

TERMS OF REFERENCE (TOR)

FOR

**HIRING OF TUBING RUNNING IN AND
PULLING OUT SERVICES**



**TENDER ENQUIRY # PROC-
SERVICES/CB/PROD-4646/2020**

SCOPE OF WORK AND TERMS OF REFERENCE (TOR)

1. Scope of work

- 1.1 OGDCL intend to hire tubing RIH and POOH services for Carbon steel and Chrome tubing including packer with tail assembly. The service to be hired tentatively for 115 wells over a period of three (03) years.
- 1.2 The bidder to provide the Tubing RIH/POOH services for carbon steel and chrome (CRA) 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 contract will be for a period of three (03) years for estimated 115 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.
- 2.2 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.
- 2.3 **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.**
- 2.4 The bidders have to arrange back up equipment at well site for smooth operation, however OGDCL will not pay any charges for backup equipment.
- 2.5 The Equipment and crew have to work round the clock as per operational activities.
- 2.6 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.
- 2.7 Invoice for unsuccessful job will not be entertained for payment.
- 2.8 Bidders to attach unpriced financial bids in their technical bids.
- 2.9 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.
- 2.10 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.
- 2.11 Mob-De-Mob charges for equipment & crew will only be applicable if transport is not provided by OGDCL.
- 2.12 No Mob / De-Mob charges for equipment and crew are admissible for movement within a field.
- 2.13 Mob/De-mob charges for equipment/crew will be as per actual i.e. the point from where the equipment/crew is mobilized or from respective base as per requirement, whichever is lowest.
- 2.14 Bidder must preferably have two established bases i.e. one in Sindh and one in Punjab/Islamabad. The mob/de-mob will be applicable and paid from Karachi (in case of non-availability of base in Sindh) or respective Base in Sindh for wells/fields located in Sindh & Baluchistan and from Islamabad (in case of non-availability of base in Islamabad/Punjab) or from respective base in Punjab/Islamabad for the wells/fields located in Punjab and KPK.
- 2.15 The millage and number of days are only for evaluation purpose; payment will be made as per actual.
- 2.16 Financial evaluation tables are only for evaluation purpose, payment is to be made as per actual job.

- 2.17 The standby charges will be applicable from the arrival day of all crew & equipment at well / 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.
- 2.18 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).
- 2.19 Bidder must quote all type of standby charges equal to or less than 50% of operating charges otherwise bids will be declared non-responsive.
- 2.20 The bidder to use non-Marking jaws for handling of Chrome tubing.
- 2.21 Bidder to provide at least three thread protectors for each tubing size.
- 2.22 Operating charges both for equipment and crew are applicable for travelling day only if job started/finished on travelling day. No standby charges both for equipment and crew are applicable on travelling day.
- 2.23 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.
- 2.24 Maximum notice period for each call-out is 2 days and transit time from company base to OGDCL location is 3 days.
- 2.25 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.
- 2.26 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.
- 2.27 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.
- 2.28 Dope will be provided by the service company free of cost.
- 2.29 Boarding / Lodging and laundry services would be provided free of cost by OGDCL to the service company crew while working in the field.
- 2.30 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).
- 2.31 The continuity in contract is subject to satisfactory performance of contract holder throughout the entire period of contract.
- 2.32 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.

3 Duration of Contract:

- 3.1 The duration of the contract is three (03) years therefore the Bid proposal/rates should remain valid unconditionally during the period of contract. The Rate Running Contract (as and when required basis) will remain intact till the completion of jobs on wells where Service Company is mobilized for the job during the contract period, however, any extension in term of Contract will be subject to mutual consent of both the parties in writing.

4 Payment Terms:

- 4.1 The prices quoted by bidder in financial bid should be in US\$. The quoted price should be fixed/firm and are inclusive of all applicable taxes, duties and Levies etc. except Provincial Sales Tax/ICT Tax on Services.
- 4.2 The payments to the Service Company will be made through cross cheque in 100% Pak Rupees, at actual, against verified invoices at official exchange rate prevalent on the date of payment.

5 Bid Bond:

- 5.1 Amount of USD 13,000/- (US Dollars Thirteen Thousand only) as Bid Bond/Bid Security is required to be attached/provided **with technical bid**.
- 5.2 Please see Master Set of Tender Document for further details.

6 Bidding Method:

- 6.1 Bids against this tender are invited on “**Single Stage Two Envelope Bidding Procedure**” through press tendering, therefore, the bidders shall submit original and copy of their Technical and one original financial bid along with soft copies of technical bids sealed in their respective envelopes.

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

DOCUMENTATION FOR TECHNICAL EVALUATION

Bidders are required to provide the following details along with the bid documents:

1. Complete list of personnel to be deployed for the jobs along with detailed CV's highlighting the number of completed jobs, level of competence of key personnel that will be involved in design, supervision and implementation, and provide necessary support during the jobs (both primary and backup crews). Note that the defined crew members shall not be changed without the prior consent of the Company.
2. Detailed list of necessary equipment to perform the job in safe and efficient manner along with their pressure and temperature ratings along with available backup and support services (complete tubing running-in inventory).
3. Third party certification of all the equipment etc. along with dates of last testing/inspection.

TECHNICAL EVALUATION CRITERIA

1. Only technically qualified bidder(s) will be considered for commercial evaluation.
2. OGDCL reserves the right to visit bidder's operational base and check inventory to verify the information provided in the bid at any stage during the evaluation of the bids.
3. Bidder to provide documentary evidence for each criterion where proof is demanded. Provide documents, photographs for inventory claims.
4. All the bidders must fulfill the requirements below to technically qualify. In case they do not fulfill any of the below mentioned technical criteria their bid will not be acceptable. Even single "No" in below mentioned tables for technical Evaluation will lead to disqualification. All the bidders are required to submit the below tables as per the given pattern. Also mention the current location of items where applicable.
5. Availability of all equipment and crew is required in Pakistan at the time of bidding.

1. EQUIPMENT

Sr.	Description	Availability
1	Tubing Running in / Pulling out equipment	
1.1	2-3/8" (Carbon Steel) – 02 complete sets (provide inventory list)	Yes/No
1.2	2-7/8" (Carbon Steel) – 04 complete sets (provide inventory list)	Yes/No
1.3	3-1/2" (Carbon Steel) – 04 complete sets (provide inventory list)	Yes/No
1.4	4-1/2" (Carbon Steel) – 02 complete sets (provide inventory list)	Yes/No
1.5	5-1/2" (Carbon Steel) – 02 complete sets (provide inventory list)	Yes/No
1.6	7" (Carbon Steel) – 01 complete sets (provide inventory list)	Yes/No
1.7	All Sizes Chrome – 02 complete sets each (provide inventory list)	Yes/No
1.8	Thread protectors for all sizes	Yes/No
1.9	Pick up/Lay down Machine	Yes/No
1.10	Desired Equipment to perform four simultaneous jobs	Yes/No
1.11	Fully Operational Workshop in Pakistan. (Provide addresses of all workshops)	Yes/No

2. CREW

Sr.	Qualification/Experience of crew members	Availability
1	Tubing running in supervisor (At least 04 for four simultaneous jobs) Minimum five (05) years' experience of RIH/POOH operations for carbon steel and chrome tubing along with relevant training(s) and certified courses etc. Must have Performed 100 tubing RIH/POOH jobs during his career. (Attach CV and Training/Certificates)	Yes/No

2	Jam unit Operators (At Least 08 Operators for four simultaneous jobs) Minimum Three (03) years' experience of Jam unit operations along with relevant training(s) and certified courses etc. Must have Performed 50 jobs with Jam Unit during his career. (Attach CV and Training/Certificates)	Yes/No
3	Tong Operators/Stabber (At Least 08 for four simultaneous jobs) Minimum Three (03) years' experience of Tong operator along with relevant training(s) and certified courses etc. Must have Performed 50 jobs during his career. (Attach CV and Training/Certificates)	Yes/No
4	Pickup/Lay down Machine Operators (at least 02) Minimum of Five (02) years of exclusive experience of working with Pick up / Lay down machine. Must have Performed 10 jobs during his career. (Attach CV and Training/Certificates)	Yes/No

3. Company Profile

Sr.	Description	Availability
1	Bidder's History (attach proof)	
1.1	The bidder shall be a registered company inside or outside Pakistan having minimum registration period of Three (03) Years. Provide documents for registration.	Yes/No
1.2	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.	Yes/No
1.3	The bidders must have established base setup 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.	Yes/No
1.4	Capability of performing Tubing RIH/POOH jobs at 04 wells simultaneously.	Yes/No
1.5	Bidders must have the 03 years' experience of providing tubing RIH/POOH service anywhere around the globe.	Yes/No
2	Bidders Commitment	
2.1	Dope will be provided by the service company free of cost.	Yes/No
2.2	The bidders have to arrange back up at well site for smooth operation, however OGDCL will not pay any charges for backup equipment.	Yes/No
2.3	The bidder confirms clean acceptance of OGDCL TOR's and withdraw all exceptions from technical bid, if any.	Yes/No

HSE

Sr.	Description	Availability
1	Written and approved HSE and Quality Policy	Yes/No
2	QHSE Management System in line with International Standards available to cater HSE risks. Or Management System not available however, procedures are available to fulfill minimum QHSE requirements (i.e. Risk Assessment, Environmental risks, Emergency Response Procedures waste management etc.) Note: Copies of QHSE Management System procedures to be attached.	Yes/No
3	PTW system available and strictly followed.	Yes/No
4	Commitment and confirmation of compliance to OGDCL's HSEQ policy	Yes/No

FINANCIAL EVALUATION

TUBING RUNNING IN AND PULLING OUT SERVICES

Part-1: Carbon Steel Tubing Handling for All Sizes (2-3/8" to 7")					
Sr.	Description	Qty. (Q)	UOM	Unit Cost (P)	Total Cost =P x Q
				US\$/ UOM	US\$
1	Hydraulic Power Unit Operating	4	Days		
2	Hydraulic Power Unit Standby	2	Days		
3	Power Tong Operating	4	Days		
4	Power Tong Standby	2	Days		
5	Single Joint Elevator Operating	4	Days		
6	Single Joint Elevator Standby	2	Days		
7	Slip type elevator Operating	4	Days		
8	Slip type elevator Standby	2	Days		
9	Rotary Handslip Operating	4	Days		
10	Rotary Handslip Standby	2	Days		
11	Safety clamp Operating	4	Days		
12	Safety clamp Standby	2	Days		
13	Stabbing guide Operating	4	Days		
14	Stabbing guide Standby	2	Days		
15	Threads Protectors Operating (complete set)	4	Days		
16	Threads Protectors Standby (complete set)	2	Days		
17	Teflon Drift Operating	4	Days		
18	Teflon Drift Standby	2	Days		
19	Jam Unit Operating	4	Days		
20	Jam Unit Standby	2	Days		
21	Tubing Handling Crew Operating (Including running in, pulling out and handling crew)	4	Days		
22	Tubing Handling Crew Standby (Including running in, pulling out and handling crew)	2	Days		
23	Jam Unit Crew Operating	4	Days		
24	Jam Unit Crew Standby	2	Days		
25	Tubing Handling Equipment Mob/De-mob (Complete Equipment)	1,300	KM		
26	Jam Unit Mob/de-mob	1,300	KM		
27	Tubing Handling Crew Mob/De-mob	1,300	KM		
28	Jam unit Crew Mob/De-mob	1,300	KM		
29	Total Cost/Well				=Sum(R1:R28)
30	Total Cost for 100 Wells				=100* R29

Part 2: Chrome(CRA) Tubing Handling for All Sizes (2-3/8" to 7")					
Sr.	Description	Qty. (Q)	UOM	Unit Cost (P)	Total Cost =P x Q
				US\$/ UOM	US\$
1	Hydraulic Power Unit Operating	5	Days		
2	Hydraulic Power Unit Standby	2	Days		
3	Power Tong Operating	5	Days		
4	Power Tong Standby	2	Days		
5	Single Joint Elevator Operating	5	Days		
6	Single Joint Elevator Standby	2	Days		
7	Slip type elevator Operating	5	Days		

8	Slip type elevator Standby	2	Days		
9	Rotary Handslip Operating	5	Days		
10	Rotary Handslip Standby	2	Days		
11	Safety clamp Operating	5	Days		
12	Safety clamp Standby	2	Days		
13	Stabbing guide Operating	5	Days		
14	Stabbing guide Standby	2	Days		
15	Threads Protectors Operating (complete set)	5	Days		
16	Threads Protectors Standby (complete set)	2	Days		
17	Teflon Drift Operating	5	Days		
18	Teflon Drift Standby	2	Days		
19	Jam Unit Operating	5	Days		
20	Jam Unit Standby	2	Days		
21	Pickup and Lay down Machine Operating	5	Days		
22	Pickup and Lay down Machine Standby	2	Days		
23	Tubing Handling Crew Operating (Including running in, pulling out, handling and Pickup/lay down machine crew)	5	Days		
24	Tubing Handling Crew Standby (Including running in, pulling out, handling and Pickup/lay down machine crew)	2	Days		
25	Jam Unit Crew Operating	5	Days		
26	Jam Unit Crew Standby	2	Days		
27	Tubing Handling Equipment Mob/De-mob (Complete Equipment)	1,300	KM		
28	Jam Unit Mob/de-mob	1,300	KM		
29	Pickup and Lay down Machine Mob/De-mob	1,300	KM		
30	Tubing Handling Crew Mob/De-mob	1,300	KM		
31	Jam unit Crew Mob/De-mob	1,300	KM		
32				Total Cost/Well	=Sum(R1:R31)
33				Total Cost for 15 Wells	=15* R32

Total Cost for Tubing RIH/POOH on 115 wells

Total Cost for Tubing RIH/POOH Job at 115 Wells	
Description	Value (US\$)
Part 1: Total Cost For Tubing RIH/POOH of Carbon Steel Tubing at 100 wells	
Part 2: Total Cost For Tubing RIH/POOH of Chrome(CRA) Tubing at 15 wells	
TOTAL COST FOR TUBING RIH/POOH JOBS AT 115 OGDCL WELLS	

Note:

- Financial Evaluation will be carried out on “TOTAL COST FOR TUBING RIH/POOH JOBS AT 115 OGDCL WELLS” and Contract will be awarded to Lowest Evaluated Bidder.
- The unit rates mentioned in financial model will prevail in case of calculation error, if any.
- Any additional items not covered in the table may be utilized as per published price book, if required, subject to approval of OGDCL Management.
- Quantities, days, and mileage mentioned are for evaluation purposes only. Payment to be made as per actual.
- Mob/De-mob charges for equipment/crew will be as per actual i.e. the point from where the equipment/crew is mobilized or from respective base (Karachi or Islamabad, for South and North respectively in case of unavailability of base in the respective zone), whichever is lowest.