



**APPLICATION FORM FOR  
PRE-QUALIFICATION OF SERVICE COMPANIES FOR  
DST SERVICES WITH FLEX TEST AT INCOMING  
WELLS OF OGDCL**

**PROC-SERVICES/CB/PQ/PROD-3186/2017**



# **INTRODUCTION & TERMS AND CONDITIONS**

## **1. INTRODUCTION**

Oil and Gas Development Company Ltd (OGDCL) is Pakistan's leading E&P sector company, having operations at about 50 locations and fields in all the four provinces. The Company is listed and traded on Pakistan Stock Exchange with highest market capitalization. Recently the Company, through GDR process, has also been listed on London Stock Exchange. More details about the Company can be obtained from its website [www.ogdcl.com](http://www.ogdcl.com).

### **1.1 Invitation of Applications**

Applications are invited from potential firms having requisite capability, experience and expertise for providing DST services with flex test at incoming OGDCL wells..

## **2. SUBMISSION OF APPLICATIONS.**

- 2.1 The pre-qualification application shall be submitted in duplicate (one marked "ORIGINAL" and the one marked "COPY") in a sealed envelope clearly marked as: "**APPLICATION FOR PRE-QUALIFICATION OF SERVICE COMPANIES FOR DST SERVICES WITH FLEX TEST AT INCOMING WELLS OF OGDCL AGAINST PRE-QUALIFICATION NOTICE NO. PROC-SERVICES/CB/PQ/PROD-3186/2017** must be delivered / dropped in the tender box / OGDCL reception at time & date mentioned in Press Tender Notice" at the following address:-

### **A/Manager (SCM) Services**

Oil & Gas Development Company Limited  
Supply Chain Management Department  
OGDCL House, Plot No. 3 (New No. 3013) F-6/G-6,  
Jinnah Avenue, Islamabad (Pakistan)  
Phone No. 92-51-920023780/ 3652  
Email: [ejaz\\_rizvi@ogdcl.com](mailto:ejaz_rizvi@ogdcl.com)

- 2.2 The sealed envelope shall indicate the name and address of the Applicant.
- 2.3 All the pages of application shall be signed and stamped by Applicant's authorized Representative(s).
- 2.4 **Language of Application**

The Application must be prepared and submitted in English language. Supporting documents and attachments furnished by the Applicant must also be in English language.

### **2.6 Cost of Pre-Qualification.**

The Contractor shall bear all cost associated with the preparation and submission of application for Pre-Qualification. OGDCL shall under no circumstances be responsible or liable for such cost regardless of the out-come of the application process.



**2.7 Deadline for Submission of Application**

- 2.7.1 The original application, together with the required copies must be delivered / dropped in the tender box / OGDCL reception **at time & date mentioned in Press Tender Notice** at the following address:- at the address specified in clause 2.1.
- 2.7.2 OGDCL may, at its discretion extend the deadline for the submission of applications by amending the Pre-Qualification documents in which case all rights and obligations of the OGDCL and Applicants previously subject to the deadline will thereafter be subject to the deadline as extended.

**2.8 Late Submission of Applications**

Any Application received after deadline for submission of Applications prescribed by the Company pursuant to Clause-2 will be rejected and returned unopened to the Applicant.

**2.9 Clarification of Applications.**

To assist in the examination, evaluation and comparison of Applications the Company may at its discretion, ask the Applicant for a clarification of its application.

**2.10 OGDCL'S Right to Accept or Reject any or All Applications.**

The Company reserves the right to accept or reject any application or to annul the Pre-Qualification process and reject all Applications at any time without thereby incurring any liability to the effected Applicant or any obligation to justify the affected Applicant or Applicants of the grounds for the Company's action.

**2.11 Affidavit**

The Applicant shall provide an affidavit that his firm has never been blacklisted. In case the Applicant is in litigation or dispute or has involved in litigation or dispute with Company (OGDCL), details and nature of litigation and dispute may be indicated.

**2.12 Evaluation/Short-listing/Prequalification Criteria**

Evaluation/Short-listing/Prequalification shall be carried out on Group Wise basis.

**(Syed Ejaz Abbas Rizvi)**  
A/Manager (SCM) Services



**GROUP-A: TERMS OF REFERENCE (TOR)**  
**PREQUALIFICATION OF SERVICE COMPANIES FOR PROVISION OF DST AND FLEX TEST SERVICES AT 10K DOWN HOLE /10K SURFACE CONDITIONS FOR OGDCL WELLS**

**1. Mandatory Requirement:**

All the bidders are required to provide following to become eligible for technical prequalification:

- 1.1 The bidder shall be a registered company in Pakistan. Provide documents for registration with SECP and Tax Department.
- 1.2 The bidders have to confirm their capability of providing **DST and flex test** services at 10K down hole and 10K surface conditions for open/cased hole of 9-5/8", 7" & 5" sizes as per specification / guidelines mentioned in **bid format**:
- 1.3 The bidders must have established base in Pakistan. The equipment and crew as tabulated below must be available with company at the time of bidding in working condition inside or outside Pakistan. Equipment must be H2S compliant. For confirmation OGDCL team may visit those Service Company Pakistan Base during technical evaluation process which have equipment and crew available in Pakistan.
- 1.4 The companies whose equipment is outside Pakistan have to submit the purchase document of each tool for verification. However there prequalification will be provisionally for 90 Days subject to physical verification.

<b>Well 01</b>				
<b>5" DST Tools with 7" Packer and Flex Test Tools</b>				
<b>Sr. No.</b>	<b>Tools Description</b>	<b>Qty.</b>	<b>Asset No.</b>	<b>Landed Date</b>
1	Mule Shoe/Wireline Re Entry Guide	2		
2	7" Packer	2		
3	Safety Joint	2		
4	Hydraulic Jar	2		
5	RTTS Circulating Valve	2		
6	In stream Gauge carrier	2		
7	Down hole Electronic Memory Gauges with minimum temperature rating of 200 °C	4		
8	Annulus Response Tester Valve	2		



9	RD Annulus Pressure Operated Reversing Valve	2		
10	Slip Joint	2		
11	Control Head	1		
12	Complete Surface Piping set	1		
13	All Necessary Cross Overs	2		
14	Choke manifold	1		
15	Flex Test Tools	2		

**Manpower for Well # 01 not less than 05 Year of DST experience**

Sr. No.	Description	Qualification	Availability (Yes/No.)	No. OF DST jobs performed	Hired since
1	DST Engineer	Petroleum/Mechanical Engineer			
2	DST Operator	DAE(3 Years) or equivalent			
3	EMR Gauge Specialist	DAE(3 Years) or equivalent			
4	Well head operator	Matric			

**Well 02**

**5" DST Tools with 9-5/8" Packer and Flex Test Tools**

Sr. No.	Tools Description	Qty.	Asset No.	Landed Date
1	Mule Shoe/Wireline Re Entry Guide	2		
2	7" Packer	2		
3	Safety Joint	2		
4	Hydraulic Jar	2		
5	RTTS Circulating Valve	2		
6	In stream Gauge carrier	2		
7	Down hole Electronic Memory Gauges with minimum temperature rating of 200 °C	4		
8	Annulus Response Tester Valve	2		



9	RD Annulus Pressure Operated Reversing Valve	2		
10	Slip Joint	2		
11	Control Head	1		
12	Complete Surface Piping set	1		
13	All Necessary Cross Overs	2		
14	Choke manifold	1		
15	Flex Test Tools	2		

**Manpower for Well # 02 not less than 05 Year of DST experience**

Sr. No.	Description	Qualification	Availability (Yes/No.)	No. OF DST jobs performed	Hired since
1	DST Engineer	Petroleum/Mechanical Engineer			
2	DST Operator	DAE(3 Years) or equivalent			
3	EMR Gauge Specialist	DAE(3 Years) or equivalent			
4	Well head operator	Matric			

**Well 03**
**Slim hole DST Tools with 5" Packer and Flex Test Tools**

Sr. No.	Tools Description	Qty.	Asset No.	Landed Date
1	Mule Shoe/Wireline Re Entry Guide	2		
2	7" Packer	2		
3	Safety Joint	2		
4	Hydraulic Jar	2		
5	RTTS Circulating Valve	2		
6	In stream Gauge carrier	2		
7	Down hole Electronic Memory Gauges with minimum temperature rating of 200 °C	4		
8	Annulus Response Tester Valve	2		

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9	RD Annulus Pressure Operated Reversing Valve	2		
10	Slip Joint	2		
11	Control Head	1		
12	Complete Surface Piping set	1		
13	All Necessary Cross Overs	2		
14	Choke manifold	1		
15	Flex Test Tools	2		

**Manpower for Well # 03 not less than 05 Year of DST experience**

Sr. No.	Description	Qualification	Availability (Yes/No.)	No. OF DST jobs performed	Hired since
1	DST Engineer	Petroleum/Mechanical Engineer			
2	DST Operator	DAE(3 Years) or equivalent			
3	EMR Gauge Specialist	DAE(3 Years) or equivalent			
4	Well head operator	Matric			

- 1.5 The bidders have to provide evidence of the jobs in the form of performance certificates and/or signed job tickets and/or copy of services contracts from other E&P Companies carried out internationally or within Pakistan in 05 years.

## **2. General Terms and Conditions:**

- 2.1 The prequalification of services companies should remain valid for the period of three years.
- 2.2 **Preliminary Financial bid format is attached for reference only, technically prequalified bidders have to strictly follow and quote prices as per financial bid format whenever required. No clause with “if & but” having financial impacts will be entertained and in such case financial bid will be treated as nonresponsive.**
- 2.3 All Costs to be quoted in US\$ only but the payments to the Service Company will be made in 100% Pak Rupees at official currency exchange Pakistan based rate prevalent for such transactions on the date of raising payment voucher.
- 2.4 The Bidders to provide the availability certificate of the equipment / tools / materials etc. and third party inspection (TPI) certificate of equipment with complete history on annual basis at the time of bidding.
- 2.5 In case transport is not provided by OGDCL, Mob-De-Mob Charges for equipment and crew (Per Km) will be calculated according to the distance as per OGDCL distance chart or as per actual for the location not covered in the distance chart. Equipment/ crew Mob- De-Mob charges will be paid once in case of multiple DSTs on the same well. No Mob- De-Mob charges are admissible for movement within a field.
- 2.6 Daily operating charges (DST) for each job (Crew & Equipment) will commence when the DST packer is picked up to Rig floor/Lowered into well bore/gauges started and will cease when the same is pulled out of the hole.



- 2.7 Daily Operating charges of equipment and crew must remain same after 5 days for DST and after 3 days for flex test where ever these charges are applicable.
- 2.8 During flex test there will be no standby charges for DST equipment up to 07 days of flex test operations. However if the flex test prolongs for more than 07 days than DST equipment stand by charges will be applicable starting from 08<sup>th</sup> day of flex test operation.
- 2.9 No stand by charges for flex test equipment and crew is admissible during DST job.
- 2.10 The standby charges will be applicable from the arrival day of all crew & equipment at location / field to the day crew & equipment is released. Partial availability of crew or equipment at location will not attract any charges. During traveling (mobilization/de-mobilization) phase, no operating/stand-by/rental charges will be admissible and only Mob-De-Mob will be payable (if transport has not been provided by OGDCL).
- 2.11 There will be 02 free equipment standby days each before the start of first DST/flex test as well as after the completion of last DST while 05 equipment standby days will be free of cost between successive DST jobs.
- 2.12 Daily standby charges of equipment and crew for DST must remain same after 2 days where ever these charges are applicable.
- 2.13 Bidder must quote all type of standby charges not more than 50% of operating charges otherwise bids will be declared non-responsive.
- 2.14 The bidder is required to submit the post job report within one week after execution of job; otherwise invoices will not be accepted for payment.
- 2.15 H<sub>2</sub>S / Acid Charges if quoted by the bidder will be applicable only when the equipment is exposed to sour /acid environment. CO<sub>2</sub>>5 % and H<sub>2</sub>S > 300 PPM.
- 2.16 If, after mobilization / reporting at site, job is cancelled then only mobilization / de-mobilization charges for crew / equipment will be paid. No job cancellation charges are admissible.
- 2.17 If during job, it is ascertained that the service company is unable to perform / accomplish the job satisfactorily, OGDCL reserves the right to demobilize the service company. Invoice for unsuccessful jobs will not be entertained for payment.
- 2.18 OGDCL reserves the right to increase or decrease the scope of work at any time without any change in prices or other terms & conditions.
- 2.19 The bidder should provide the CV's of technical professionals to be deployed for the subject services.
- 2.20 The team leader will be Petroleum/Mechanical Engineer at well site and the bidder have to ensure the availability of Petroleum/Mechanical Engineer at well site during all DST operation.
- 2.21 OGDCL reserves the right to ask bidder for the replacement of any of their personnel who is / are unacceptable to OGDCL for his / their incompetence or misbehavior at Contract holder's expense.
- 2.22 Pre-qualified bidder will provide the same personnel mentioned in their bid to carryout DST jobs. In case the service company engages the personnel other than those mentioned in their bid, the educational and experience certificate must be provided before his mobilization. In case company fails to provide the necessary documentation, OGDCL reserves the right to cancel the personnel operation and stand by charges for that particular job.
- 2.23 Fuel, oil and lubricants/transport that may be required by service company for operational purpose will be charged to service company as per actual and the cost will be deducted from the invoice.
- 2.24 Boarding / Lodging and laundry services would be provided free of cost by OGDCL to the service company crew while working in the field.
- 2.25 Whenever asked, the prices quoted by technically qualified bidder in financial bid should be fixed/firm and inclusive of all applicable taxes/ levies charges excluding Provincial Taxes as per Government of Pakistan regulations.
- 2.26 The lost in hole (LIH) of each DST and flex test tools will be paid by OGDCL as per following criteria subject to the condition that there is no malfunctioning of down hole tools of service company and loss is due to OGDCL fault.





- 40 % of Landed cost of DST and flex test tools for the tools which are less than three years old.
  - 30% of Landed cost of DST and flex test tools for tools which are equal to or more than three years old
- 2.27 The company which do not have equipment and crew available in Pakistan at the time of bidding but have equipment and crew available with the company outside Pakistan and have 05 years of experience of providing DST and flex test services will be technically qualified provisionally for period of 90 Days. If company failed to bring all required equipment and crew to Pakistan, within 90 days, it will be disqualified. OGDCL team will visit the Company's Base in Pakistan to confirm the same.
- 2.28 Technically qualified company who failed to provide satisfactory services to OGDCL will be technically disqualified at any time during the period of technical qualification.
- 2.29 To qualify technically, the company must have complete package of DST and flex test equipment (10K/10K conditions) for 9-5/8" casing, 7" casing and 5" casing. The company without complete set of equipment for DST/flex test for 9-5/8" casing, 7" casing and 5" casing will not be considered for technical evaluation.
- 2.30 While submitting invoice(s) for payment, Service Company shall submit a certificate from concerned FBR Officer to the effect that Service Company has cleared its professional tax liability
- 2.31 OGDCL reserves the right to accept or reject any/all bid (s) or annul the entire bidding process at any time prior to award of (Contract) without taking any responsibility of the affected bidder(s) and is not bound to justify the reasons to the affected bidder(s).
- 2.32 The bidder must agree with all terms and conditions in this TOR.
- 2.33 Technical pre-qualification is for the period of three years without any change in terms and conditions. The pre-qualification of contractor shall be subjected to satisfactory performance of contractor throughout the entire period of contract.
- 2.34 All bid documents and certificates must be submitted in English Language or translated in English if any document is not in English Language.
- 2.35 OGDCL team comprising of two members from Production Department and one from SCM department will visit the bidders' base in Pakistan to physically verify the availability of equipment and crew.
- 2.36 The contract/job shall be interpreted in accordance with the law applicable in Pakistan.

## **EVALUATION CRITERIA FOR TECHNICAL PRE-QUALIFICATION OF DST AND FLEX TEST SERVICES AT 10K DOWNHOLE AND 10K SURFACE CONDITIONS**

Sr.#	Qualification Requirement	Maximum Marks
1.	<p>05 years DST and Flex Test services experience in reputed E &amp; P companies. The bidders have to provide evidence of the jobs in the form of performance certificates and/or signed job tickets and/or copy of services contracts from other E&amp;P Companies.</p> <ul style="list-style-type: none"> <li>• Maximum 15 Marks will be given for companies having more than 05 Year experience outside Pakistan</li> <li>• 05 additional marks will be given to company having atleast 02 year experience in Pakistan</li> <li>• Disqualified if relevant overall experience is less than 05 years.</li> </ul>	20
2.	<p>Professional and Skilled manpower with 05 Year relevant experience inside or outside Pakistan, submit CVs.</p> <p>Professional with 05 Year experience (Min DST Jobs = 20) = 15 Marks            Professional with more than 05 Year experience (DST jobs &gt;20) = 20 Marks            Professional with less than 05 year experience and performed &lt;20 DST jobs = Disqualified</p>	20

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3.	Third party certification for equipment reliability, model, make etc. All equipment must be H2S compliant.	10
4.	Age of equipment; 10 Marks if age less than 05 Years, 05 Marks if Age is more than 05 Years. Import documents of each tool shall be provided to confirm the same	10
5.	The equipment and crew as tabulated above in mandatory requirements must be available with company at the time of bidding in working condition inside or outside Pakistan. <ul style="list-style-type: none"> <li>• 25 Marks if all required equipment and crew is available in Pakistan Base</li> <li>• Maximum 20 Marks if all required equipment and crew is available outside Pakistan.</li> </ul>	25
6.	HSE standards, trouble shooting experience with procedures, hazard controlling techniques and record of mishaps in last <b>02 years</b>	10
7.	Financial Status (Attach last three years audited Financial statements)	05
	Total Marks	<b>100</b>
	Minimum Qualifying Marks	<b>80</b>

**Note:**

1. Attach supporting documents where necessary.
2. Bidder securing less than 80% marks will be declared technically non-responsive.

<b>PROVISIONAL FINANCIAL MODEL (Not to be filled ,for compliance only)</b>					
<b>10K DOWNHOLE/ 10K SURFACE CONDITION FOR DST AND FLEX TEST SERVICES</b>					
Sr. No.	Description	Unit	Qty.	Unit cost (USD)	Total cost (USD)
1	DST Equipment Operating Charges	Per Day	5		
2	DST Equipment Stand-by Charges	Per Day	2		
3	DST Personnel Operating Charges	Per Day	5		
4	DST Personnel Stand-by Charges	Per day	2		
5	H <sub>2</sub> S / acid Surcharge if any				
6	Any other charges				
7	<b>Total for One DST</b>	Test	1		
8	Flex Test Equipment Operating Charges	Days	3		
9	Flex Test Personnel Operating Charges	Days	3		
10	Equipment Mob-de-mob Charges (DST +Flex Test)	Kms	2600		
11	Personnel Mob-de-mob Charges (DST+ Flex Test)	Kms	2600		
12	Total Flex Test and mob/de-mob charges	1			
13	<b>Total lump sum cost of DST's and Flex</b>				

**Notes to Financial Bid Format/Rates**

- The quoted prices/rates should fixed/firm and inclusive of all applicable taxes, levies, charges, duties etc. except Provincial Sales Tax on Services. Provincial Sales Tax on Services, if applicable will be paid/reimbursed by OGDCL.
- Guidelines for inputs of financial bid are given in Bid Format and TOR.



- iii. Days mentioned are for evaluation purposes only. Actual invoicing shall depend on the work carried out.
- iv. No stand by charges for flex test tools and personnel are admissible.
- v. During flex test there will be no standby charges for DST equipment up to 07 days of flex test operations. However if the flex test prolong for more than 07 days than DST equipment stand by charges will be applicable starting from 08th day of flex test operation
- vi. Bidders must be capable of providing each service mentioned in financial bid format.
- vii. Bidders must quote all type of standby charges not more than 50 % of operating charges otherwise bids will be declared non-responsive
- viii. All types of daily operating charges must remain same after 5 days for DST after 3 days for flex test where ever these charges are applicable
- ix. All types of daily standby charges for DST must remain same after 2 days where ever these charges are applicable. But there will be 02 free equipment standby days each before the start of first DST as well as after the completion of last DST while 05 equipment standby days will be free of cost between successive DST jobs.
- x. Crew Strength for each job must be quoted.
- xi. Minimum 0-7 days mobilization period notice (days) to be quoted.
- xii. Hard copies of detailed interpretation report (01 Original & 03 Copies) as well as soft copies are required by OGDCL.
- xiii. OGDCL will only pay in 100% Pak Rupees to the Service Company at official currency exchange rate prevalent for such transactions on the date of raising payment voucher at official exchange rate.

The above terms and conditions of OGDCL are accepted.

Date \_\_\_\_\_

Signature with Name,  
Designation & Official Seal of the  
Company

**Witness:**

1. \_\_\_\_\_

Name:  
CNIC #

2. \_\_\_\_\_

Name:  
CNIC #



**APPLICATION FORM FOR PRE-QUALIFICATION OF SERVICE COMPANIES FOR 10K DST  
SERVICES WITH FLEX TEST AT INCOMING WELLS OF OGDCL**

S.No	Requirements	Details	Mandatory Documents attached (Yes/No)
01.	Name of Firm/ Company		
02.	Complete Address:		
03.	<b>Telephone Nos:</b> Office: Fax No: E-Mail Address:		
04.	No. of offices in Pakistan with Phone No., Fax No., E-mail & complete address	1. 2. 3.	
05.	Confirm your Firm/ Company is Sole Proprietary, Partnership or Company with Limited liability and attach attested copy of Registered Partnership Deed/ Memorandum/ Article of Association etc. whichever is applicable.		
06.	Confirm date of commencement of business and attach attested copy of Registration Certificate in case of Sole Proprietary or a Partnership firm.		
07.	Confirm names, addresses & telephone numbers of Proprietors/ Partners/Directors of your company/ firm (attach separate sheet).		
08.	Is your firm pre-qualified/ registered with E&P Companies/ Drilling Companies/ Service Companies? If so, state their names/addresses		



	and attach attested copies of registration.		
09.	OGDCL reserves the right to verify performances and facts of your firm from references given by you, Confirm your willingness		
10	Confirm present financial position of your organization and attach attested copies of the audited accounts for the last 3 years (if applicable).		
11.	Is your organization registered with Income Tax Department? If so, attach attested copies of assessment of last <u>five</u> years, along with NTN certificate.		
12.	Confirm name of person & designation with Telephone No, Cell No. and Fax No authorized to sign correspondence/documents and tenders.  a) Specimen Signature of the authorized person  _____		
13.	Submit an affidavit along with the application to the effect that your transporter firm is not black-listed by any other Organization.		
14.	Any other relevant information you desire to provide.		
15.	In case, any of above information, is found to be incorrect, the contract awarded and the registration of the firm may be cancelled at any time, without assigning any reason and forfeiture of the registration fee.		

**Note:** The Evaluation of the applicant shall be carried out as per evaluation criteria which is attached at Annexure 'A'

Signature with Name,  
Designation & Official Seal of the Company/Firm

**Witness:**

1. \_\_\_\_\_

Name:

CNIC #



2. \_\_\_\_\_

Name:

CNIC #

### **GROUP B: TERMS OF REFERENCE (TOR)**

#### **PREQUALIFICATION OF SERVICE COMPANIES FOR PROVISION OF DST AND FLEX TEST SERVICES AT 15K DOWN HOLE /10K SURFACE CONDITIONS FOR OGDCL WELLS**

#### **1. Mandatory Requirement:**

All the bidders are required to provide following to become eligible for technical prequalification:

- 1.1 The bidder shall be a registered company in Pakistan. Provide documents for registration with SECP and Tax Department.
- 1.2 The bidders have to confirm their capability of providing **DST and flex test** services at 15 K down hole/10 K surface conditions for open/cased hole of 9-5/8", 7" & 5" sizes as per specification / guidelines mentioned in **bid format**:
- 1.3 The bidders must have established base in Pakistan. The equipment and crew as tabulated below must be available with company at the time of bidding in working condition inside or outside Pakistan. Equipment must be H2S compliant. For confirmation OGDCL team may visit those Service Company Pakistan Base during technical evaluation process which have equipment and crew available in Pakistan.
- 1.4 The companies whose equipment is outside Pakistan have to submit the purchase document of each tool for verification. However there prequalification will be provisionally for 90 Days subject to physical verification.

<b>Well 01</b>				
<b>5" DST Tools with 7" Packer and Flex Test Tools</b>				
<b>Sr. No.</b>	<b>Tools Description</b>	<b>Qty.</b>	<b>Asset No.</b>	<b>Landed Date</b>
1	Mule Shoe/Wireline Re Entry Guide	2		
2	7" Packer	2		
3	Safety Joint	2		
4	Hydraulic Jar	2		
5	RTTS Circulating Valve	2		



6	In stream Gauge carrier	2		
7	Down hole Electronic Memory Gauges with minimum temperature rating of 200 °C	4		
8	Annulus Response Tester Valve	2		
9	RD Annulus Pressure Operated Reversing Valve	2		
10	Slip Joint	2		
11	Control Head	1		
12	Complete Surface Piping set	1		
13	All Necessary Cross Overs	2		
14	Choke manifold	1		
15	Flex Test Tools	2		

**Manpower for Well # 01 not less than 05 Year of DST experience**

Sr. No.	Description	Qualification	Availability (Yes/No.)	No. OF DST jobs performed	Hired since
1	DST Engineer	Petroleum/Mechanical Engineer			
2	DST Operator	DAE(3 Years) or equivalent			
3	EMR Gauge Specialist	DAE(3 Years) or equivalent			
4	Well head operator	Matric			

**Well 02****5" DST Tools with 9-5/8" Packer and Flex Test Tools**

Sr. No.	Tools Description	Qty.	Asset No.	Landed Date
1	Mule Shoe/Wireline Re Entry Guide	2		
2	7" Packer	2		
3	Safety Joint	2		
4	Hydraulic Jar	2		
5	RTTS Circulating Valve	2		



6	In stream Gauge carrier	2		
7	Down hole Electronic Memory Gauges with minimum temperature rating of 200 °C	4		
8	Annulus Response Tester Valve	2		
9	RD Annulus Pressure Operated Reversing Valve	2		
10	Slip Joint	2		
11	Control Head	1		
12	Complete Surface Piping set	1		
13	All Necessary Cross Overs	2		
14	Choke manifold	1		
15	Flex Test Tools	2		

**Manpower for Well # 02 not less than 05 Year of DST experience**

Sr. No.	Description	Qualification	Availability (Yes/No.)	No. OF DST jobs performed	Hired since
1	DST Engineer	Petroleum/Mechanical Engineer			
2	DST Operator	DAE(3 Years) or equivalent			
3	EMR Gauge Specialist	DAE(3 Years) or equivalent			
4	Well head operator	Matric			

**Well 03**
**Slim hole DST Tools with 5" Packer and Flex Test Tools**

Sr. No.	Tools Description	Qty.	Asset No.	Landed Date
1	Mule Shoe/Wireline Re Entry Guide	2		
2	7" Packer	2		
3	Safety Joint	2		
4	Hydraulic Jar	2		
5	RTTS Circulating Valve	2		

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6	In stream Gauge carrier	2		
7	Down hole Electronic Memory Gauges with minimum temperature rating of 200 °C	4		
8	Annulus Response Tester Valve	2		
9	RD Annulus Pressure Operated Reversing Valve	2		
10	Slip Joint	2		
11	Control Head	1		
12	Complete Surface Piping set	1		
13	All Necessary Cross Overs	2		
14	Choke manifold	1		
15	Flex Test Tools	2		

Manpower for Well # 03 not less than 05 Year of DST experience					
Sr. No.	Description	Qualification	Availability (Yes/No.)	No. OF DST jobs performed	Hired since
1	DST Engineer	Petroleum/Mechanical Engineer			
2	DST Operator	DAE(3 Years) or equivalent			
3	EMR Gauge Specialist	DAE(3 Years) or equivalent			
4	Well head operator	Matric			

- 1.5 The bidders have to provide evidence of the jobs in the form of performance certificates and/or signed job tickets and/or copy of services contracts from other E&P Companies carried out internationally or within Pakistan in 05 years.

## 2. General Terms and Conditions:

- 2.1 The prequalification of services companies should remain valid for the period of three years.
- 2.2 **Preliminary Financial bid format is attached for reference only, technically prequalified bidders have to strictly follow and quote prices as per financial bid format whenever required. No clause with “if & but” having financial impacts will be entertained and in such case financial bid will be treated as nonresponsive.**
- 2.3 All Costs to be quoted in US\$ only but the payments to the Service Company will be made in 100% Pak Rupees at official currency exchange Pakistan based rate prevalent for such transactions on the date of raising payment voucher.
- 2.4 The Bidders to provide the availability certificate of the equipment / tools / materials etc. and third party inspection (TPI) certificate of equipment with complete history on annual basis at the time of bidding.



- 2.5 In case transport is not provided by OGDCL, Mob-De-Mob Charges for equipment and crew (Per Km) will be calculated according to the distance as per OGDCL distance chart or as per actual for the location not covered in the distance chart. Equipment/ crew Mob- De-Mob charges will be paid once in case of multiple DSTs on the same well. No Mob- De-Mob charges are admissible for movement within a field.
- 2.6 Daily operating charges (DST) for each job (Crew & Equipment) will commence when the DST packer is picked up to Rig floor/Lowered into well bore/gauges started and will cease when the same is pulled out of the hole.
- 2.7 Daily Operating charges of equipment and crew must remain same after 5 days for DST and after 3 days for flex test where ever these charges are applicable.
- 2.8 During flex test there will be no standby charges for DST equipment up to 07 days of flex test operations. However if the flex test prolongs for more than 07 days than DST equipment stand by charges will be applicable starting from 08<sup>th</sup> day of flex test operation.
- 2.9 No stand by charges for flex test equipment and crew is admissible during DST job.
- 2.10 The standby charges will be applicable from the arrival day of all crew & equipment at location / field to the day crew & equipment is released. Partial availability of crew or equipment at location will not attract any charges. During traveling (mobilization/de-mobilization) phase, no operating/stand-by/rental charges will be admissible and only Mob-De-Mob will be payable (if transport has not been provided by OGDCL).
- 2.11 There will be 02 free equipment standby days each before the start of first DST/flex test as well as after the completion of last DST while 05 equipment standby days will be free of cost between successive DST jobs.
- 2.12 Daily standby charges of equipment and crew for DST must remain same after 2 days where ever these charges are applicable.
- 2.13 Bidder must quote all type of standby charges not more than 50% of operating charges otherwise bids will be declared non-responsive.
- 2.14 The bidder is required to submit the post job report within one week after execution of job; otherwise invoices will not be accepted for payment.
- 2.15 H<sub>2</sub>S / Acid Charges if quoted by the bidder will be applicable only when the equipment is exposed to sour /acid environment. CO<sub>2</sub>>5 % and H<sub>2</sub>S > 300 PPM.
- 2.16 If, after mobilization / reporting at site, job is cancelled then only mobilization / de-mobilization charges for crew / equipment will be paid. No job cancellation charges are admissible.
- 2.17 If during job, it is ascertained that the service company is unable to perform / accomplish the job satisfactorily, OGDCL reserves the right to demobilize the service company. Invoice for unsuccessful jobs will not be entertained for payment.
- 2.18 OGDCL reserves the right to increase or decrease the scope of work at any time without any change in prices or other terms & conditions.
- 2.19 The bidder should provide the CV's of technical professionals to be deployed for the subject services.
- 2.20 The team leader will be Petroleum/Mechanical Engineer at well site and the bidder have to ensure the availability of Petroleum/Mechanical Engineer at well site during all DST operation.
- 2.21 OGDCL reserves the right to ask bidder for the replacement of any of their personnel who is / are unacceptable to OGDCL for his / their incompetence or misbehavior at Contract holder's expense.
- 2.22 Pre-qualified bidder will provide the same personnel mentioned in their bid to carryout DST jobs. In case the service company engages the personnel other than those mentioned in their bid, the educational and experience certificate must be provided before his mobilization. In case company fails to provide the necessary documentation, OGDCL reserves the right to cancel the personnel operation and stand by charges for that particular job.
- 2.23 Fuel, oil and lubricants/transport that may be required by service company for operational purpose will be charged to service company as per actual and the cost will be deducted from the invoice.
- 2.24 Boarding / Lodging and laundry services would be provided free of cost by OGDCL to the service company crew while working in the field.



- 2.25 Whenever asked, the prices quoted by technically qualified bidder in financial bid should be fixed/firm and inclusive of all applicable taxes/ levies charges excluding Provincial Taxes as per Government of Pakistan regulations.
- 2.26 The lost in hole (LIH) of each DST and flex test tools will be paid by OGDCL as per following criteria subject to the condition that there is no malfunctioning of down hole tools of service company and loss is due to OGDCL fault.
- 40 % of Landed cost of DST and flex test tools for the tools which are less than three years old.
  - 30% of Landed cost of DST and flex test tools for tools which are equal to or more than three years old
- 2.27 The company which do not have equipment and crew available in Pakistan at the time of bidding but have equipment and crew available with the company outside Pakistan and have 05 years of experience of providing DST and flex test services will be technically qualified provisionally for period of 90 Days. If company failed to bring all required equipment and crew to Pakistan, within 90 days, it will be disqualified. OGDCL team will visit the Company's Base in Pakistan to confirm the same.
- 2.28 Technically qualified company who failed to provide satisfactory services to OGDCL will be technically disqualified at any time during the period of technical qualification.
- 2.29 To qualify technically, the company must have complete package of DST and flex test equipment (15K down hole/10K surface conditions) for 9-5/8" casing, 7" Casing and 5" casing. The company without complete set of equipment for DST/flex test for 9-5/8" casing, 7" casing and 5" casing will not be considered for technical evaluation.
- 2.30 While submitting invoice(s) for payment, Service Company shall submit a certificate from concerned FBR Officer to the effect that Service Company has cleared its professional tax liability
- 2.31 OGDCL reserves the right to accept or reject any/all bid (s) or annul the entire bidding process at any time prior to award of (Contract) without taking any responsibility of the affected bidder(s) and is not bound to justify the reasons to the affected bidder(s).
- 2.32 The bidder must agree with all terms and conditions in this TOR.
- 2.33 Technical pre-qualification is for the period of three years without any change in terms and conditions. The pre-qualification of contractor shall be subjected to satisfactory performance of contractor throughout the entire period of contract.
- 2.34 All bid documents and certificates must be submitted in English Language or translated in English if any document is not in English Language.
- 2.35 OGDCL team comprising of two members from Production Department and one from SCM department will visit the bidders' base in Pakistan to physically verify the availability of equipment and crew.
- 2.36 The contract/job shall be interpreted in accordance with the law applicable in Pakistan.

### **EVALUATION CRITERIA FOR TECHNICAL PRE-QUALIFICATION OF DST AND FLEX TEST SERVICES AT 15K DOWNHOLE AND 10K SURFACE CONDITIONS**

Sr.#	Qualification Requirement	Maximum Marks
1.	<p>05 years DST and Flex Test services experience in reputed E &amp; P companies. The bidders have to provide evidence of the jobs in the form of performance certificates and/or signed job tickets and/or copy of services contracts from other E&amp;P Companies.</p> <ul style="list-style-type: none"> <li>• Maximum 15 Marks will be given for companies having more than 05 Year experience outside Pakistan</li> <li>• 05 additional marks will be given to company having at least 02 year experience in Pakistan</li> </ul>	20



	<ul style="list-style-type: none"> <li>Disqualified if relevant overall experience is less than 05 years.</li> </ul>	
2.	Professional and Skilled manpower with 05 Year relevant experience inside or outside Pakistan, submit CVs. Professional with 05 Year experience (Min DST Jobs = 20) = 15 Marks Professional with more than 05 Year experience (DST jobs >20) = 20 Marks Professional with less than 05 year experience and performed <20 DST jobs = Disqualified	20
3.	Third party certification for equipment reliability, model, make etc. All equipment must be H2S compliant.	10
4.	Age of equipment; 10 Marks if age less than 05 Years, 05 Marks if Age is more than 05 Years. Import documents of each tool shall be provided to confirm the same	10
5.	The equipment and crew as tabulated above in mandatory requirements must be available with company at the time of bidding in working condition inside or outside Pakistan. <ul style="list-style-type: none"> <li>25 Marks if all required equipment and crew is available in Pakistan Base</li> <li>Maximum 20 Marks if all required equipment and crew is available outside Pakistan.</li> </ul>	25
6.	HSE standards, trouble shooting experience with procedures, hazard controlling techniques and record of mishaps in last <b>02 years</b>	10
7.	Financial Status (Attach last three years audited Financial statements)	05
	Total Marks	<b>100</b>
	Minimum Qualifying Marks	<b>80</b>

**Note:**

- Attach supporting documents where necessary.
- Bidder securing less than 80% marks will be declared technically non-responsive.

<b>PROVISIONAL FINANCIAL MODEL (Not to be filled, for compliance only)</b>					
<b>15K DOWNHOLE/ 10K SURFACE CONDITION FOR DST AND FLEX TEST SERVICES</b>					
Sr. No.	Description	Unit	Qty.	Unit cost (USD)	Total cost (USD)
1	DST Equipment Operating Charges	Per Day	5		
2	DST Equipment Stand-by Charges	Per Day	2		
3	DST Personnel Operating Charges	Per Day	5		
4	DST Personnel Stand-by Charges	Per day	2		
5	H <sub>2</sub> S / acid Surcharge if any				
6	Any other charges				
7	<b>Total for One DST</b>	Test	1		
8	Flex Test Equipment Operating Charges	Days	3		
9	Flex Test Personnel Operating Charges	Days	3		
10	Equipment Mob-de-mob Charges (DST + Flex Test)	Kms	2600		
11	Personnel Mob-de-mob Charges (DST+ Flex Test)	Kms	2600		
12	Total Flex Test and mob/de-mob charges	1			

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13	<b>Total lump sum cost of DST's and Flex</b>			
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**Notes to Financial Bid Format/Rates**

- i. The quoted prices/rates should fixed/firm and inclusive of all applicable taxes, levies, charges, duties etc. except Provincial Sales Tax on Services. Provincial Sales Tax on Services, if applicable will be paid/reimbursed by OGDCL.
- ii. Guidelines for inputs of financial bid are given in Bid Format and TOR.
- iii. Days mentioned are for evaluation purposes only. Actual invoicing shall depend on the work carried out.
- iv. No stand by charges for flex test tools and personnel are admissible.
- v. During flex test there will be no standby charges for DST equipment up to 07 days of flex test operations. However if the flex test prolong for more than 07 days than DST equipment stand by charges will be applicable starting from 08th day of flex test operation
- vi. Bidders must be capable of providing each service mentioned in financial bid format.
- vii. Bidders must quote all type of standby charges not more than 50 % of operating charges otherwise bids will be declared non-responsive
- viii. All types of daily operating charges must remain same after 5 days for DST after 3 days for flex test where ever these charges are applicable
- ix. All types of daily standby charges for DST must remain same after 2 days where ever these charges are applicable. But there will be 02 free equipment standby days each before the start of first DST as well as after the completion of last DST while 05 equipment standby days will be free of cost between successive DST jobs.
- x. Crew Strength for each job must be quoted.
- xi. Minimum 0-7 days mobilization period notice (days) to be quoted.
- xii. Hard copies of detailed interpretation report (01 Original & 03 Copies) as well as soft copies are required by OGDCL.
- xiii. OGDCL will only pay in 100% Pak Rupees to the Service Company at official currency exchange rate prevalent for such transactions on the date of raising payment voucher at official exchange rate.

The above terms and conditions of OGDCL are accepted.

Date \_\_\_\_\_

Signature with Name,  
Designation & Official Seal of the  
Company

**Witness:**

2. \_\_\_\_\_

Name:  
CNIC #



2. \_\_\_\_\_

Name:  
CNIC #

**APPLICATION FORM FOR PRE-QUALIFICATION OF SERVICE COMPANIES FOR 15K DST SERVICES WITH FLEX TEST AT INCOMING WELLS OF OGDCL**

S.No	Requirements	Details	Mandatory Documents attached (Yes/No)
01.	Name of Firm/ Company		
02.	Complete Address:		
03.	<b>Telephone Nos:</b> Office: Fax No: E-Mail Address:		
04.	No. of offices in Pakistan with Phone No., Fax No., E-mail & complete address	4. 5. 6.	
05.	Confirm your Firm/ Company is Sole Proprietary, Partnership or Company with Limited liability and attach attested copy of Registered Partnership Deed/ Memorandum/ Article of Association etc. whichever is applicable.		
06.	Confirm date of commencement of business and attach attested copy of Registration Certificate in case of Sole Proprietary or a Partnership firm.		
07.	Confirm names, addresses & telephone numbers of Proprietors/ Partners/Directors of		

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	your company/ firm (attach separate sheet).		
08.	Is your firm pre-qualified/ registered with E&P Companies/ Drilling Companies/ Service Companies? If so, state their names/addresses and attach attested copies of registration.		
09.	OGDCL reserves the right to verify performances and facts of your firm from references given by you, Confirm your willingness		
10	Confirm present financial position of your organization and attach attested copies of the audited accounts for the last 3 years (if applicable).		
11.	Is your organization registered with Income Tax Department? If so, attach attested copies of assessment of last <u>five</u> years, along with NTN certificate.		
12.	Confirm name of person & designation with Telephone No, Cell No. and Fax No authorized to sign correspondence/documents and tenders.  a) Specimen Signature of the authorized person  _____		
13.	Submit an affidavit along with the application to the effect that your transporter firm is not black-listed by any other Organization.		
14.	Any other relevant information you desire to provide.		
15.	In case, any of above information, is found to be incorrect, the contract awarded and the registration of the firm may be cancelled at any time, without assigning any reason and forfeiture of the registration fee.		

**Note:** The Evaluation of the applicant shall be carried out as per evaluation criteria which is attached at Annexure 'A'

Signature with Name,

Designation & Official Seal of the Company/Firm

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All the pages of this application must be signed and stamped by the firm's Authorized Representative.

Incomplete or Incorrect Application will not be entertained.

**Witness:**

1. \_\_\_\_\_

Name:

CNIC #

2. \_\_\_\_\_

Name:

CNIC #

**GROUP C: TERMS OF REFERENCE (TOR)****PREQUALIFICATION OF SERVICE COMPANIES FOR PROVISION OF DST AND FLEX TEST SERVICES AT 15K DOWN HOLE /15K SURFACE CONDITIONS AT OGDCL WELLS****1. Mandatory Requirement:**

All the bidders are required to provide following to become eligible for technical prequalification:

- 1.1 The bidder shall be a registered company in Pakistan. Provide documents for registration with SECP and Tax Department.
- 1.2 The bidders have to confirm their capability of providing **DST and flex test** services at 15 K down hole/15 K surface conditions for open/cased hole of 9-5/8", 7" & 5" sizes as per specification / guidelines mentioned in **bid format**:
- 1.3 The bidders must have established base in Pakistan. The equipment and crew as tabulated below must be available with company at the time of bidding in working condition inside or outside Pakistan. Equipment must be H2S compliant. For confirmation OGDCL team may visit those Service Company Pakistan Base during technical evaluation process which have equipment and crew available in Pakistan.
- 1.4 The companies whose equipment is outside Pakistan have to submit the purchase document of each tool for verification. However there prequalification will be provisionally for 90 Days subject to physical verification.

<b>Well # 01: DST and Flex Test Tools for 9-5/8" and 7" casing sizes</b>				
<b>Sr. No.</b>	<b>Tools Description</b>	<b>Qty</b>	<b>Asset No.</b>	<b>Landed Date</b>
1	Mule Shoe/Wireline Re Entry Guide	2		
2	Packer(2 Each for 9-5/8" and 7" casing Sizes)	4		
3	Safety Joint	2		
4	Hydraulic Jar	2		





5	RTTS Circulating Valve	2		
6	In stream Gauge carrier	2		
7	Down hole Electronic Memory Gauges with minimum temperature rating of 200 °C	4		
8	Annulus Response Tester Valve	2		
9	RD Annulus Pressure Operated Reversing Valve	2		
10	Slip Joint	2		
11	Control Head	1		
12	Choke manifold	1		
13	Surface shut down valve	1		
14	ESD Panel	1		
15	Complete Surface Piping set	1		
16	All Necessary Cross Overs	2		
17	Flex Test Tools	2		

**Manpower for Well # 01 not less than 05 Year of DST experience**

Sr. No.	Description	Qualification	Availability (Yes/No.)	No. OF DST jobs performed	Hired since
1	DST Engineer	Petroleum/Mechanical Engineer			
2	DST Operator	DAE(3 Years) or equivalent			
3	EMR Gauge Specialist	DAE(3 Years) or equivalent			
4	Well head operator	Matric			

**Well # 02: Slim hole DST Tools with 5" Packer and Flex Test Tools**

Sr. No.	Tools Description	Qty.	Asset No.	Landed Date
1	Mule Shoe/Wireline Re Entry Guide	2		
2	5" Packer	2		
3	Safety Joint	2		
4	Hydraulic Jar	2		



5	RTTS Circulating Valve	2		
6	In stream Gauge carrier	2		
7	Down hole Electronic Memory Gauges with minimum temperature rating of 200 °C	4		
8	Annulus Response Tester Valve	2		
9	RD Annulus Pressure Operated Reversing Valve	2		
10	Slip Joint	2		
11	Control Head	1		
12	Choke manifold	1		
13	Surface shut down valve	1		
14	ESD Panel	1		
15	Complete Surface Piping set	2		
16	All Necessary Cross Overs	1		
17	Flex Test Tools	2		

**Manpower for Well # 02 not less than 05 Year of DST experience**

Sr. No.	Description	Qualification	Availability (Yes/No.)	No. OF DST jobs performed	Hired since
1	DST Engineer	Petroleum/Mechanical Engineer			
2	DST Operator	DAE(3 Years) or equivalent			
3	EMR Gauge Specialist	DAE(3 Years) or equivalent			
4	Well head operator	Matric			

- 1.5 The bidders have to provide evidence of the jobs in the form of performance certificates and/or signed job tickets and/or copy of services contracts from other E&P Companies carried out internationally or within Pakistan in 05 years.

**2. General Terms and Conditions:**

- 2.1 The prequalification of services companies should remain valid for the period of three years.
- 2.2 **Preliminary Financial bid format is attached for reference only, technically prequalified bidders have to strictly follow and quote prices as per financial bid format whenever required. No clause with “if & but” having financial impacts will be entertained and in such case financial bid will be treated as nonresponsive.**



- 2.3 All Costs to be quoted in US\$ only but the payments to the Service Company will be made in 100% Pak Rupees at official currency exchange Pakistan based rate prevalent for such transactions on the date of raising payment voucher.
- 2.4 The Bidders to provide the availability certificate of the equipment / tools / materials etc. and third party inspection (TPI) certificate of equipment with complete history on annual basis at the time of bidding.
- 2.5 In case transport is not provided by OGDCL, Mob-De-Mob Charges for equipment and crew (Per Km) will be calculated according to the distance as per OGDCL distance chart or as per actual for the location not covered in the distance chart. Equipment/ crew Mob- De-Mob charges will be paid once in case of multiple DSTs on the same well. No Mob- De-Mob charges are admissible for movement within a field.
- 2.6 Daily operating charges (DST) for each job (Crew & Equipment) will commence when the DST packer is picked up to Rig floor/Lowered into well bore/gauges started and will cease when the same is pulled out of the hole.
- 2.7 Daily Operating charges of equipment and crew must remain same after 5 days for DST and after 3 days for flex test where ever these charges are applicable.
- 2.8 During flex test there will be no standby charges for DST equipment up to 07 days of flex test operations. However if the flex test prolongs for more than 07 days than DST equipment stand by charges will be applicable starting from 08<sup>th</sup> day of flex test operation.
- 2.9 No stand by charges for flex test equipment and crew is admissible during DST job.
- 2.10 The standby charges will be applicable from the arrival day of all crew & equipment at location / field to the day crew & equipment is released. Partial availability of crew or equipment at location will not attract any charges. During traveling (mobilization/de-mobilization) phase, no operating/stand-by/rental charges will be admissible and only Mob-De-Mob will be payable (if transport has not been provided by OGDCL).
- 2.11 There will be 02 free equipment standby days each before the start of first DST/flex test as well as after the completion of last DST while 05 equipment standby days will be free of cost between successive DST jobs.
- 2.12 Daily standby charges of equipment and crew for DST must remain same after 2 days where ever these charges are applicable.
- 2.13 Bidder must quote all type of standby charges not more than 50% of operating charges otherwise bids will be declared non-responsive.
- 2.14 The bidder is required to submit the post job report within one week after execution of job; otherwise invoices will not be accepted for payment.
- 2.15 H<sub>2</sub>S / Acid Charges if quoted by the bidder will be applicable only when the equipment is exposed to sour /acid environment. CO<sub>2</sub>>5 % and H<sub>2</sub>S > 300 PPM.
- 2.16 If, after mobilization / reporting at site, job is cancelled then only mobilization / de-mobilization charges for crew / equipment will be paid. No job cancellation charges are admissible.
- 2.17 If during job, it is ascertained that the service company is unable to perform / accomplish the job satisfactorily, OGDCL reserves the right to demobilize the service company. Invoice for unsuccessful jobs will not be entertained for payment.
- 2.18 OGDCL reserves the right to increase or decrease the scope of work at any time without any change in prices or other terms & conditions.
- 2.19 The bidder should provide the CV's of technical professionals to be deployed for the subject services.
- 2.20 The team leader will be Petroleum/Mechanical Engineer at well site and the bidder have to ensure the availability of Petroleum/Mechanical Engineer at well site during all DST operation.
- 2.21 OGDCL reserves the right to ask bidder for the replacement of any of their personnel who is / are unacceptable to OGDCL for his / their incompetence or misbehavior at Contract holder's expense.
- 2.22 Pre-qualified bidder will provide the same personnel mentioned in their bid to carryout DST jobs. In case the service company engages the personnel other than those mentioned in their bid, the educational and experience certificate must be provided before his mobilization. In case company fails to provide the



- necessary documentation, OGDCL reserves the right to cancel the personnel operation and stand by charges for that particular job.
- 2.23 Fuel, oil and lubricants/transport that may be required by service company for operational purpose will be charged to service company as per actual and the cost will be deducted from the invoice.
- 2.24 Boarding / Lodging and laundry services would be provided free of cost by OGDCL to the service company crew while working in the field.
- 2.25 Whenever asked, the prices quoted by technically qualified bidder in financial bid should be fixed/firm and inclusive of all applicable taxes/ levies charges excluding Provincial Taxes as per Government of Pakistan regulations.
- 2.26 The lost in hole (LIH) of each DST and flex test tools will be paid by OGDCL as per following criteria subject to the condition that there is no malfunctioning of down hole tools of service company and loss is due to OGDCL fault.
- 40 % of Landed cost of DST and flex test tools for the tools which are less than three years old.
  - 30% of Landed cost of DST and flex test tools for tools which are equal to or more than three years old
- 2.27 The company which do not have equipment and crew available in Pakistan at the time of bidding but have equipment and crew available with the company outside Pakistan and have 05 years of experience of providing DST and flex test services will be technically qualified provisionally for period of 90 Days. If company failed to bring all required equipment and crew to Pakistan, within 90 days, it will be disqualified. OGDCL team will visit the Company's Base in Pakistan to confirm the same.
- 2.28 Technically qualified company who failed to provide satisfactory services to OGDCL will be technically disqualified at any time during the period of technical qualification.
- 2.29 To qualify technically, the company must have complete package of DST and flex test equipment (15K down hole/15K surface conditions) for 9-5/8" casing, 7" Casing and 5" casing. The company without complete set of equipment for DST/flex test for 9-5/8" casing, 7" casing and 5" casing will not be considered for technical evaluation.
- 2.30 While submitting invoice(s) for payment, Service Company shall submit a certificate from concerned FBR Officer to the effect that Service Company has cleared its professional tax liability
- 2.31 OGDCL reserves the right to accept or reject any/all bid (s) or annul the entire bidding process at any time prior to award of (Contract) without taking any responsibility of the affected bidder(s) and is not bound to justify the reasons to the affected bidder(s).
- 2.32 The bidder must agree with all terms and conditions in this TOR.
- 2.33 Technical pre-qualification is for the period of three years without any change in terms and conditions. The pre-qualification of contractor shall be subjected to satisfactory performance of contractor throughout the entire period of contract.
- 2.34 All bid documents and certificates must be submitted in English Language or translated in English if any document is not in English Language.
- 2.35 OGDCL team comprising of two members from Production Department and one from SCM department will visit the bidders' base in Pakistan to physically verify the availability of equipment and crew.
- 2.36 The contract/job shall be interpreted in accordance with the law applicable in Pakistan.

## **EVALUATION CRITERIA FOR TECHNICAL PRE-QUALIFICATION OF DST AND FLEX TEST SERVICES AT 15K DOWNHOLE AND 15K SURFACE CONDITIONS**

Sr.#	Qualification Requirement	Maximum Marks
1.	05 years DST and Flex Test services experience in reputed E & P companies. The bidders have to provide evidence of the jobs in the form of performance	20

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	certificates and/or signed job tickets and/or copy of services contracts from other E&P Companies. <ul style="list-style-type: none"> <li>• Maximum 15 Marks will be given for companies having more than 05 Year experience outside Pakistan</li> <li>• 05 additional marks will be given to company having at least 02 year experience in Pakistan</li> <li>• Disqualified if relevant overall experience is less than 05 years.</li> </ul>	
2.	Professional and Skilled manpower with 05 Year relevant experience inside or outside Pakistan, submit CVs. Professional with 05 Year experience (Min DST Jobs = 20) = 15 Marks Professional with more than 05 Year experience (DST jobs >20) = 20 Marks Professional with less than 05 year experience and performed <20 DST jobs = Disqualified	20
3.	Third party certification for equipment reliability, model, make etc. All equipment must be H2S compliant.	10
4.	Age of equipment; 10 Marks if age less than 05 Years, 05 Marks if Age is more than 05 Years. Import documents of each tool shall be provided to confirm the same	10
5.	The equipment and crew as tabulated above in mandatory requirements must be available with company at the time of bidding in working condition inside or outside Pakistan. <ul style="list-style-type: none"> <li>• 25 Marks if all required equipment and crew is available in Pakistan Base</li> <li>• Maximum 20 Marks if all required equipment and crew is available outside Pakistan.</li> </ul>	25
6.	HSE standards, trouble shooting experience with procedures, hazard controlling techniques and record of mishaps in last <b>02 years</b>	10
7.	Financial Status (Attach last three years audited Financial statements)	05
	Total Marks	<b>100</b>
	Minimum Qualifying Marks	<b>80</b>

**Note:**

1. Attach supporting documents where necessary.
2. Bidder securing less than 80% marks will be declared technically non-responsive and their financial proposals will not be opened.

<b>PROVISIONAL FINANCIAL MODEL (Not to be filled, for compliance only)</b>					
<b>15K DOWNHOLE/ 15K SURFACE CONDITION FOR DST AND FLEX TEST SERVICES</b>					
Sr. No.	Description	Unit	Qty.	Unit cost (USD)	Total cost (USD)
1	DST Equipment Operating Charges	Per Day	5		
2	DST Equipment Stand-by Charges	Per Day	2		
3	DST Personnel Operating Charges	Per Day	5		
4	DST Personnel Stand-by Charges	Per day	2		
5	H <sub>2</sub> S / acid Surcharge if any				
6	Any other charges				
7	<b>Total for One DST</b>	Test	1		



8	Flex Test Equipment Operating Charges	Days	3		
9	Flex Test Personnel Operating Charges	Days	3		
10	Equipment Mob-de-mob Charges (DST +Flex Test)	Kms	2600		
11	Personnel Mob-de-mob Charges (DST+ Flex Test)	Kms	2600		
12	Total Flex Test and mob/de-mob charges	1			
13	<b>Total lump sum cost of DST's and Flex</b>				

#### Notes to Financial Bid Format/Rates

- i. The quoted prices/rates should fixed/firm and inclusive of all applicable taxes, levies, charges, duties etc. except Provincial Sales Tax on Services. Provincial Sales Tax on Services, if applicable will be paid/reimbursed by OGDCL.
- ii. Guidelines for inputs of financial bid are given in Bid Format and TOR.
- iii. Days mentioned are for evaluation purposes only. Actual invoicing shall depend on the work carried out.
- iv. No stand by charges for flex test tools and personnel are admissible.
- v. During flex test there will be no standby charges for DST equipment up to 07 days of flex test operations. However if the flex test prolong for more than 07 days than DST equipment stand by charges will be applicable starting from 08th day of flex test operation
- vi. Bidders must be capable of providing each service mentioned in financial bid format.
- vii. Bidders must quote all type of standby charges not more than 50 % of operating charges otherwise bids will be declared non-responsive
- viii. All types of daily operating charges must remain same after 5 days for DST after 3 days for flex test where ever these charges are applicable
- ix. All types of daily standby charges for DST must remain same after 2 days where ever these charges are applicable. But there will be 02 free equipment standby days each before the start of first DST as well as after the completion of last DST while 05 equipment standby days will be free of cost between successive DST jobs.
- x. Crew Strength for each job must be quoted.
- xi. Minimum 0-7 days mobilization period notice (days) to be quoted.
- xii. Hard copies of detailed interpretation report (01 Original & 03 Copies) as well as soft copies are required by OGDCL.
- xiii. OGDCL will only pay in 100% Pak Rupees to the Service Company at official currency exchange rate prevalent for such transactions on the date of raising payment voucher at official exchange rate.

The above terms and conditions of OGDCL are accepted.

Date \_\_\_\_\_

Signature with Name,  
Designation & Official Seal of the  
Company

#### Witness:

1. \_\_\_\_\_



Name:  
CNIC #

2. \_\_\_\_\_

Name:  
CNIC #

**APPLICATION FORM FOR PRE-QUALIFICATION OF SERVICE COMPANIES FOR 15K DST  
SERVICES WITH FLEX TEST AT INCOMING WELLS OF OGDCL**

S.No	Requirements	Details	Mandatory Documents attached (Yes/No)
01.	Name of Firm/ Company		
02.	Complete Address:		
03.	<b>Telephone Nos:</b> Office: Fax No: E-Mail Address:		
04.	No. of offices in Pakistan with Phone No., Fax No., E-mail & complete address	7. 8. 9.	
05.	Confirm your Firm/ Company is Sole Proprietary, Partnership or Company with Limited liability and attach attested copy of Registered Partnership Deed/ Memorandum/ Article of Association etc. whichever is applicable.		

PRE-QUALIFICATION NOTICE NO. PROC-SERVICES/CB/PQ/PROD-3186/2017

*All the pages of this application must be signed and stamped by the firm's Authorized Representative.*

Incomplete or Incorrect Application will not be entertained.



06.	Confirm date of commencement of business and attach attested copy of Registration Certificate in case of Sole Proprietary or a Partnership firm.		
07.	Confirm names, addresses & telephone numbers of Proprietors/ Partners/Directors of your company/ firm (attach separate sheet).		
08.	Is your firm pre-qualified/ registered with E&P Companies/ Drilling Companies/ Service Companies? If so, state their names/addresses and attach attested copies of registration.		
09.	OGDCL reserves the right to verify performances and facts of your firm from references given by you, Confirm your willingness		
10	Confirm present financial position of your organization and attach attested copies of the audited accounts for the last 3 years (if applicable).		
11.	Is your organization registered with Income Tax Department? If so, attach attested copies of assessment of last <u>five</u> years, along with NTN certificate.		
12.	Confirm name of person & designation with Telephone No, Cell No. and Fax No authorized to sign correspondence/documents and tenders.  a) Specimen Signature of the authorized person  _____		
13.	Submit an affidavit along with the application to the effect that your transporter firm is not black-listed by any other Organization.		
14.	Any other relevant information you desire to provide.		
15.	In case, any of above information, is found to be incorrect, the contract awarded and the registration of the firm may be cancelled at any time, without assigning any reason and forfeiture of the registration fee.		

**Note:** The Evaluation of the applicant shall be carried out as per evaluation criteria which is attached at Annexure 'A'





Signature with Name,

Designation & Official Seal of the Company/Firm

**Witness:**

1. \_\_\_\_\_  
Name:  
CNIC #

2. \_\_\_\_\_  
Name:  
CNIC

**Annexure-“G”**

**DRAFT CONTRACT**

**CONTRACT NO. PROC-SERVICES/CASE NO. .... /  
NAME OF SERVICES**

THIS **Contract for hiring of (Name of Services) (“Contract”)** is made at Islamabad as of this----- day of -----/year of execution, by and between

**Oil & Gas Development Company Limited** , a body corporate, having its office at OGDCL House, Jinnah Avenue, Sector F-6, Islamabad (hereinafter referred to as the “Company” which expression shall include its successors and assigns) and

**M/s (Name of Contractor or Consultant as the case may be)** having its office at address..... (hereinafter referred to as the “Contractor / Consultant” which expression shall include its successors and assigns)

Contractor/ Consultant and Company may hereinafter be collectively referred to as the “Parties” and each individually as a “Party”.

**WHEREAS**, The Company is desirous of hiring timely, efficient and reliable (Name of Services) .....services under rate running contract for a period of (period)on as and when required basis.

**AND WHEREAS**, the Company invited bids for providing Name of Services ..... through Tender Enquiry No. PROC-SERVICES/Case No..... and the Contractor / Consultant through its Bid Proposal No..... dated ..... warrants and represents for providing efficient and reliable Name of Services .....

**WHEREAS**, the Contractor / Consultant is engaged in the business of rendering the desired services to various E & P companies and it hereby expresses its ability and



willingness to provide the desired services along with necessary equipment, type of Contract.

**NOW THEREFORE**, in consideration of the promises and mutual undertaking and covenants hereinafter set forth, the Parties hereby agree as follows:

**SECTION 1. SCOPE OF WORK**

Description of Scope of Work (As described in TOR/Tender enquiry)

**SECTION 2. TERM:**

The initial term of this Contract shall be -----months/years from the date of its acceptance by the contractor till completion of the job whichever is later unless earlier terminated under the provisions hereof. Any extension in the term of Contract will be subject to mutual consent of both the parties.

**SECTION 3. CONTRACT DOCUMENTS:**

The following documents shall be deemed to form and be read and construed as integral part of this Contract:

- (a) This Contract.
- (b) Company's Invitation to Bid No. PROC-SERVICES/ / /2017 dated \_\_\_\_\_.
- (c) Company's LOI No. PROC-SERVICES/ / /2017 dated\_\_\_\_\_.
- (d) Contractor's letter dated\_\_\_\_\_.
- (e) Contractor's Bid Proposals No. dated \_\_\_\_\_.

Any inconsistency between the above documents of this Contract shall be resolved by giving precedence in the order in which they are listed above.

**SECTION 4. PRICING TERMS:**

- 4.1 The Services under this Contract shall be rendered at an estimated Cost of \_\_\_\_\_as detailed below:
- 4.2 All prices charged under this Contract shall remain firm during the period of this Contract.
- 4.3 All payments under this Contract shall be made at actual in equivalent Pak Rupees at official currency exchange rate prevalent on the date of payment. The Company shall use its best efforts to make payment as early as possible against duly verified invoices. However, any payment made after thirty (30) days shall not in any way attract any markup, interest, surcharge or charges, etc.
- 4.4 To avoid delay in payment, it is essential that the invoices shall:
  - (a) be duly signed and stamped and type-written in English.
  - (b) be identified by the Contract number.
  - (c) contain sufficient description of services provided by the Contractor.
  - (d) state the location of the Company where Services have been provided.
  - (e) state the period of Services, duly verified with sign and stamp of Head of Department.



- (f) be precise and strictly in accordance with the Contract.
- (g) contain any other information deemed essential either by the Contractor or by the Company.
- (h) be submitted to Manager Accounts under intimation to SCM Department.

**SECTION 5. TAXES AND DUTIES:**

- 5.1 The contract price includes all direct taxes, duties, fees, levies and any other relevant charges payable/ applicable on the last date of submission of main/supplementary financial bid inside and outside Pakistan, except if OGDCL imports material in its own name it will bear duties/ import taxes/ port charges. The Contractor will be responsible for all the direct taxes (present or future) with respect to income/ payments of total contract amount, under the scope of the contract.
- 5.2 Indirect taxes (Provincial Sales Tax/ Islamabad Capital Territory Sales Tax) in Pakistan will be borne by OGDCL at actual where applicable. The contract price will be adjusted for any subsequent changes in the rates of indirect taxes as made applicable thereafter by the relevant authorities in Pakistan.
- 5.3 Any direct taxes, duties, fees, levies and other relevant charges, present or future, assessed or payable inside or outside Pakistan by the Contractor and its sub-contractor and /or by the expatriate personnel deputed by the Contractor and its sub-contractor in connection with its performance under the Contract shall be the sole and exclusive responsibility of the Contractor.
- 5.4 The Contractor shall be responsible and pay all taxes on its income outside and in particular on its income in Pakistan under the Contract and under the laws of Pakistan.
- 5.5 The Company shall have the right, as provided under the laws of Pakistan to meet its obligations and in particular to deduct from the payment due to the Contractor (against entire contract value including supplies and / or services components etc as applicable) , income tax at source at the rates prevailing from time to time, from the invoiced amounts, or such reduced rates fixed by the taxation authorities in Pakistan for the Contractor on production of current and valid documentary evidence by the Contractor from competent tax authorities in Pakistan and pay such amount to appropriate authorities.
- 5.6 The Contractor shall also be responsible for any income taxes levied on the Contractor's and its sub-contractor's expatriate personnel, under the laws of Pakistan and for all social security issuances and other contributions for the Contractor's expatriate personnel regardless of whether such contributions are levied on employer or employee or both in Pakistan or outside Pakistan.
- 5.7 The Contractor shall keep the Company duly informed about the steps taken by the Contractor in order to meet its obligations under the Contract and provide the necessary documents to the Company in this connection.
- 5.8 The Contractor shall indemnify the Company against any claim which might occur due to non compliance by Contractor of any legal obligation regarding



the taxes, duties, fees, levies, or other charges, including taxes on income in Pakistan and any other payments to the relevant Government or Governmental agencies or any other applicable authority.

- 5.9 Understanding reflected under the above tax clause would prevail in case of any understanding to the contrary that may be reflected with respect to tax matters, in any other clause of the contract

#### **SECTION 6. ADJUSTMENT OF CONTRACT PRICE:**

The Contract value (price) shall be subject to adjustment as a result of addition / reduction in scope of work. However unit price quoted for such work shall be used as base price for computation of final invoice. Contractor should take approval for such changes in writing from the Company. Rates and quantum of any work, not covered in the scope of work shall be subject to approval of Company.

#### **SECTION 7. CONTRACTOR'S OBLIGATIONS:**

- 7.1 The Contractor warrants and represents that all Services along with necessary equipment provided under this Contract shall be in accordance with good industry practice and the Contractor shall use every reasonable means for efficient and timely performance and provision of the Services.
- 7.2 The equipments, tools and materials utilized by the Contractor in performance of this Contract shall be handled and utilized with due care and diligence and proper record of consumables etc shall be maintained and made available to the Company upon request.
- 7.3 The Contractor shall secure and maintain during the performance of this Contract, all licenses, permits, authorization and certification required under the laws of Pakistan and applicable to Contractor. Company has the right to inspect such licenses, permits, authorization and certificates and the Contractor shall forthwith comply with such request.
- 7.4 Contractor shall employ and depute for the execution of Services, persons who are careful, skilled and experienced in their profession. The Company' shall have the right to ask the Contractor to replace any person employed by the Contractor for execution of Services who, in the sole opinion of Company, misbehaves, is incompetent or negligent in the performance of his duties or fails to conform with any particular provisions with regard to safety which may be set out in the Contract, or any conduct which is prejudicial to safety or health, and such person shall not be employed again for the Services without the permission of the Company.
- 7.5 Contractor and its personnel shall, when using Company's premises, adopt and observe all safety, security, fire and health measures and comply with all reasonable directions relating to health and safety rules and emergency evacuation plans as notified or as directed by the Company.

#### **SECTION 8. DECLARATION:**



- 8.1 The Contractor hereby declares that it has not obtained or induced the procurement of any Contract, right, interest, privilege or other obligation or benefit from Company through any corrupt business practices.
- 8.2 Without limiting the generality of the foregoing, the Contractor represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, Contractor, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from the Company, except that which has been expressly declared pursuant hereto.
- 8.3 The Contractor certifies that it has made and shall make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with the Company and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.
- 8.4 The Contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any Contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to the Company under any law, Contract or other instrument, be voidable at the option of the Company.
- 8.5 Notwithstanding any rights and remedies exercised by Company in this regard, the Contractor agrees to indemnify Company for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Company in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback paid by the Contractor as aforesaid for the purpose of obtaining or inducing the procurement of any Contract, right, interest, privilege or other obligation or benefit in whatsoever form from Company.

**SECTION 9. PERFORMANCE BOND/SECURITY DEPOSIT:**

The Contractor shall provide to the Company, within fifteen (15) days of the award of the Contract, a Performance Bond in the form of an irrevocable, independent, unconditional, direct obligation of the bank and first and simple demand guarantee of a Pakistani Scheduled Bank or branch of a foreign bank operating in Pakistan, except NIB Bank, in the amount equivalent to 10% (Ten percent) of the total contract value in Pak Rupees/US\$ strictly in accordance with the format given at LOI to cover and secure the Contractor's faithful performance and execution of this Contract. The charges and expenses payable in connection with the issuance, extension, renewal and maintenance of the Performance Bond shall be borne and paid by the Contractor. The Performance Bond shall be valid and shall be maintained in full force effect until -----/ extendable six (06) months beyond the validity of the Contract. The Company has sole and absolute right to encash the



Performance Bond without any prior notice to the Contractor in the event of any breach, failure, non-compliance or delay in the performance of the Contract.

#### **SECTION 10. LIABILITIES:**

- 10.1 Each party shall defend, indemnify and hold the other party harmless from and against any claim INCLUDING THIRD (3rd) PARTIES arising out of (i) loss or damage to its own property, and / or (ii) death of or injury to its own personnel.
- 10.2 Each party shall be liable for, and shall defend, indemnify and hold the other Party and its members/affiliates, co-ventures (if any), contractors or subcontractors, and it's and their respective employees, directors, officers, agents and invitees harmless from and against all claims, demands, causes of action, judgments, awards, damages, losses, costs, expenses and liabilities of any kind and character arising out of third party property damage (including death) caused by the indemnifying Party's negligence during the performance of the Contract.
- 10.3 Notwithstanding any other provision of this Contract, Company shall defend, indemnify and hold harmless the Contractor from and against all liabilities, claims, damages, losses and costs relating to or resulting from (a) through (e) below, including any and all personal injury, death and loss of or damage to the drilling rig, vessel or platform and all other property arising there from (except if caused by Contractor's Gross Negligence or willful misconduct):
  - (a) damage to or loss of or impairment to any well (including the casing) or well bore;
  - (b) killing of or the bringing under control of any well;
  - (c) damage to or loss or any reservoir or productive formation, or subsurface minerals or structure or the loss of oil or gas therefore in;
  - (d) blowout, fire, explosion, catering , or any uncontrolled well condition;
  - (e) pollution, as well as containing, controlling and cleaning up any pollution, contamination or debris.

Gross Negligence or Willful Misconduct means any act or failure to act (whether sole, joint or concurrent) by a person that was intended to cause or was in reckless disregard of, or wanton indifference to, the harmful consequences to the safety or property of another person which the person acting or failing to act knew, or should have known, would result from such act of omission, provided that Gross Negligence or Willful Misconduct does not include any act or failure to act insofar as it: (i) constituted mere ordinary omission or oversight; or (ii) was done or omitted in accordance with the express instructions or approval of all parties."

The liability clause will be applicable to both parties i.e. OGDCL and the contractor and therefore its ambit and scope will be interpreted accordingly.

#### **SECTION 11. INDEMNITIES:**

- 11.1 Neither Party shall be liable to the other for any punitive, indirect or consequential damages sustained by the other including without limitation business interruptions, loss of profits, loss of use of assets, loss of data and





loss of contracts, and each Party shall hold the other Party harmless in respect thereof.

- 11.2 The Contractor shall indemnify the Company against all motions, proceedings, claims, liens and demands whatsoever which may be made against the Company by the third parties for or in respect of or out of any failure by the Contractor in performance of its obligation or wrongful performance under this Contract or any act or omission in connection therewith. Should Company have to pay any moneys in respect of any such claims or demands, the amounts to be paid and the costs incurred by the Company connection therewith, shall be charged in to and paid by the Contractor in full.

## **SECTION 12. LIQUIDATED DAMAGES:**

- 12.1 If the contractor fails to deliver any or all of the goods/services within the time periods(s) specified in the Contract, the purchaser shall, without prejudice to other remedies under the Contract, deduct from the Contract Price/Bank Guarantee as liquidated damages, a sum not more than 0.5% of the contract price per week or part thereof for first four weeks, 1.00% per week for next four weeks and 1.5% per week exceeding four weeks upto maximum extent of 5% of the contract value.
- 12.2 In case the purchaser is satisfied that the delayed/defective services/shipment was due to some mistake or circumstances beyond the control of the contractor and the contractor has not intentionally or negligently contributed in the delay, the purchaser may impose Liquidated Damages for not more than a sum equivalent to 0.5% of the delayed or defective shipment per week or part thereof for first two weeks, 1.00 per week for next three weeks and 1.5% per week exceeding five weeks but not exceeding 5% of the contract value of the delayed/defective shipment provided that the Contractor takes immediate remedial measures for the replacement of defective shipment and takes prompt steps to mitigate the delayed. The Purchaser may however, impose Liquidated Damages as per clause 12.1 above if the delayed or defective shipment/ services has affected the project completion schedule or has resulted in Production losses.
- 12.3 Even after imposition of LDs, if the supplier fails to materialize the delivery (material and or services); the Purchaser reserves the right to cancel Purchase Order/Contract/LC and forfeit the Guarantee (if applicable) after intimating the supplier for such cancellation/forfeiture.

## **SECTION 13. PATENT RIGHTS:**

The Contractor shall protect, indemnify and hold the Company harmless from and against all claims, proceedings, demands, damages, costs, charges and expenses whatsoever for or on account of infringement of any patent rights, design, trademark, industrial design or name or other protected rights in respect of any design, method, machine work, material etc. used for or in connection with the Services.



## **SECTION 14. DIRECTIONS:**

The Contractor and its personnel must, when using Company's premises, adopt and observe all safety, security, fire and health measures and comply with all reasonable directions relating to health and safety rules and emergency evacuation plans as notified or as directed by the Company or its representative.

## **SECTION 15. CONFIDENTIALITY:**

- 15.1 Any data provided by the Company or which the Contractor or its employees have access to, or which they acquire directly or indirectly under this Contract or during the performance of this Contract, shall be deemed Confidential Information. Duplication or disclosure of such Confidential Information by Contractor or any one claiming through it without the prior written consent of the Company is strictly prohibited. All Confidential Information shall be the sole property of the Company. The Contractor hereby agrees not to disclose said data, information, any interpretations thereof, or data derivative there from or any information relating to Company's facilities, installations and operations etc to unauthorized parties or person. This Section also applies to any sub-consultant, assignee or consultants used by the Contractor. The obligations under these provisions shall survive the termination or expiry of this Contract.
- 15.2 Neither the Contractor nor any of its employees shall, except with the prior written consent of the Company, take ground or aerial photographs of the site, rig, installation or existing facilities of the Company.
- 15.3 The Contractor further undertakes that it shall not, except with the prior written consent of the Company:
- i) make any reference publicly, whether to the press or in books, brochures, internal publications, publicity material, magazines and periodicals or by advertisement through radio, television or films or by any other medium relating to:
    - a) the Contract or its terms and conditions,
    - b) the nature or extent of Services carried out by the Contractor,
    - c) the method, materials, or equipment used and personnel employed, or
    - d) any other Company information in the possession of the Contractor.
  - ii) disclose or convey any of the matters or information referred to in (i) above to any employees of the Contractor not directly concerned with the Contract.

## **SECTION 16. DEFAULT:**

- 16.1 If the Contractor is unable or unwilling to perform its Services in accordance with terms of the Contract, the Company may obtain conforming Services from other sources, in which case, the Contractor shall be liable to the Company for the increased cost, if any, incurred by the Company for procuring such Services from other sources.





- 16.2 The Contractor shall also be in default under the Contract if the Contractor (a) fails to fully and timely perform any of its material obligations under the Contract (b) becomes insolvent or seeks relief under the bankruptcy laws.

#### **SECTION 17. ARBITRATION:**

- 17.1 If any technical question, difference or dispute arises under this Contract, the Parties shall use their best efforts to promptly resolve such dispute, controversy or disagreement. However, if the dispute continues, either Party may give written notice to the other for appointment of an expert to resolve the dispute. The expert shall be preferably a Pakistani national and shall have at least ten years of experience in the relevant technical field.
- 17.2 If any question, difference or dispute arises regarding the rights, obligations or performance by the Parties under this Contract, the Parties shall use their best efforts to promptly resolve such dispute, controversy or disagreement. This includes without limitation the question of whether one or the other is in default and what action if any shall be taken to remedy such default. If the Parties are unable to resolve such question, difference, dispute and controversy, the matter may be referred to arbitration. Either Party may notify the other in writing specifying the nature of the dispute and designate one arbitrator to whom such dispute shall be referred requesting that the other party give notice in writing within fifteen (15) days after receipt of the notice of designation of the second arbitrator. The two arbitrators shall within fifteen (15) days after the receipt of notice of the second arbitrator, appoint an umpire whose decision with respect to the dispute shall govern in the event that the arbitrators shall fail to agree. In the event that second arbitrator is not designated within the time specified, the first arbitrator shall have full and complete power to determine the dispute.
- 17.3 Arbitration shall be precedent in any action of law and that the provisions of the Arbitration Act, 1940 and rules framed thereunder shall apply. The venue of the arbitration shall be in Islamabad, Pakistan.
- 17.4 The expenses of arbitration shall be charged equally to the Parties unless the award of the arbitrator(s) or the umpire, as the case may be, otherwise provide.

#### **SECTION 18. TERMINATION:**

- 18.1 In the event of default by the Contractor, the Company shall have the right to terminate the Contract for cause, by giving written notice effective ten (10) days after the date of such notice, unless otherwise specified therein. If the Contractor cures such default within the ten (10) days period, or provides evidence to satisfy the Company that such default does not exist. In addition to any other remedy available under law or in equity, the Company shall be entitled to recover all actual damages, costs and losses incurred by the Company as a result of default by the Contractor.
- 18.2 The Company shall have the right to terminate the Contract, in whole or in part, without any cause at any time upon thirty (30) days' prior written notice.



Upon receipt of such notice of termination, the Contractor shall promptly cease all further Services under the Contract with such exceptions, if any, specified in the notice of termination. The Company shall pay the Contractor for all Services performed and obligations incurred prior to the date of termination in accordance with the terms of the Contract.

## **SECTION 19. FORCE MAJEURE:**

- 19.1 "Force Majeure" shall mean an unforeseeable event that impairs the ability of the Party affected by it to wholly or partially perform its obligations under this Contract. In the event of either party hereto being rendered unable, wholly or in part, by Force Majeure circumstances to carry out its obligations under this Contract, then such party by giving notice with satisfactory evidence of such Force Majeure circumstance(s) relied upon, the obligations of the party giving such notice so far as they are affected by such Force Majeure shall be suspended for the period during which the party, is rendered unable as aforesaid, but for no longer period. However, such notice must be given within fourteen (14) days of occurrence of Force Majeure event. The terms Force Majeure as employed herein, shall include but not be limited to acts of God or war, war whether declared or undeclared; acts of terrorism or sabotage, or public enemy; riots and insurrection; civil commotion; revolution; embargo, blockade, invasion or act of foreign enemies; epidemic; landslide, lightening, earthquake, loss of well, reservoir failure, change of law or policy; or any other cause beyond the control of the affected Party which materially and adversely affects the performance by such Party of its obligations under or pursuant to this Contract, other than to make payments due hereunder, acts of enemies, civil insurrection, fires, floods, earthquakes or other physical disasters, order or request of Government, blockade or embargo. It is however, clarified that strikes, lockouts, shortage or non availability of raw materials, rains disturbances, other labour disputes or non availability of transport shall not be included in the term "Force Majeure". During the established period of Force Majeure as contained hereinabove, the Contractor shall not be entitled to payment for Services and the Company shall not impose penalty.
- 19.2 In case the Force Majeure contingencies last continuously for more than one month, both parties will agree on the necessary arrangement for the further implementation of the contract. In case further implementation is unforeseeable and impossible, both parties shall arrange for the termination of the Contract, but without prejudice to their right and obligations prior to such termination it being understood that each party shall fulfill its contractual obligations so far as they have fallen due before the operation of Force Majeure.

## **SECTION 20. LICENSE, PERMITS, AUTHORIZATION AND CERTIFICATION:**

The Contractor / Consultant hereby warrants and undertakes that all kinds of licenses, permits, authorizations and certifications required under the laws of Pakistan and applicable to the Contractor / Consultant are intact, valid and possessed by the Contractor / Consultant and shall be maintained during the



performance of this Contract. The Company has the right to inspect, or demand for such licenses, permits, authorization and certificates and the Contractor/ Consultant shall forthwith comply with such inspection on demand.

## **SECTION 21. PHOTOGRAPHY AND ADVERTISING:**

- 21.1 The Contractor undertakes that neither the Contractor nor any of its employees shall, except with the prior written consent of the Company shall take, any ground or aerial photographs of the site, rig, installation or existing facilities at or around the work site.
- 21.2 The Contractor further undertakes that neither the Contractor nor any of the Contractor's personnel shall, except with the prior written consent of the Company:
- i. make any reference publicly, whether to the press or in books, brochures, internal publications, publicity material, magazines and periodicals or by advertisement through radio, television or films or by any other medium relating to:
    - the Contract or its terms and conditions,
    - the type or extent of the works, services, jobs required to be carried out by the Contractor,
    - the method, materials, or equipment used and personnel employed,
    - any information in the possession of the Contractor as to the operations of the Company.
  - ii. Disclose or convey any of the matters or information referred to in (i) above to any employees of the Contractor not directly concerned with the Contract.

## **SECTION 22. SECURITY:**

- 22.1 Company shall provide appropriate site security including, as from time to time may be necessary, security personnel and security services at the work site or during transportation of personnel and equipment to and from the work site.
- 22.2 It is the express intent of the Parties that any delay in the performance of Services or provision of equipment, or part thereof related directly or indirectly to security issues shall under no circumstances be deemed a breach of Contractor's obligation under the Contract.

## **SECTION 23. INSURANCE DEMURRAGE:**



- 23.1 The Contractor shall within seven (07) days of the date hereof take out and shall maintain until maturity of the Contract, standard insurance policies, which shall include Contractor's waiver of subrogation as follows:
- (a) Worker's compensation insurance covering all employees, engaged directly or indirectly in the performance of the Services in accordance with the applicable statutory requirements of the state or nation having jurisdiction over such employees.
  - (b) All risk insurance cover for the Services and Equipment including without limitation Equipment and machinery and other materials, if any supplied hereunder by the Contractor.
  - (c) The foregoing insurance shall be maintained with insurers that are satisfactory to the Company, and the terms of coverage for the foregoing insurance shall also be satisfactory to the Company and shall be evidenced by certificate to be furnished to Company. Such certificates shall provide that ten (10) days written notice shall be given to Company prior to cancellation of any policy. In the event the Contractor fails to effect or keep in force the insurances then the Company without prejudice to any other rights, shall effect and keep in force such insurance's at the Contractor's cost and risk.
  - (d) It shall be the duty of the Contractor to notify the insurers of any insurance referred to above or of any matter or event, which by the terms of such insurance are required to be so notified.
- 23.2 The Contractor shall indemnify the Company against all suits, proceedings, claims, liens and demands whatsoever which may be made against the Company by the third parties for or in respect of, out of any failure by the Contractor in performance of its obligation or wrongful performance under this Contract or any act or omission in connection therewith. Should Company have to pay any moneys in respect of any such claims or demands, the amounts to be paid and the costs incurred by the Company in connection therewith, shall be charged to and paid by the Contractor in full.

#### **SECTION 24. EMPLOYMENT OF PAKISTANI NATIONALS**

The Contractor shall employ qualified Pakistani nationals for its Services, if available. If necessary, Contractor may employ expatriate professionals only after making all out efforts to employ Pakistani nationals. The Contractor shall make reasonable efforts to train Pakistani nationals in order to gradually replace its expatriate staff. Unskilled workers if needed for the Services shall be hired from the area where the Services are being performed.

#### **SECTION 25. ASSIGNMENT:**

The Contractor shall not sub-contract or assign either whole or part of its obligations under this Contract without the prior written consent of the Company and such consent if given shall not relieve the Contractor from any liability or obligation under this Contract. The Contractor shall be responsible for the acts, defaults and negligence of any sub Contractor, its personnel or agents as fully as it/they were the acts, defaults or negligence of the Contractor, or its personnel.

#### **SECTION 26. ENTIRE CONTRACT:**

PRE-QUALIFICATION NOTICE NO. PROC-SERVICES/CB/PQ/PROD-3186/2017

*All the pages of this application must be signed and stamped by the firm's Authorized Representative.*

Incomplete or Incorrect Application will not be entertained.



The documents mentioned in Section-3 of this Contract constitute the entire understanding between the Company and the Contractor on the subject matter and supersede all prior discussions, communications and agreements regarding the subject matter, whether written or oral.

#### **SECTION 27. AMENDMENTS:**

No variation in or modification of the terms of this Contract shall be made except by written amendment signed by the duly authorized representative of the Company and the Contractor.

#### **SECTION 28. GOVERNING LAW:**

This Contract shall be construed, interpreted and governed by the laws of the Islamic Republic of Pakistan.

#### **SECTION 29. ERADICATION OF CORRUPTION:**

All vendors, Suppliers, Contractors, Consultants and alike are encouraged to inform the Managing Director and Heads of Departments in case where any Company's employee asks for any type of favour whether monetary or in kind. You can contact the M.D. and Heads of Departments on the following addresses, phone numbers, faxes or e-mail:

- i MD & CEO  
Oil & Gas Development Company Limited  
OGDCL House, Blue Area, Islamabad.  
Tel No. 051-9209701  
Fax No. 051-9209708  
E-mail: md@ogdcl.com
- ii GM (SCM)  
Tel No. 051-920023540  
Fax No. 051-9209859

#### **SECTION 30. NOTICES:**

Any notice, request demand, statement, call, question, intimation, reference, or other Communication required for execution of this Contract shall be made in writing and shall be directed by courier service or facsimile to the address of the Parties as follows:

**To the Company:** Manager (\_\_\_\_\_)   
Oil & Gas Development Company limited   
OGDCL House, Jinnah Avenue, Sector F-6   
Blue Area, Islamabad, Pakistan



Telephone: 0092 - 51-92002\_\_\_\_\_  
Facsimile: 0092 - 51-

**To the Contractor:**

Mr. \_\_\_\_\_.  
M/s \_\_\_\_\_.

**Address:-** \_\_\_\_\_

Telephone: 0092 -  
Facsimile: 0092 -

Notices shall be deemed served when received by the addressee.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Contract as of the date first above written.

**COMPANY**

**CONTRACTOR**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Witness \_\_\_\_\_

Witness \_\_\_\_\_

Witness \_\_\_\_\_

Witness \_\_\_\_\_