withdraws his bid during the period of bid validity, or if the Bidder, having been notified of the acceptance of his bid by the company during the period of bid validity:
- i) Fails, refuses or delays to execute or sign the contract in accordance with the instruction to Bidders or notified period, or
  - ii) Fails, refuses or delays to furnish Performance Bond in accordance with the instruction to Bidders, or
  - iii) If it is found that any document / information submitted by the bidder is forged or fake.
- 3.7.8 The Bidders must particularly note that in case of submission of forged Bid Bond they will be liable to severe action by OGDCL leading to Black Listing in addition to any other legal action, which shall be initiated against such Bidder.

### **3.8 Format and Signing of Bid**

- 3.8.1 The Bid comprising Technical and Commercial Bids with accompanying documents and clearly marked 'Original Bid', plus two (2) copies each must be received by OGDCL at the date, time and place as specified. In the event of any discrepancy between the original and the copy, the original shall govern. Bidder to submit two (02) soft copies of technical bid in form of CD's / USB.

## INSTRUCTIONS TO BIDDERS

Sheet 28 of 36

- 3.8.2 The original and copies of the Bid shall be typed or written in indelible ink and shall be signed and stamped by a person or persons duly authorized to sign on behalf of the Bidder. All pages of the Bid shall be initialed by the authorized person or persons. Proof of authorization shall be furnished in the form of authorization letter on original letterhead of the Bidder signed by President/ Chief Executive/Chief Operating Officer, Managing Director of Company/Corporation.
- 3.8.3 The Bid shall contain no interlineations, erasures or over-writing except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

### **4.0 SUBMISSION OF BID**

#### **4.1 Sealing and Marking of Bids**

- 4.1.1 For the submission of Bid as stated earlier in this document a Two Envelope Bidding procedure shall be adopted. Technical and Commercial Bids shall be submitted in separate envelope. Both the envelopes should then be put in one sealed envelope as described below.
- 4.1.2 The Original Technical and Commercial Bids shall be separately packed in an inner envelope marked as Technical (Original) or Commercial Bid (Original) as the case may be; each inner envelope shall be sealed in an outer envelope, which shall also be marked. Copies of the Technical and Commercial Bids shall be sealed and marked in separate inner and outer envelopes.
- 4.1.3 The outer sealed envelope shall be addressed/ enfaced as follows:

Manager Procurement (Foreign)  
Oil & Gas Development Company Limited  
OGDCL House, Jinnah Avenue,  
**Islamabad (Pakistan)**  
Phone No: 92-51-920023780  
Email: ejaz\_rizvi@ogdcl.com

**BID FOR EPCC CONTRACTOR TO EXECUTE THE ENGINEERING,  
PROCUREMENT, CONSTRUCTION, INSTALLATION, TESTING,  
COMMISSIONING & STARTUP (INCLUDING PERFORMANCE TEST AND**

**RELIABILITY GUARANTEE TEST) UCH COMPRESSION PROJECT  
TENDER ENQUIRY NO. PROC-FC/CB/PROJ/UCH (COM)-5155/2021**

**DO NOT OPEN BEFORE ..... HOURS (PST) ON \_\_\_\_\_**

- 4.1.4 The face of the sealed envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared LATE.
- 4.1.5 OGDCL will not be held responsible for the premature opening or misplacement of any Bid not clearly marked and addressed in accordance with Instruction 4.1.3.

**4.2 Deadline for Submission of Bids**

- 4.2.1 Bids must be received by OGDCL at the address specified under Instruction 4.1.3 not later than ..... hours Date \_\_\_\_\_ at \_\_\_\_\_ Hours local standard time.
- 4.2.2 OGDCL may, at its discretion, extend this date for the submission of Bids by amending the Tender Document in accordance with Instruction 2.4 in which case all rights and obligations of OGDCL/Engineering Consultant and Bidders will extend likewise.

**4.3 Late Bids**

Any Bid received by OGDCL after the time & date for submission of Bids prescribed by OGDCL, pursuant to Instructions in Sec-4.2, shall be rejected and returned unopened to the Bidder.

**4.4 Modification and Withdrawal of Bids**

- 4.4.1 The Bidder may modify or withdraw its Bid after the bid's submission, provided that written notice of the modification or withdrawal is received by OGDCL prior to deadline prescribed for submission of the Bids.
- 4.4.2 The Bidder's modifications or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of Instruction 4.1. A withdrawal or modification notice may also be sent by email or letter but followed by a signed confirmation copy, postmarked not later than the deadline for submission of the Bids.
- 4.4.3 No Bid shall be modified subsequent to the deadline for submission of the Bids.

4.4.4 No Bid shall be withdrawn in the interval between the date for submission of Bids and the expiry of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in encashment of Bid Bond under Instruction 3.7.7.

**5.0 BID OPENING, CLARIFICATIONS AND EVALUATION**

**5.1 Bid Opening**

OGDCL will first open Technical Bids, in presence of Bidders' representatives who choose to attend, at ..... hours (PST) on \_\_\_\_\_ at the following location:

Manager Procurement (Foreign)  
Oil & Gas Development Company Limited  
OGDCL House, Jinnah Avenue,  
**Islamabad (Pakistan)**  
Phone No: 92-51-920023780  
Email: ejaz\_rizvi@ogdcl.com

The Bidders' representatives who are present shall sign a register/attendance sheet evidencing their attendance.

The Commercial Bids of technically responsive bidders will be opened later on at the above location in presence of Bidders' representative who chooses to attend. The date and timings of commercial bids' opening will be intimated to relevant Bidders.

**5.2 Clarifications of Bids**

5.2.1 OGDCL/Engineering Consultant may ask Bidders individually the clarifications of their bid during the process of examination, evaluation and comparison. The request for clarifications and the response shall be in writing and shall become part of Tender Document and eventual contract.

5.2.2 If as a result of any clarification sought by OGDCL/Engineering Consultant some changes are made in Scope of Work or technical specifications Bidders shall be allowed to amend their commercial proposals by submitting a supplementary commercial proposal in a sealed and marked envelope as per instructions given in Section 4.1 of these Instructions to Bidders.

### 5.3 Evaluation of Bids

The evaluation of Bids shall be strictly on the basis of information provided in Technical and Commercial Bids. Technical bids shall be evaluated first. After completion of technical evaluation, commercial bids of technically qualified Bidders shall be opened and evaluated. The evaluation will consist following stages:

- Summary Rejection Criteria
- Preliminary Bid Examination/ Eligibility Requirement compliance
- Bid Evaluation
  - Technical
  - Commercial.

The following paragraphs present coverage of each evaluation stage

#### 5.3.1 Summary Rejection Criteria

5.3.1.1 Bid not meeting the following mandatory criteria shall be summarily rejected without right of appeal (Checklist attached as Annexure-XII to be duly signed against each requirement and submitted with the bid):

- Bid must be prepared in English language.
- Bid must be prepared as instructed vide clause 3.0 hereof.
- Bid must be valid for 210 Days from the Date of Financial Bid Opening.
- Bid must be accompanied with a Bid Bond as specified in Clause 3.7 hereof.
- Bid must reach at the specified OGDCL address before “\_\_\_\_\_” Hours PST on \_\_\_\_\_ 2021
- Bid must not be submitted in form of fax or e-mail.
- Bid must indicate name, title, phone, fax and e-mail address of the key person for correspondence.
- Bid must be submitted on Bidder’s original letter head/pad.
- Bid must be quoted for complete project as per scope of work given in the tender document.
- Bid must include all annexure i.e. Checklists, bidding form, blacklisting affidavit, data summary sheet, corporate information etc. Incomplete, conditional or optional /alternate bids shall be rejected

#### 5.3.2 Preliminary Bid Examination

The preliminary screening of bids shall be carried out to check the mandatory requirement of compliance of the bidders and JV partners for:

- Pakistan Engineering Council (PEC) registration requirements, by-laws and Acts/Rules/Guidelines as per Clause 1.5 (b) & (c).
- Company's country of incorporation / registration compliance as per Clause 1.5 (g). In this regard, bidders and JV partners shall submit Certificate of Incorporation / Registration / Belonging, verified from Pakistani Embassy in respective country(s) or from Country's Embassy in Pakistan.
- The eligibility requirement of bidder will be evaluated in accordance with Clause 1.5.

All the documents required above must be submitted with bid. In case of non-compliance, the bid shall not be further evaluated and rejected without right of appeal.

### **5.3.3 Bid Evaluation**

The Technical & Commercial evaluation shall be based on the following:

#### **5.3.3.1 Technical Evaluation**

Technical bids of all those bidders will be evaluated whose bids will clear from summary rejection criteria (Clause 5.3.1), preliminary bid screening (Clause 5.3.2) and meeting eligibility criteria (Clause 1.5).

The bids will be first technically reviewed and screened with respect to compliance to the basis of tender document scope of work, specifications. No major deviations/exceptions to the main stipulations of tender document shall be accepted. All those bids which have not complied to the earlier mentioned aspects shall be rejected. After completion of technical screening the technical bids will be thoroughly examined and evaluated with the objective of assessing their compliance and completeness in detail, conformity to the specifications, warranty/guarantee and responsiveness to the requirements stipulated in the tender documents.

During examination the Bidders may be requested individually to respond to technical queries, and to confirm technical aspects. The objective of this exercise shall also be to bring all the Bids to the same and acceptable level of conformity with the Scope of Work.

The Bidder to provide essential documents in areas as detailed below:

S. #	Area
1.	Compliance to the complete scope of work on bidder's letter head.
2.	Compliance to the technical bid requirements & details as per article 3.2.1 of ITB
3.	Procurement strategy capability & adherence to specifications
4.	Construction, Commissioning capabilities & plan
5.	Available Equipment & Human Resources
6.	Technical Qualification & Capability of the Organization
7.	Experience & Track Record
8.	Project Specific Design Engineering & Project Management Approach / Plan
9.	Detailed project schedule
10.	Quality of project specific QA/QC and HSE procedures to be adopted
11.	Financial Soundness
12.	Litigation/Arbitration Record

**NOTE:** Bidder shall meet all the technical qualification requirements specified in the Tender Document.

#### **5.3.3.2 Commercial Evaluation:**

The commercial bids of technically qualified Bidders will be opened for evaluation or lowest evaluated bid

- Arithmetic errors in computation and summation shall be checked. The errors shall be corrected in the following manner:
  - a) Where there is a discrepancy between amounts in figures and in words, the amount in words shall govern and
  - b) Where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit rate and the quantity, the unit rate as quoted shall govern.
- For Financial Evaluation purposes, Local Currency component of the bid, will be converted in Foreign Currency component using the National Bank of Pakistan (NBP) exchange rate (Selling) prevailing on the date of commercial bid opening.

The bidder whose project completion period is beyond eighteen (18) months shall be rejected.

**5.4 Contacting OGDCL or Engineering Consultant**

5.4.1 Subject to Instruction 5.3 no Bidder or his agent shall contact OGDCL or Engineering Consultant on any matter relating to its Bid, from the time of the Bid opening to the time the Contract is awarded.

5.4.2 Any effort by Bidder to influence OGDCL or Engineering Consultant in its Bid evaluation, Bid comparison or Contract award decisions may result in the rejection of the Bidder's Bid.

**6.0 AWARD OF CONTRACT**

**6.1 OGDCL's Right to Accept any Bid and to Reject any or all Bids**

OGDCL reserves the right to accept or reject any bid or part of a bid and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for OGDCL's action.

**6.2 OGDCL's Right to Vary the Scope of Contract**

OGDCL reserves the right at the time of award of Contract to make addition and deletions in any component of scope of work or vary the scope of work given in the Tender Document. The prospective Bidders must particularly note that Purchaser reserves the right to amend, modify or cancel the Contract/ agreement if warranted by the operational requirement/ limitations.

**6.3 Notification of Intent to Award**

6.3.1 Prior to the expiration of the period of bid validity, OGDCL will notify the successful Bidder in writing by email/fax or courier service its intent to award the contract. The Contract will be executed subject to satisfactory negotiation of the terms and conditions of the Contract.

- 6.3.2 Upon the successful bidder's furnishing of Performance Bond pursuant to Instruction 6.5, OGDCL will promptly notify each unsuccessful bidder and will discharge its Bid Bond pursuant to Instruction 3.7.7.

**6.4 Signing of Contract**

- 6.4.1 At the same time as OGDCL notifies the successful Bidder of its intent to award the Contract, OGDCL will send the Bidder the Form and Conditions of Contract (Section–IV) provided in the Tender Document, incorporating all agreements between the parties.
- 6.4.2 Within fifteen (15) days of receipt of the Form and Conditions of Contract the successful bidder will be required to sign the Contract and return it to OGDCL.

**6.5 Performance Bond**

- 6.5.1 Within fifteen (15) days of the receipt of notification of intent to award the Contract from OGDCL, the successful Bidder shall furnish a Performance Bond in the Form of Bank Guarantee as per (**Annexure – X**) format for an amount of ten percent (10%) of the Contract Price as a guarantee for the due and faithful performance of the Contract. The said Performance Bond shall be valid up to thirteen (13) months after the date of issuance of Provisional Acceptance Certificate. Performance Bond in shape of Bank Guarantees issued by the banks as per OGDCL Tender Document are acceptable. However, Performance Bond in the shape of bank guarantee shall not be acceptable with the banks whose market price per share is quoted below the par value at the Pakistan Stock Exchange. No payment will be accepted in shape of traditional banking instruments like Pay Order, Bankers Cheque, Demand Draft etc. However, there will be no change in acceptance of Performance Bond in shape of Bank Guarantees issued by the banks as per OGDCL Tender Document.
- Bidder to submit Performance Bond Amount, Demurrage Refund, and any other miscellaneous funds that are required to be submitted to OGDCL as per tender document must be transferred through digital means directly into OGDCL Bank Accounts as per details mentioned in (**Annexure-XV**). Also, Bidder is advised to ensure enclosure of documentary evidence of Transfer of Bid Bond amount into OGDCL Bank Account with their sealed technical bids at the time of bid submission. Failure to which shall result in rejection of their bid.

## **INSTRUCTIONS TO BIDDERS**

**Sheet 36 of 36**

- 6.5.2 Failure of the successful Bidder to comply with the requirements of Instruction 6.4 or 6.5 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Bond, in which event OGDCL may award to the next lowest evaluated Bidder or call for new Bids.