

TERMS OF REFERENCE (TOR)
FOR
HIRING OF TUBING RUNNING IN AND
PULLING OUT SERVICES



TENDER ENQUIRY # PROC-
SERVICES/CB/PROD-4357/2019

1. Scope of work

- 1.1 OGDCL intend to hire tubing RIH and POOH services for Carbon steel and Chrome tubing. The service to be hired tentatively for 100 wells over a period of three (03) years under rate running Contract (as and when required basis).
- 1.2 The bidder to provide the Tubing RIH/POOH service for tubing size ranging from 2-3/8" to 7".

2. General Terms and Conditions

All the bidders are required to provide following.

- 2.1 The bidder shall be a registered company inside or outside Pakistan having minimum registration period of Three (03) Years. Provide documents for registration. However, if the company is not registered in Pakistan it must get registered in Pakistan within 45 days of issuance of LOI.
- 2.2 The bidders must have capability of providing the Tubing running in and pulling out services for all sizes (2-3/8" to 7") of standard carbon steel tubing as well as chrome (CRA) tubing.
- 2.3 The bidders must have established base and desired equipment & crew (as per detail mentioned below at 2.16 & 2.18 respectively) available in Pakistan at the time of bidding so that OGDCL can acquire these services instantly upon finalization of contract. If required, OGDCL Team will visit the facilities to confirm the same.
- 2.4 Bidder to confirm that none of the Directors of the company are blacklisted and provide Certificate of Incorporation/Valid Trade License.
- 2.5 The contract will be for a period of three (03) years for estimated 100 wells. The scope of work is tentative and OGDCL reserves the right to increase or decrease the scope of work at any time without any change in prices or other terms & conditions.
- 2.6 The Bid/proposal should remain valid unconditionally throughout the period of contract. The contract will be on call out basis i.e. on as and when required basis.
- 2.7 **Bidder must quote the cost of every item of financial bid format otherwise incomplete bid will not be entertained. Bidder must strictly follow and quote prices as per financial bid format. No clause with "if & but" having financial impacts will be entertained and in such case bid will be treated as nonresponsive. Just incorporate all prices in main financial bid format to facilitate peer to peer comparison.**
- 2.8 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 rate prevalent for such transactions on the date of raising payment voucher.
- 2.9 The prices quoted by bidder in financial bid should be fixed/firm and are inclusive of all applicable taxes, duties and Levies etc. except Provincial Sales Tax on Services.
- 2.10 All equipment must be H2S compliant.
- 2.11 The bidders have to arrange back up at well site for smooth operation, however OGDCL will not pay any charges for backup equipment.
- 2.12 The Equipment and crew have to work round the clock as per operational activities.
- 2.13 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.
- 2.14 Invoice for unsuccessful job will not be entertained for payment.
- 2.15 Bidders to attach unpriced financial bids in their technical bids.
- 2.16 The bidders must have following minimum sets of equipment with necessary backup available in Pakistan to become eligible for bidding

Tubing Size	Minimum Equipment Required	Bidder comments	Additional Equipment Available
2-3/8" (Carbon Steel)	02 complete sets	Bidder to confirm	
2-7/8" & 3-1/2" (Carbon Steel)	04 complete sets for each size	Bidder to confirm	

4-1/2" & 5-1/2" (Carbon Steel)	02 complete sets for each size	Bidder to confirm	
Any other size in Carbon Steel	01 complete set for each size	Bidder to confirm	
All sizes Chrome	02 sets for each size.	Bidder to confirm	
Pickup lay down machine	For all sizes	Bidder to confirm	

- 2.17 Professionals i.e. Tong Operator and Jam Operator for tubing RIH/POOH services should have experience of at least three (03) years and should have performed minimum of 60 jobs during their career.
- 2.18 The detail of number of personnel to be deputed for tubing RIH/POOH job is as under; bidder have to strictly follow the maximum/minimum number of persons for the job.

Job Type	Description of personnel	Crew Size
RIH of carbon steel tubing all sizes without Jam Unit.	02-03 no. Tong Operators	02-03
RIH of carbon steel tubing all sizes with Jam Unit.	02 no. Tong Operators 02 no. Jam Operators	04
POOH of carbon steel/Chrome tubing all sizes	02 no. Tong Operators	02
RIH of chrome tubing all sizes with Jam Unit	02 no. Tong Operators 02 no. Jam Operators 02 no. Pick-up/lay down machine operators	06

- 2.19 Tong operator will work in capacity of stabber as well.
- 2.20 A price list of additional / relevant equipment / services must be provided with the bid document. The same will be used for reference purpose for obtaining additional approvals wherever required.
- 2.21 The mileage used for mob/de-mob is only for evaluation purpose, however Mob/De-Mob will be paid according to the distance as per OGDCL distance chart or as per actual for the location not covered in the distance chart.
- 2.22 Mob-De-Mob charges for equipment & crew will only be applicable if transport is not provided by OGDCL and will be paid from where crew and equipment actually mobilized.
- 2.23 No Mob- De-Mob charges for equipment and crew are admissible for movement within a field.
- 2.24 Daily Operating charges of equipment and crew must remain uniform/fixed for all days of operation wherever these charges are applicable.
- 2.25 Daily standby charges of equipment and crew must remain uniform/fixed for all days wherever these charges are applicable.
- 2.26 The number of days for operating and standby are only for evaluation purpose, payment will be made as per actual days.
- 2.27 Below mentioned tables are only for evaluation purpose, payment is to be made as per actual equipment utilized for each size and manpower actually deployed for the job.
- 2.28 The standby charges will be applicable from the arrival day of all crew & equipment at location / field to the day crew & equipment is released. Operating charges will only be applicable when the job is started till its completion. Partial availability of crew or equipment will not attract any charges.
- 2.29 During traveling (mobilization/de-mobilization) phase, no operating/stand-by/rental charges will be admissible and only Mob/De-Mob will be payable (if not mobilized by OGDCL).
- 2.30 Bidder must quote all type of standby charges equal to or less than 50% of operating charges otherwise bids will be declared non-responsive.
- 2.31 The bidder to use non Marking jaws for handling of Chrome tubing.
- 2.32 Bidder to provide at least three thread protectors for each tubing size.

- 2.33 Standby charges for travelling day is only applicable if both equipment and crew reports at site before 1600 Hrs.
- 2.34 If, after mobilization / reporting at site, job is cancelled then only mobilization / de-mobilization charges for crew / equipment will be paid. No job cancellation and standby charges for equipment and crew are admissible.
- 2.35 The bidder equipment and crew have to report at site for job within maximum of 04 days of issuance of mobilization notice regardless of engagement with any other customer.
- 2.36 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.
- 2.37 The bidder will be fully responsible for the financial compensation to OGDCL if mishandling of tubing by Service Company results in any loss.
- 2.38 The bidders are required to submit the post job report w.r.t. Torque monitoring unit (Jam unit) indicating the torque applied for each joint within one week after execution of job, otherwise invoices will not be accepted for payment.
- 2.39 OGDCL will provide Fuel, oil and lubricants/transport that may be required by service company for operational purpose however, the same will be charged to service company as per actual and the cost will be deducted from the invoice.
- 2.40 Dope will be provided by the service company free of cost.
- 2.41 Boarding / Lodging and laundry services would be provided free of cost by OGDCL to the service company crew while working in the field.
- 2.42 While submitting invoice(s) for payment, Service Company shall submit a certificate from concerned Excise & Taxation Officer to the effect that Service Company has cleared its professional tax liability
- 2.43 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).
- 2.44 The continuity in contract is subject to satisfactory performance of contract holder throughout the entire period of contract.
- 2.45 The Bidders must agree with all terms and conditions in this TOR. The bidder quoting any exception will be declared non responsive and its bid will not be considered for financial evaluation.
- 2.46 The bidder to submit their bids both in hard as well as soft (DVD/USB) form.

3. Amount of Bid Bond

Bid Bond /Bid Security amounting to **US\$ 26,430/-** (United States Dollars Twenty Six Thousand Four Hundred Thirty Only) is to be attached / provided with the technical bid. Please see Master Set of Tender Documents for Services for further details.

4. Payment Terms

Payment shall be made through cross cheque in 100% equivalent Pak Rupees, at actual, against verified invoices at official exchange rate prevalent on the date of payment.

(This clause will prevail instead of Master Tender document "ITB" clause # 07 'PAYMENT').

Note

The Master Set of Tender Documents For Services uploaded on OGDCL's website (www.ogdcl.com) is the integral part of this TOR.

TECHNICAL EVALUATION CRITERIA

TUBING RUNNING IN AND PULLING OUT SERVICES

Sr.	Qualification Requirement	Maximum Marks
1.	Availability of Equipment and Crew <ul style="list-style-type: none">• Availability of minimum equipment as mentioned in TOR clause 2.16 = 25 Marks• +1 Marks in case of availability of more equipment against each category = Maximum 5 additional Marks	30
2.	Professional and Skilled manpower. <ul style="list-style-type: none">• Professionals having minimum of 03 Years relative experience and performed minimum of 60 Jobs = 25 Marks.• Professionals having more than 05 Years relative experience and performed minimum of 60 Jobs = 28 Marks.• Professionals having minimum of 03 Years relative experience and performed more than 80 Jobs = 30 Marks.• Professionals having more than 05 Years relative experience and performed more than 80 Jobs = 35 Marks. (Provide CV clearly indicating experience and jobs performed)	35
3.	Bidder Experience in Pakistan Bidder already providing Tubing RIH/POOH services in Pakistan having more than 05 Years of experience = 10 Marks Bidder already providing tubing RIH/POOH services in Pakistan having experience of 1-5 years = 05 Marks	10
4.	HSE standards, troubleshooting experience with procedures, hazard controlling techniques and record of mishaps in last 02 years	15
5.	Financial Status (Attach last three years audited Financial statements)	10
	Total Marks	100
	Minimum Qualifying Marks	75

Note:

1. Attach supporting documents where necessary.
2. Bidder securing less than 75 marks will be declared technically non-responsive and their financial proposals will not be opened.

FINANCIAL EVALUATION

TUBING RUNNING IN AND PULLING OUT SERVICES

Part-1: Carbon Steel Tubing Handling for All Sizes (2-3/8" to 7")

Equipment Charges					
Sr.	Description	Qty. (Q)	UOM (U)	Unit Cost (P)	Total Cost =P x Q
				US\$/ UOM	US\$
1	Hydraulic Power Unit Operating	3	Days		
2	Hydraulic Power Unit Standby	2	Days		
3	Jam Unit Operating	3	Days		
4	Jam Unit Standby	2	Days		
5	Power Tong Operating	3	Days		
6	Power Tong Standby	2	Days		
7	Single Joint Elevator Operating	3	Days		
8	Single Joint Elevator Standby	2	Days		
9	Slip type elevator (75 Ton) Operating	3	Days		
10	Slip type elevator (75 Ton) Standby	2	Days		
11	Slip type elevator (150-175 Ton)-Operating	3	Days		
12	Slip type elevator (150-175 Ton)-Standby	2	Days		
13	Slip type elevator (175-200 Ton)-Operating	3	Days		
14	Slip type elevator (175-200 Ton)-Standby	2	Days		
15	Rotary Handslip Operating	3	Days		
16	Rotary Handslip Standby	2	Days		
17	Safety clamp Operating	3	Days		
18	Safety clamp Standby	2	Days		
19	Stabbing guide Operating	3	Days		
20	Stabbing guide Standby	2	Days		
21	Threads Protectors Operating	3	Days		
22	Threads Protectors Standby	2	Days		
23	Teflon Drift Operating	3	Days		
24	Teflon Drift Standby	2	Days		
25	Tubing Handling Equipment Mob/Demob (Complete Equipment)	1,400	KM		
26	Total Cost/Well				=Sum(R1:R25)
27	Total Cost for 85 Wells				=85* R26
Personnel Charges					
Sr.	Description	Days (D)	Persons (P)	Unit Cost (U)	Total Cost =D X P x U
		Nos.	Nos.	Per Person/Day	US\$
28	Tubing Handling Crew Operating	3	2		
29	Tubing Handling Crew Standby	2	2		
30	Jam Unit Crew Operating	3	2		
31	Jam Unit Crew Standby	2	2		
32	Total Cost/Well				=Sum(R28:R31)
33	Total Cost for 85 Wells				=85* R32

Personnel Mob/Demob Charges					
Sr.	Description	Distance (D)	Persons (P)	Unit Cost (U)	Total Cost =D X P x U
		KM	Nos.	Per Person/ KM	US\$
34	Tubing Handling Crew Mob/Demob	1,400	2		
35	Jam unit Crew Mob/Demob	1,400	2		
36	Total Cost/Well				=Sum(R34:R35)
37	Total Cost for 85 Wells				=85* R36
38	Total Cost For Tubing RIH/POOH of Carbon Steel Tubing at 85 wells				=R27+R33+R37

Part 2: Chrome (CRA) Tubing Handling for All Sizes (2-3/8" to 7")

Equipment Charges					
Sr.	Description	Qty. (Q)	UOM (U)	Unit Cost (P)	Total Cost =P x Q
				US\$/ UOM	US\$
1	Hydraulic Power Unit Operating	3	Days		
2	Hydraulic Power Unit Standby	2	Days		
3	Jam Unit Operating	3	Days		
4	Jam Unit Standby	2	Days		
5	Pickup and Lay down Machine operating	3	Days		
6	Pickup and Lay down Machine Standby	2	Days		
7	Power Tong Operating	3	Days		
8	Power Tong Standby	2	Days		
9	Single Joint Elevator Operating	3	Days		
10	Single Joint Elevator Standby	2	Days		
11	Slip type elevator (75 Ton) Operating	3	Days		
12	Slip type elevator (75 Ton) Standby	2	Days		
13	Slip type elevator (150-175 Ton)-Operating	3	Days		
14	Slip type elevator (150-175 Ton)-Standby	2	Days		
15	Slip type elevator (175-200 Ton)-Operating	3	Days		
16	Slip type elevator (175-200 Ton)-Standby	2	Days		
17	Rotary Handslip Operating	3	Days		
18	Rotary Handslip Standby	2	Days		
19	Safety clamp Operating	3	Days		
20	Safety clamp Standby	2	Days		
21	Stabbing guide Operating	3	Days		
22	Stabbing guide Standby	2	Days		
23	Threads Protectors Operating	3	Days		
24	Threads Protectors Standby	2	Days		
25	Teflon Drift Operating	3	Days		
26	Teflon Drift Standby	2	Days		
27	Tubing Handling Equipment Mob/Demob (Complete Equipment)	1,400	KM		
28	Pickup and Lay down Machine	1,400	KM		
29	Total Cost/Well				=Sum(R1:R28)
30	Total Cost for 15 Wells				=15* R29

Personnel Charges					
Sr.	Description	Days (D)	Persons (P)	Unit Cost (U)	Total Cost =D X P x U
		Nos.	Nos.	Per Person/Day	US\$
31	Tubing Handling Crew Operating	3	2		
32	Tubing Handling Crew Standby	2	2		
33	Jam Unit Crew Operating	3	2		
34	Jam Unit Crew Standby	2	2		
35	Pickup Laydown machine Crew Operating	3	2		
36	Pickup Laydown machine Crew Standby	2	2		
37	Total Cost/Well				=Sum(R31:R36)
38	Total Cost for 15 Wells				=15* R37
Personnel Mob/Demob Charges					
Sr.	Description	Distance (D)	Persons (P)	Unit Cost (U)	Total Cost =D X P x U
		KM	Nos.	Per Person/ KM	US\$
39	Tubing Handling Crew Mob/Demob	1,400	2		
40	Jam unit Crew Mob/Demob	1,400	2		
41	Pickup Laydown machine Crew	1,400	2		
42	Total Cost/Well				=Sum(R1:R23)
43	Total Cost for 15 Wells				=15* R42
44	Total Cost For Tubing RIH/POOH of Chrome(CRA) Tubing at 15 wells				=R30+R38+R43

Total Cost for Tubing RIH/POOH on 100 wells

Total Cost for Tubing RIH/POOH Job at 100 Wells	
Description	Value (US\$)
Part 1: Total Cost For Tubing RIH/POOH of Carbon Steel Tubing at 85 wells	
Part 2: Total Cost For Tubing RIH/POOH of Chrome(CRA) Tubing at 15 wells	
GRAND TOTAL COST FOR TUBING RIH/POOH JOB AT 100 WELLS	

Note: Contract will be awarded to the bidder having lowest “**GRAND TOTAL COST FOR TUBING RIH/POOH JOB AT 100 WELLS**”.