



MELA OIL FIELD

OIL & GAS DEVELOPMENT COMPANY LIMITED

SHAKARDARA, KOHAT, KHYBER PUKTOONKHAWA

PHONE # 0922-553307 FAX # 0922-553308

TENDER NOTICE

1- Oil & Gas Development Company Limited (OGDCL) is the largest Exploration and Production listed Company of Pakistan having operations at 48 locations and fields in all the four provinces, intends to hire services for its operations. The details about the company can be obtained from website <http://www.ogdcl.com>

2- Sealed bids in duplicate along with prescribed Bid Bond from a Scheduled Bank or branch of foreign bank operating in Pakistan of quoted FOR value are invited for the services given below under Competitive Bidding Procedure on **Single Stage Single Envelope Bidding System**. Terms and conditions are mentioned in the tender documents.

Sr.#	Tender Enquiry No.	Description	Bids Submission Date & Time	Bids Opening Date & Time	Bid Bond Value
1	TE/MOF/ATA/01/2023	Hiring of Technical Services for Maintenance Jobs of ATA-2023	30-03-2023	30-03-2023	Rs. 60,000/-
			03:00 PM	03:30 PM	

3- Bid bond/ earnest money shall be forfeited if bidder withdraws its bid during the period of bid validity.

4- Tender Documents can be obtained on written request from the Office of the Field Manager Mela Oil Field, Shakardara, Distt Kohat on any working day from 1000 Hours (PST) to 1600 Hours (PST). Tender Enquiry/ Scope of Work may be downloaded from OGDCL website without any cost also.

5- The bids will be received at the Office of Field Manager Mela oil field, Shakardara, Distt Kohat on time and date mentioned against Tender Enquiry. Bidder(s) or their Authorized Representative(s) are encouraged to attend the Tender Opening meetings. Financial Evaluation, of technically qualified bidders only, will be carried out.

6-In Technical bid, bidders must provide their own as well as principal business details including Address, Phone & Fax Numbers, E-mail (if any) for effective communication. OGDCL will not be responsible for intimation of queries / information in case subject detail is not provided. Detailed scope of work is available in tender documents, however any further detail/ clarification are required, it may be obtained from Mela plant via e-mail, phone and personally.

7. The OGDCL reserves the right to accept or reject any bid and to annul the bidding process and reject all the bids at any time prior to award of Service Order.

FIELD MANAGER

MELA OIL FIELD

Oil & Gas Development Company Limited

Shakardara, Distt. Kohat.

Phone No:+92-922-553409 **Fax No:**92-922-553308

E-mail: chanda@ogdcl.com

OIL AND GAS DEVELOPMENT COMPANY LIMITED
MELA OIL FIELD

SCHEDULE OF REQUIREMENT

TENDER ENQUIRY#TE/MOF/ATA/01/2023

Hiring of Technical Services for Maintenance Jobs of ATA-2023 of Mela Plant

(Mechanical & E&I Jobs as per terms and conditions and scope of work given)

<u>Sr No</u>	<u>Description</u>	<u>Reference #</u>	<u>Rate</u>	<u>Total rate (inclusive of all Taxes)</u>	<u>Deviation</u>
01	As per scope of work given in tender documents				

Note: Separate rate to be quoted for each and every activity as mentioned in scope of work.

TERMS & CONDITIONS FOR ATA-2023 OF MELA OIL FIELD**GENERAL:**

1. Technical services are required for Maintenance jobs at Mela Oil Field during Annual Turn Around (ATA-23) for an estimated period of **04 days** tentatively schedule from **02-05-2023 to 05-05-2023**; however the schedule and duration of shut down may change.
2. Bids are required in PKR against each activity as mentioned in the scope of work. Detail of jobs (scope of work) is elaborated in tender documents.
3. Working hours will be considered 24 Hrs. with 02 shifts (12 Hrs. day shift & 12 Hrs. night shift). Sunday/holiday will be considered as normal working day.
4. Payment will be made as per actual work done through cross cheque after completion of the job being verified by OGDCL rep. at site.
5. Skilled manpower should be well experienced in their respective crafts.
6. Management of the plant reserves the right to terminate the services of any hired staff at any time without any justification.
7. HSEQ Rules & Regulations will be strictly observed. 01 HSEQ Officer must be in ATA team.
8. All the participating companies should have an experience of ATA jobs in Oil & Gas Processing Plants or Fertilizers Companies (reference must be provided)
9. Jobs will be carried out as per priority set by OGDCL supervisors and contractor will utilize all its resources to complete the jobs as per time frame given by OGDCL.
10. OGDCL may delete, add or change any type of activity given in the scope of work.
11. The technical manpower must be skilled having at least five years' experience in respective trade. Contractor skilled manpower will be interviewed by OGDCL professionals in all disciplines, if deemed necessary. Contractor should arrange the interview at their premises. The detailed CV's of direct manpower/supervisors is mandatory.
12. Use of mobile phone and camera is prohibited in the plant premises.
13. Any required technical clarification/detail regarding scope of work should be cleared before submission of bid. No change in substance of bid will be entertained after bid submission date.

CONTRACTOR RESPONSIBILITIES:

1. Site administration personnel with associated resources like computer, printers, photocopiers etc.
2. Provision of PPE (Safety helmet, Coverall, safety shoes, gloves etc.) of all kinds to hired crew.
3. CV's of all the skilled Personnel (Millwright, Rigger, Scaffolder, Mechanic etc.) will be provided well before ATA. Evaluation of all the short listed skilled personnel will be carried out by Field personnel well before the ATA.
4. Accommodation of all crew to be managed by contractor and outside of plant premises.
5. Daily progress report of all activities on daily basis.
6. Local labors will be given preference while hiring services for ATA.
7. All kind of tools/consumables (cotton rags, gloves, WD40, glasses etc.) required for the job.
8. Provision of Rigging and hoisting equipment.
9. Removal of Insulation/ Cladding & installing back by skilled insulators.
10. Security of all the Hired Crew.
11. Drinking Water, Boarding/ Lodging, refreshment to all the Crew.
12. Pick and drop from Plant to accommodation and back.
13. In case of any accident, medical treatment or compensation, whichever is applicable.
14. Electrical Supply Boards along with cables as per HSE standard.
15. Head trolley for movement of parts inside the Plant will be arranged by the contractor.
16. Arrangement of Pipes & Fittings for vessel flushing.
17. Proper housekeeping and skids cleaning of all equipment's must be ensured.

OGDCL RESPONSIBILITIES:

1. Electricity for Lighting & Fans.
2. Spare parts / consumables (welding, workshop etc.)
3. Blinds & Spads for Isolation & Pressure Testing.
4. Logistic support i.e. Cranes, Lifters.
5. Nitrogen purging & Leak test.
6. Scaffolding material if required.

SCOPE OF WORK FOR ATA-23 MAINTENANCE JOBS OF MELA OIL FIELD

1. SEPARATORS

1.1 HP SEPARATOR (V-0501):

ACTIVITY	DESCRIPTION	REMARKS
MOF-01	Opening of man way of HP Separator for internal inspection and cleaning.	
MOF-02	Separator internal thorough washing.	
MOF-03	Dismantling of separator crude side LCV and attached spool to remove any restriction /accumulated	
MOF-04	Dismantling of separator water side LCV and attached spool to remove any restriction /accumulated Material from the line.	
MOF-05	Proper cleaning/opening of separator crude / water side LGs, LTs and LTs isolating valve, drain points/all sampling points/lines by removing sludge and solid material from the block drains.	
MOF-06	Inspection/cleaning & repairing/replacement of h/c LCV isolation valves	
MOF-07	To Check & rectify crude side LCV seats of HP separator.	
MOF-08	Calibration of HP separator PCV, both crude/water side LCV,PSV, and all pressure/Temperature gauges etc.	
MOF-09	To check & rectify the faulty/fused lights in separator area.	
MOF-10	Single loop electronic controller (LIC) to be installed on crude side outlet line, to minimize the chances of crude carry over and hence compressors useful life.	

1.2 MP SEPARATOR (V-0502):

ACTIVITY	DESCRIPTION	REMARKS
MOF-11	Opening of man way of MP Separator for internal inspection and cleaning.	
MOF-12	Separator internal thorough washing, flushing with water to change drain valve of MP k/o vessel (2" 300)	
MOF-13	Dismantling of separator crude side LCV and attached spool to remove any restriction /accumulated material from the line.	
MOF-14	Dismantling of separator water side LCV and attached spool to remove any restriction /accumulated material from the line.	
MOF-15	Proper cleaning/opening of separator both water and crude side LG's/LT's isolating valves.	
MOF-16	Inspection/cleaning & repairing/replacement of h/c LCVs' isolation valves	

MOF-17	Calibration of MP separator PCV, LCV (both crude and water sides), PSV, and pressure/Temperature gauges.	
MOF-18	To check & rectify the faulty/fused lights in separator area.	
MOF-19	Single loop electronic controller (LIC) to be installed on crude side outlet line, to minimize the chances of crude carry over.	

1.3 LP SEPARATOR (V-502):

ACTIVITY	DESCRIPTION	REMARKS
MOF-20	Opening of man way of LP Separator for internal inspection and cleaning.	
MOF-21	Separator internal thorough washing, flushing with water.	
MOF-22	Dismantling of separator crude side LCV and attached spool to remove any restriction /accumulated material from the line.	
MOF-23	Dismantling of separator water side LCV and attached spool to remove any restriction /accumulated material from the line for.	
MOF-24	Proper cleaning/opening of separator both crude and water sides LG,s/LT,s/ drain points/all sampling points and lines.	
MOF-25	Calibration of LP separator PCV, LCV (both water and crude sides), PSV's and all.	
MOF-26	Separator Oil/Water LG, s to be clean for proper level monitoring.	
MOF-27	Single loop electronic controller (LIC) to be installed on crude side outlet line, to minimize the chances of crude carry over and hence compressors useful life	
MOF-28	To check & rectify the faulty/fused lights in separator area.	

2. MISCELLANEOUS JOBS:

ACTIVITY	DESCRIPTION	REMARKS
MOF-29	FEC-A/B/C, Off- gas compressor and instrument air compressors (A/B) general preventive maintenance to be carried out.	
MOF-30	FEC-A/B/C, float valve at Engine/Compressor side to be checked and rectified.	
MOF-31	Off gas compressor Oil O/H Tank float valve at Engine/Compressor side to be checked and rectified.	
MOF-32	Off gas compressor Flare line & isolation valve fabrication job to be carried out. Total Approx Welding Dia inches: 150	
MOF-33	Cleaning of Crude Bath Heater,Length:10ftx4ftDiameter	
MOF-34	Mechanical Cleaning of Crude/Crude Heat Exchanger E-109, Length:14ftx2ftDiameter	
MOF-35	SDVs to be installed at FEC-A/B/C 3rd stage (MP-gases) suction line.	
MOF-36	Repairing of damaged insulation at various areas of plant.	
MOF-37	House Keeping of Plant Area's and Cleaning of Open Drain Channels	