

**TERMS OF REFERENCE (TOR)
FOR
ACQUIRING PREMIUM THREAD
DRILL COLLAR SERVICES AT
OGDCLS WELLS**



**TENDER ENQUIRY # PROC-
SERVICES/CB/PROD-5392/2022**

TERMS OF REFERENCE / SCOPE OF WORK
FOR ACQUIRING PREMIUM THREAD DRILL COLLAR SERVICES

1. Operational Conditions

Expected ranges of wells parameters are as under:

1. Differential pressure up to 15,000 psi.
2. Exposure temperatures up to 392 °F.
3. Reservoir depths up to 6,000 M.
4. Presence of H₂S: $\pm 10 \%$, CO₂: $\pm 40 \%$

2. Scope of Work:

Estimated 30 wells located anywhere in Pakistan during a period of three (03) years.

3. General Terms and Conditions:

- 3.1 Equipment, tools and personnel covering full scope of services must be available with the bidder in Pakistan or abroad at the time of submission of bid. In case of availability outside Pakistan, bidder shall make equipment, tools and personnel covering full scope of services available in Pakistan within 45 days after signing of contract with OGDCL. Failing to do so, the contract will be terminated and corresponding Performance Bank Guarantee will be confiscated.
- 3.2 Complete equipment and crew along with adequate backup capable of performing jobs on 04 wells simultaneously as per contract should remain available with the bidder in Pakistan throughout the period of the contract.
- 3.3 Adequate back-up services / equipment should be available on well site. However, OGDCL will not pay for backup equipment.
- 3.4 All certificates, documents, proof of work etc. should be in English language; if not then they shall be accompanied with certified translation to English language.
- 3.5 All HSEQ responsibility shall rest with the contractor for any third party equipment and personnel supplied by the contractor.
- 3.6 The bidder to provide third party certification for equipment reliability, model, make etc. All equipment must be H₂S compliant.
- 3.7 No Damage or repair charges for equipment will be entertained if the well conditions are abiding by the operational conditions mentioned above.
- 3.8 Equipment handling will be done by the bidder therefore any repair and damage due to mishandling / wear and tear due to repetitive rental usage will be on the bidder's account. Repair and damage charges will only be applicable to OGDCL if the reason of damage is evaluated and determined to be at OGDCL's end.
- 3.9 In case of lost in hole / damage beyond repair, the bidder will be required to provide the landed cost. Payments will be made on depreciated rates keeping in view the usage and time lapse since manufacture date.
- 3.10 If required third party inspection/evaluation will be carried out as per predefined scope with mutual consent. Any additional cost for third party inspection/evaluation will be on bidders account.
- 3.11 The equipment and crew have to work round the clock as per operational activities.
- 3.12 Bidders to attach unpriced financial bids in their technical bids.
- 3.13 Bidder to arrange all safety equipment/services at their own for their personnel's whichever is required by them for working in extreme H₂S environment with no additional cost to OGDCL.
- 3.14 All equipment must be H₂S compliant.

- 3.15 OGDCL reserves the right to ask bidder for the replacement of any of their personnel due to incompetence or misbehavior at contractor's expense.
- 3.16 OGDCL will provide fuel, oil and lubricants 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.
- 3.17 Boarding / lodging and laundry services would be provided free of cost by OGDCL to the service company crew while working in the field.
- 3.18 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.
- 3.19 Drill collars should be properly inspected prior to each mobilization. The bidder to provide TPI certificates to the field engineer on arrival at location for the specific joints being used.
- 3.20 Maximum notice period for each call-out is 3 days and maximum transit time from company base to OGDCL location is 4 days.
- 3.21 Bidder must quote the fixed & firm cost of every item of financial bid format, 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.
- 3.22 Daily operating and standby charges of equipment and crew must remain uniform/fixed for all days, where ever these charges are applicable.
- 3.23 Drill collars RIH/POOH services will be provided by either OGDCL in-house or through third party available contractor with OGDCL.
- 3.24 The crew will constitute of one personal only, responsible for safe unloading and witnessing of job, ensuring safe handling of drill collars and soliciting signatures on job ticket in accordance with actual job.
- 3.25 Quantities mentioned in evaluation model are for evaluation purpose only, and may change as per actual well condition. Payment to be made as per actual.
- 3.26 Standby charges for both equipment and crew will not be applicable for the day of mobilization/demobilization and operation.
- 3.27 Partial availability of crew or equipment will not attract any charges.
- 3.28 The bidder will be responsible to arrange the transportation for its equipment and crew. OGDCL will not provide any transportation services.
- 3.29 Mobilization/De-mobilization for equipment and crew will be made as per actual location/field/base from where/to the mobilization/de-mobilization was made.
- 3.30 Mob/de-mob charges (Per Km) will be calculated according to the distance as per OGDCL distance chart and number of trailers actually mobilized/demobilized.
- 3.31 Operating charges of crew/equipment is admissible on reporting day only if the job starts on the same day.
- 3.32 Drill collars which are in-hole or connected at surface with in-hole tubing/drill collars will be considered as operating, remaining including those racked on Rig floor will be considered as standby.
- 3.33 During traveling (mobilization/de-mobilization) phase, no operating/stand-by charges will be admissible.
- 3.34 OGDCL shall not be accountable for any personnel injury during Mob/de-mob, loading, offloading and during the course of operations at well site. Health insurance of deployed crew will be the responsibility of the bidder.

- 3.35 The standby rates must not exceed 50% operational charges for any specific line item, otherwise 50% standby shall be considered for evaluation and payment purpose.
- 3.36 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.
- 3.37 Bidder to confirm compliance to OGDCL's HSEQ policy.
- 3.38 All bidders must give "Clean acceptance" to OGDCL terms & conditions and withdraw all exceptions, if any, to become eligible for technical evaluation.
- 3.39 All technical details for items specified in section "Technical Evaluation Criteria" must be covered in technical bid.
- 3.40 The bidder to clearly read and understand the OGDCL TOR and tentative scope of work. No correspondence and queries regarding change/splitting of estimated scope of work, bid bond and performance bank guarantee will be accepted.
- 3.41 The scope of work is tentative. OGDCL may increase or decrease the scope of work without any change in rates and terms & conditions.
- 3.42 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).

4 Duration of Contract:

- 4.1 The duration of the contract will be three (03) years starting from the date of issuance of LOI.
- 4.2 The bid proposal/rates should remain valid unconditionally during the term of contract.
- 4.3 The **Rate Running Contract** (as and when required basis) will remain intact till the completion of jobs on wells where contractor 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

5 Payment Terms

- 5.1 The bidder to quote rates in US\$ and should be fixed/firm and inclusive of all applicable taxes, duties and levies etc. except Provincial Sales Tax/ICT Tax on services.
- 5.2 The payments to the service company will be made in 100% 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').

6 BID BOND:

Bid bond/Bid security amounting to US\$ 10,000.00 (US Dollar Ten Thousand Only) is to be attached/provided with financial bid. Please see master set of tender document for further details.

7 MODE OF PROCUREMENT:

Bids against this tender are invited on "**Single Stage Two Envelope Bidding Procedure**" through press tendering, therefore, the bidders shall submit one original technical bid along with its soft copy and one original financial bid.

Note: The Master set of tender documents for services uploaded on OGDCL's website (www.ogdcl.com) is the integral part of this TOR. Above clauses shall prevail instead of Master Set of Tender Document for Services.

Technical Evaluation Criteria.

1. Only technically qualified bidder(s) will be considered for financial evaluation.
2. OGDCL reserves the right to visit bidder's operational base and check inventory and 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. Even single "no" in below mentioned tables will result in technical disqualification. All the bidders are required to submit the below tables as per given pattern.

EQUIPMENT/ TOOLS (ALL EQUIPMENT MUST BE H₂S COMPLAINT)

Sr.	Description	Availability
1	Availability of 4-3/4", 47 PPF, with 3-1/2", PH-6 or interchangeable thread connections (R-2) drill collars c/w threads protectors along with dope either inside or outside Pakistan. Quoted drill collars must be H ₂ S resistant and have minimum 15,000 Psi Burst & Collapse Pressure (pipe body & connection). Quantity required = 1,200 Meters. Bidder is required to submit the technical Data sheet of the quoted 4-3/4", 47 PPF drill collars. In case of availability outside Pakistan, the bidders to shift the same to Pakistan within 45 days after signing of contract with OGDCL.	Yes/No
2	The bidder's own capability to thread API certified/ PH-6/Hydril CS or 100% Interchangeable threads and API threads or have a working relationship with an Authorized setup in Pakistan. The bidder to submit documentary evidence.	Yes/No
3	The Bidder to provide Mill Test Certificates, recent inspection reports, import documents and purchase order copies to confirm the rating, condition and feasibility of the drill collars for the required services.	Yes/No
4	Bidders to submit supporting documents including but not limited to available quantities of drill collars, backup arrangement, technical specifications, valid fitness / inspection reports, API certificates, recommended handling, running and operating procedures etc.	Yes/No

COMPANY PROFILE

Sr.	Description	Availability
1	Registered company inside or outside Pakistan with minimum registration period of 03 years. Provide documents for registration.	Yes/No
2	Fully Operational Base in Pakistan (<i>liable to inspection by OGDCL</i>) Contractor to have fully operation base in Pakistan. In case the contractor has no permanent establish base in Pakistan then they have to establish the same within 45 days of signing of contract.	Yes/No
3	Bidder have minimum of 03 year experience of providing rental tubing/drill collar services to E & P companies anywhere around the globe.	Yes/No

FINANCIAL BID FORMAT / EVALUATION CRITERIA

Sr.	Equipment rental charges	Days (P)	Depth (Q) (Meter)	Unit Rate (R)	Total =(P X Q X R)
				US\$/Day/Meter	(US\$)
1	Drill Collar 4 -3/4" (47 ppf) with 3-1/2" PH-6 or inter changeable connection including handling crew and equipment if any- Operating Charges	650	300		
2	Drill Collar 4 -3/4" (47 ppf) with 3-1/2" PH-6 or inter changeable connection including handling crew and equipment if any- Standby Charges	650	300		
Sr.	Mobilization/demobilization charges	Distance (P)	No. of trailers (Q)	Unit Rate (R)	Total =(P X Q X R)
		KM	Nos.	US\$/KM/trailer	US\$
3	Drill collars Mob/De-Mob Charges including handling crew and equipment if any.	1,000	30		
Sr.	Lost in hole and DBR	No. of drill collars (P)	Unit Rate (Q)	Total =(P X Q)	
		Nos.	(US\$/Drill Collar)	(US\$)	
4	LIH/DBR charges	30			
Sr.	Crew Charges	Days (P)	Unit Rate (Q)	Total =(P X Q)	
			(US\$/Day)	(US\$)	
5	Crew Daily Charges	1,300			
Sr.	Crew Mob/De-mob charges	Distance (P)	Unit Rate (Q)	Total =(P X Q)	
		KM	(US\$/KM)	(US\$)	
6	Crew Mob/De-mob	30,000			
7	Grand total cost of Estimated Thirty (30) wells (US\$)				=Sum (R1:R6)

Note:

- 1 The bidder quoting lowest in the above table at "Grand Total Cost for Estimated Thirty (30) Wells shall be the financially lowest. Contract will be awarded to the financially lowest bidder.
- 2 Number of wells, days, millage and quantities mentioned are for evaluation purposes only. Payment will be made as per actual.
- 3 Zero (0) value shall depict "free of cost" service.
- 4 The standby rates must not exceed 50% operational charges for any specific line item, otherwise 50% standby shall be considered for evaluation and payment purpose.