

**OIL & GAS DEVELOPMENT COMPANY LIMITED
MATERIALS MANAGEMENT DEPARTMENT**



**MASTER TENDER DOCUMENT
PUBLIC AUCTION OF UNSERVICEABLE ASSETS, JUNK & SCRAP,
SURPLUS/ OBSOLETE MATERIALS AND USED OIL**

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1. Auction Methods

Oil & Gas Development Company Limited (OGDCL), regularly conducts auctions for disposal of unserviceable assets, junk & scrap, obsolete materials, and used oil. The auction process may be conducted through any one of the following methods as published in advertisement:

- **Open Public Auction** for unserviceable assets, junk & scrap and obsolete materials.
- **Sealed Bidding** for used oil, limited to OGRA-registered firms or any other federal or provisional authority (if mentioned in the advertisement).
- **Sealed Bidding** for unserviceable assets, junk & scrap and obsolete materials (if deemed necessary and published in advertisement).

OGDCL is committed in ensuring a fully transparent and merit-based auction process.

2. Scope of Auction

The auction includes various categories of materials available at designated OGDCL auction yards and different field locations:

- **Unserviceable Assets:**
Vehicles, cranes, fork lifters, non-functional equipment, machinery etc.
- **Junk & Scrap**
Misc scrap, used bits, tyres, batteries, drums, wooden material & cable scrape etc.
- **Obsolete Materials**
Surplus or obsolete inventory/ spares
- **Used Oil**
Lubricants drained from operational equipment, rigs, and vehicles

3. Instructions to Bidders

- Open bidding will be conducted at designated auction yards/ locations as published in the press advertisement.
- Sealed bids for used oil are invited only from firms having valid OGRA-registration and any other federal or provisional regulatory authority (as per advertisement). The Bids will be opened at designated location, date and time, as published in advertisement.
- Sealed bids for any unserviceable materials, will be opened at designated location, as published in advertisement.
- OGDCL shall take no responsibility to collect/receive any Bid document from any courier company /agency. No such request of any Bidder shall be entertained.

- All bidders must present a valid original CNIC (individuals) or company authorization letter to attend the open public auction or witness sealed bid opening.
- Entry to the auction site is subject to prior gate entry and security clearance.
- Bidders must comply with all safety and security protocols during inspection, auction process and lifting of lots.
- The bidders must read all the details published in the advertisement and Terms and conditions in Master tender document on OGDCL website for auction, to understand the auction process and to avoid any problem in compliance during the auction process.

4. Eligibility Criteria

- **Open Auction:** Open to all individuals or firms with valid CNIC or business registration or with any other authority as per requirement published in advertisement.
- **Used Oil (Sealed Bids):** Only OGRA-registered firms along with any other authority as published in advertisement are eligible.
- Employees of OGDCL are not eligible to participate.

5. Inspection of Lots

- Lots offered for auction may be inspected during office hours on the dates specified in the advertisement.
- Prior permission must be obtained from the relevant In-charge Location/ In-charge Store before inspection.

6. Auction/ Bidding Process and Evaluation

- **Open Auction:** In On-site open public auction, the highest bidder will be declared successful.
- **Sealed Bids (Used Oil and Unserviceable Material):** Bids will be opened by a designated committee in the presence of authorized representatives who may wish to attend the bid opening.

Evaluation will be based on:

- Highest bid
- Fulfillment of eligibility and registration requirements with OGRA or with any other authority as published in the advertisement.

OGDCL reserves the right to verify the credentials of bidders and reject any bid found non-compliant.

7. Terms and Conditions of Auction

- All unserviceable items will be auctioned strictly on an “**As-Is, Where-Is**” basis.

- No claims regarding the quantity, quality, or condition will be entertained.
- OGDCL reserves the right to:
 - Accept or reject any bid at any stage as per PPRA Rules.
 - Cancel the sale of any lot at any time.
- Successful bidders must comply with all applicable local laws and company rules during material lifting.

8. Payment Terms

For all categories:

- 25% of the highest bid amount (non-refundable in case of default) via Pay Order/ Demand Draft, on the day of auction or along with sealed bid, in favor of Oil & Gas Development Company Limited from any scheduled bank (cash payment will not be accepted).
- Remaining 75% and applicable taxes to be paid within seven (07) working days from the auction date or official payment intimation from OGDCL for payment (in case of sealed bids), via Pay Order/ Demand Draft in favor of Oil & Gas Development Company Limited from any scheduled bank (cash payment will not be accepted).

For surplus / obsolete items:

- 10% of the highest bid (non-refundable in case of default) via Pay Order/ Demand Draft on the day of auction or along with sealed bid in favor of Oil & Gas Development Company Limited from any scheduled bank (cash payment will not be accepted).
- 90% balance and applicable taxes to be deposited within 07 working days of formal payment intimation (The intimation may take at least 30 working days from the date of auction) in the shape of Pay Order/ Demand Draft in favor of Oil & Gas Development Company Limited from any scheduled bank (cash payment will not be accepted).

9. Taxes

Applicable taxes including GST, Advance Income Tax, Customs Duty, or any other charges will be levied as per prevailing laws, as specified in the press advertisement.

10. Collection/ Lifting of Materials

- The bidder must collect the material within 25 working days of full payment clearance, at his own expense.
- An extension of 25 additional working days may be granted upon request, subject to 2% godown rent on the total bid amount.
- Failure to lift the materials within the allowed period shall result in:
 - Forfeiture of the full paid amount

- Confiscation of the un-lifted material without any right of claim

11. Forfeiture

The bidder will be considered as defaulter and confiscation of deposited amount/material will be enforced, in case of

- Failure to deposit the balance amount within the prescribed period which will result in forfeiture of the 25%/10% payment deposited on the day of auction/submitted with sealed bid.
- Failure to comply with the requirements as published in the advertisement and conditions of tender documents.
- Failure to lift the awarded material within the allowed period which will result in forfeiture of the full amount paid and the un-lifted material shall stand confiscated.
- Submission of fake documents in auction proceedings.

12. Health, Safety & Environmental (HSE) Compliance

- All bidders and their representatives must strictly adhere to OGDCL's HSE protocols during material inspection, auction and lifting process.
- The bidder will arrange cutting of drums at his own expense as per the instructions of the respective In-charge Location or HSEQ focal person before the lifting from the site.
- Non-compliance may result in termination of lifting activity and forfeiture of payment.

13. Contact Details

The bidders can contact on telephone numbers of locations, given in the advertisement for visit of auction site. Moreover, they can also contact at following address,

General Manager (MMD)
Materials Management Department
Oil & Gas Development Company Limited (OGDCL)
OGDCL House, Jinnah Avenue, Blue Area, Islamabad, Pakistan
Phone: +92-51-920023732
