

**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 Back Ground:

- i. **OGDCL** intends to invite bidders for **Open Auction of Unserviceable Material** at the following OGDCL locations on “**as is where is**” basis, in accordance with the schedule given below:

S#	LOCATION	DESCRIPTION	INSPECTION DATES	DATE OF AUCTION
01	I-9 Base Store Islamabad Tel # 051-9257548	Used Vehicles	As per Auction Notice	As per Auction Notice
02	Dakhni Gas Plant Jand Fateh Jhang Punjab Tel # 0572-2621587	Scrap, Electrical items, Tyres, Batteries etc.		
03	Kot Adu Base Store Kot Adu Tel# 066-9330522 Tel # 066-9330524 Tel# 066-9330525	Scrap, Bits, Ac's, Batteries, Misc. Machinerics		

- ii. OGDCL also intends to invite **Sealed Bids** from OGRA registered firms for auction of **Used Engine Oil** on “**as-is-where-is**” basis at I-9 Base Store Islamabad as per given schedule:

S#	LOCATION	INSPECTION DATES	BID SUBMISSION DATE & TIME	BID OPENING DATE & TIME	BID OPENING LOCATION
01	Kot Sarang Log Base Kot Sarang Distt Talagang Tel # 0543-682116	As per Invitation to bid / Press Notice			I-9 Base Store Islamabad
02	Pirkoh Field, Distt Dera Bughti Tel # 0835-430268				
03	Nashpa Field, Distt Kohat Tel # 0922-207415				
04	Uch Plant Distt, Naseerabad Balochistan Tel # 0838-510006				
05	Chak Naurang Field Distt Chakwal Tel # 0543-598291				
06	Kot Adu Base Store Kot Adu Tel# 066-9330522 Tel # 066-9330524 Tel# 066-9330525				

iii. Rate format

S#	LOCATION / FIELD	Estimated Qty (Liters)	Lumpsum rate (Rs) without taxes.
1	Nashpa	41,000/=	
2	Kot Sarang	18,900/=	
3	Kot Adu	20,000/=	
4	Uch	10,200/=	
5	Chak Naurang	65,200/=	
6	Pirkoh	15,500/=	

- a. **Please note that for Used Engine Oil, Evaluation Criteria is “Field / location Basis”, therefore bidders are required to submitted separate bid amount as at Sr# 8 for each Field / location. The bid shall be awarded to the highest quoted bid price for each Field / location.**
- b. Furthermore, it is intimated that the quantities mentioned against each field/location are estimated, therefore, bidders advised to visit the location and inspect the oil as no claims regarding the quantity, quality, or condition will be entertained by OGDCL as the auction is on “**as-is-where-is**” basis.

The prospective bidders are advised to carefully examine detailed terms and conditions **hereunder** pertaining to auction procedures, payments, applicable taxes, delivery, and contact numbers of relevant location etc. in the preceding to ensure complete clarity regarding the auction process.

2. Scope of Auction

Oil & Gas Development Company Limited (OGDCL) regularly conducts auctions for the disposal of unserviceable assets, junk and scrap, obsolete materials, and used oil. OGDCL is committed to ensuring a fully transparent and merit-based auction process. The auction covers 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, and vehicles

3. Auction Methods

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).

4. Eligibility Criteria

- **Open Auction:** Open to all individuals or firms with valid CNIC or business registration. For auctions in Sindh Province, registration with SEPA (Sindh Environment Protection Agency) is also required.
- **Used Oil:** Only OGRA-registered firms can participate in bidding process. For locations in Sindh Province, registration with SEPA (Sindh Environment Protection Agency) is also required in addition to OGRA.
- Employees of OGDCL are not eligible to participate.

5. Instructions to Bidders

- Open bidding will be conducted at designated auction yards/ locations as published in the press advertisement. The bidders fulfilling eligibility criteria as above at Sr # 4 can participate. Sealed bids for used oil or any unserviceable material can be invited from bidders fulfilling eligibility criteria as above at Sr # 4.
- Sealed bids 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.
- In case of sealed bids, the bidder should ensure presence in the office of Location Incharge of Bid opening location as mentioned in As per Invitation to bid/ Press Notice on bid opening day.

- The bids will be collected in the office of Incharge Location at the given time. Bids will not be collected from any other place or premises outside the office of Location incharge and after given time.
- Late and incomplete Bids will not be considered. The sealed bids envelope should be clearly marked “THE BID FOR DISPOSAL OF UNSERVICEABLE MATERIAL/USED OIL WITH NAME OF LOCATION”. If the envelope is not marked, as instructed, OGDCL will take no responsibility for the misplacement or premature opening of the Bid.
- The rates should be quoted without taxes, separately for each lot and location.
- 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.

6. 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.

7. 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 as per point 4.

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

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 formal 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 on successful highest bidders will be; 18% GST (22% for unregistered) on Bid Price, 10% Advance Tax (20% for Non-Filers) on gross sale price (Bid Price + GST) and 10% Duty on bid price (in addition to GST and Advance Tax) on foreign material lots or any other charges will be levied as per prevailing laws.

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.
- In case of used engine oil, the successful bidder will arrange lifting of used oil along with empty drum at his own expense by decanting it in tanks. The bidder will also arrange cutting of the drums of used engine oil, at his own expense, as per HSEQ guidelines at Location.
- 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. 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.

13. 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.

14. 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
