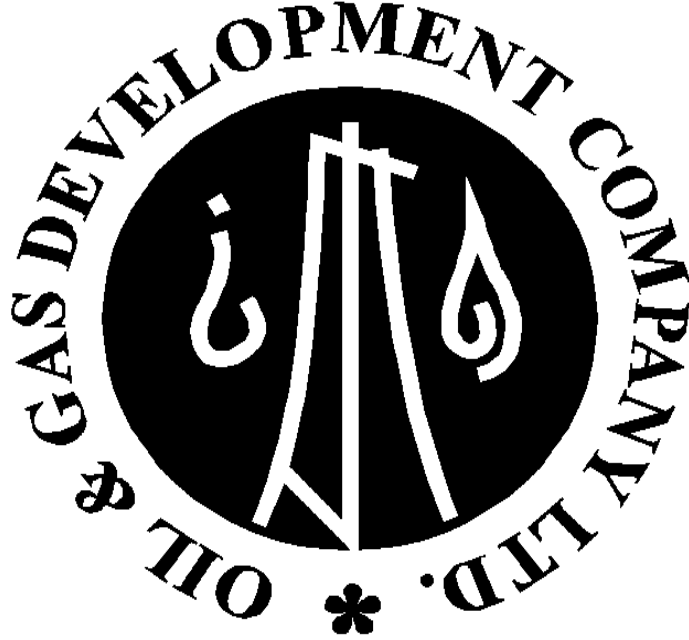


OIL & GAS DEVELOPMENT COMPANY LIMITED



TENDER ENQUIRY NO. PROC-SERVICES/CB/PROD-4752/2020

HIRING OF COMPOSITE WORKOVER SERVICES FOR OGDCL WELL

Note:

Bid bond of **USD 10,000/- (US Dollar Ten Thousand Only)** to be submitted with the technical bid.

The master set of tender documents (services) uploaded on OGDCL website (www.ogdcl.com) is the integral part of this TOR.

HIRING OF COMPOSITE WORKOVER SERVICES FOR OGDCL WELL

SCOPE OF WORK AND TERMS OF REFERENCE (TOR)

1. INTRODUCTION:

Oil and Gas Development Company Limited (OGDCL) intends to execute a contract for the provision of composite workover services for one of its high pressure problematic well located in province of Punjab, Pakistan. The rate-running contract will be effective from date of mobilization to the well for a period of one (01) year **OR** till the completion of job on the well whichever is later.

Bids are invited to provide expertise, general/specialized composite services with materials and all necessary equipment and machinery to effectively **design and execute workover (Well killing, well control, retrieval of parted completion string, retrieval of 7" completion packer with tail assembly and placement of three cement plugs) on the well in a safe manner.**

2. TECHNICAL DATA:

Brief information and well history is as under:

- 2.1 PBTD: 5523M, 5" Liner Top: 5,252 M, Selective Perfs interval: 5515 – 5376 = 112 M
- 2.2 Predominantly a gas well with minor quantity of condensate.
- 2.3 Completed in November 2018. Well produced for almost three months from 06-01-2019 to 29-03-2019.
- 2.4 Well was completed with 3-1/2", 12.95 PPF, L-80 tubing with TRSSV and Permanent Packer in 7" casing.
- 2.5 Gas stream contains **8 % H₂S** and **3 % CO₂**.
- 2.6 Approximate BHSIP=10,100 Psi, BHT=300^oF, WHSIP=8,000 Psi
- 2.7 Failed to open TRSSV for operational purpose on 19-04-2019
- 2.8 After necessary diagnostics, concluded that completion string is parted at 74 M depth. Tagged lower parted portion of completion string at 113 M.
- 2.9 At present, well has the tendency to build pressure leaking from lower part of parted completion string. Pressure builds to 500 psi in around 30 days which is indicated on Well head (Tubing), Annulus (Tubing X 7" Casing) and TRSSV gauges. For safety reasons, further build up is avoided and pressure is bleed to zero after around 4 – 5 weeks. Needles of all gauges simultaneously drop to zero when pressure is bleed.
- 2.10 Additional well data will be provided later on only to the technically qualified bidders.

3. WORK PLAN:

- 3.1 Well killing and control prior to start fishing activity for the retrieval of completion string.
- 3.2 Retrieval of parted completion and 7" production packer with tail assembly.
- 3.3 Cement squeeze / placement of cement plug (bottom plug) against perfs, placement of middle plug to secure 5" liner top followed by top cement plug to temporarily plug and abandonment the well.

4. SCOPE OF WORK FOR BIDDERS:

- 4.1 Scope of work is for only one (01) specific well located in Potohar region of Pakistan.
- 4.2 Review of pertinent well data provided by the OGDCL.
- 4.3 Provision of **technical bid along with unpriced financial bid format and financial TORs.**
- 4.4 Provision of detailed workover program.
- 4.5 Provision of Integrated Project Management of Operations
- 4.6 Provision of suitable rig for workover operation
- 4.7 Provision of plan regarding all other required allied services (Slickline, Wireline, CTU, etc.)
- 4.8 Provision of all other required allied services (Slickline, Wireline, CTU, etc.)
- 4.9 Provision of all applicable safety systems pertinent to these operations
- 4.10 Provision of well killing and well control services.
- 4.11 Provision of any additional well head equipment necessary for safe operations.
- 4.12 Provision of mud services and mud chemicals.
- 4.13 Provision of mud logging services.
- 4.14 Provision of comprehensive fishing services.
- 4.15 Provision of cementation services and cement slurries for cement plug (03) jobs (1st = 220 M, 2nd =100 M and 3rd = 100 M)

4.16 Provision of detailed post job report.

5. TERMS AND CONDITIONS:

- 5.1 Scope of work is for only one (01) specific well located in Potohar region of Pakistan.
- 5.2 The bidder(s) to confirm compliance with OGDCL's HSEQ Policy.
- 5.3 All certificates, documents, proof of work overwork etc. should be in English language; if not so then they shall be accompanied with certified translation to English language to be considered for evaluation.
- 5.4 Free of cost visits to wellsite (prior to start any operation) need to be made by the bidder to provide feedback for any additional civil work required to be managed by OGDCL.
- 5.5 Arrangement of rig, equipment, materials, chemicals, fishing and all allied services whichever required for the workover operation shall be the sole responsibility of the contractor.
- 5.6 The bidder to mobilize all equipment and crew to well site within 45 days after signing of contract with OGDCL.
- 5.7 Adequate back-up for services/equipment should be available on site free of cost to avoid delay in operations.
- 5.8 All equipment/machinery/tools quoted by the bidder must be in good working condition with valid inspection and calibration certificate(s) for the performance of job(s). OGDCL reserves the right to inspect quoted equipment and tools as part of technical evaluation.
- 5.9 Contractor must consider high pressure and high temperature sour environment and deploy suitable/compatible operational equipment to meet the requirements.
- 5.10 Bidder(s) to arrange all safety equipment/services at his own for bidder as well as OGDCL deployed personnel whichever is required by them for working in extreme H₂S environment with no additional cost to OGDCL.
- 5.11 All responsibility for any third-party equipment and personnel supplied/deployed by the contractor shall rest with the contractor.
- 5.12 All third-party deployed equipment must be accompanied with applicable quality and safety standards and/or pressure control manuals.
- 5.13 Key personnel for all services must have 15 years of experience to efficiently and swiftly carry out the intended tasks. CVs of key personnel to be submitted for verification.
- 5.14 OGDCL shall not be accountable for any injury of contractor personnel during Mob/De-mob, loading, offloading and during the main course of operations at well site. Health insurance of deployed crew will be the responsibility of the bidder(s).
- 5.15 Availability of swift system regarding ignition of gas at flare pit is to be ensured by the bidder.
- 5.16 Treatment/management of hazardous system fluid/material if any will be the responsibility of contractor without any additional cost to OGDCL.
- 5.17 OGDCL shall not be liable to pay any mobilization/demobilization charges of any tool(s)/equipment for bringing them to Pakistan that may be located elsewhere.
- 5.18 Mob/De-Mob Charges (Per Km) will be calculated according to the distance as per OGDCL distance chart. Mob/De-mob of equipment and crew will be paid as per actual i.e. location (within Pakistan) from where the equipment and crew are mobilized.
- 5.19 During traveling (mobilization/de-mobilization) days, no operating/stand-by/rental charges will be admissible and only Mob-De-Mob will be payable. Operating charges will be applicable only from the day job is started after rig up.
- 5.20 Bidders to provide **technical bid along with unpriced financial bid format and financial TORs.**
- 5.21 **Financial bid format and financial TORs will be finalized** in consultation with technically qualified bidders.
- 5.22 **Technically qualified bidders will have to submit financial proposals** as per finalized financial bid format and agreed financial TORs.
- 5.23 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.
- 5.24 The bidder to submit the post job report within one month after execution of job, otherwise invoices will not be accepted for payment.
- 5.25 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).

6. DURATION OF CONTRACT:

- 6.1 The contract will be on rate running basis. The duration of the contract will be one (1) year starting from the date of mobilization to the well, or till completion of job on the well whichever comes later.
- 6.2 The bid proposal/rates should remain valid unconditionally during the period of contract.

7. PAYMENT TERMS:

- 7.1 The payments to the Service Company will be made in line with agreed financial TORs.
- 7.2 The prices quoted by the bidders in financial bid should be in US\$. The quoted prices should be fixed/firm and are inclusive of all applicable taxes, duties and levies etc. except Provincial Sales Tax/ICT Tax on Services.

8. BID BOND:

Bid Bond/Bid Security amounting to **US\$:10,000/- (US Dollars Ten Thousand Only)** is to be attached/provided with technical bid. Please see Master Set of Tender Document for further details.

9. MODE OF PROCUREMENT:

Bids against this tender are invited on **“Two Stage Bidding Procedure”** through press tendering. Therefore, the bidders shall submit original and copy of their technical bid along with soft copy.

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

10. TECHNICAL EVALUATION:

All the bidders are required to provide a compliance certificate for the following. The bidder must fulfill the below mentioned minimum requirements for Technical Qualification. Confirmation to all the mentioned services and terms and conditions is required from the bidder.

EQUIPMENT/ TOOLS (ALL EQUIPMENT MUST BE H₂S COMPLAINT)

Sr.	Description	Availability
1	Workover Rig Bidder to provide suitable workover rig along with all accessories i.e drill bits, drill pipes, drill collars of all sizes either through its own or third party resources.	Yes/No
2	Mud engineering services and chemicals. Bidder to provide mud engineering services and mud chemicals during workover operations.	Yes/No
3	Allied services Bidder to provide all other required allied services (Slickline, Wireline, CTU, etc.)	Yes/No
4	Fishing Operation Bidder to provide all fishing tools / services required during workover operations.	Yes/No
5	Cementing services and chemicals Bidder to provide cementing services and cement slurries during workover operations.	Yes/No
6	Mud logging services Bidder to provide mud logging services during workover operations.	Yes/No

7	<p>Well control Experience</p> <p>The bidder should have vast experience of well control and must have at least performed following jobs</p> <ul style="list-style-type: none"> • Well Control Engineering Jobs for emergency cases = 10 Jobs • Emergency Well Control Jobs = 10 Jobs • Handling of Blowout / near blow out situations = 10 Jobs • Relief well engineering design and execution = 5 Jobs <p>Provide details of jobs and client name(s).</p>	Yes/No
---	---	--------

11. COMPANY PROFILE

Sr.	Description	Availability
1	Registered company inside or outside Pakistan with minimum registration period of 15 or more years. Provide documents for registration.	Yes/No
2	<p>Bidder's History (attach proof)</p> <p>Providing the drilling rig and workover rig services for 15 or more years in Pakistan or elsewhere around the globe.</p>	Yes/No
3	Bidder to provide standard operating procedure (SOPs) for each service along with Technical specifications of Pressure Control Equipment (PCE) and Inspection Certifications.	Yes/No
4	Equipment for all services should be in good condition and of latest model as per industry standards. Equipment for all services should be accompanied with operating manuals and valid maintenance and inspection certificates (attach with bid). Equipment shall be liable to inspection and final approval by OGDCL.	Yes/No

12. HSEQ

Sr.	Description	Availability
1	Written and approved HSE and Quality Policy	Yes/No
2	HSEQ Management System in line with International Standards available to cater HSE risks OR Procedures are available to fulfill minimum HSEQ requirements (i.e. Risk Assessment, Environmental risks, Emergency Response Procedures waste management etc.) Note: Copies of HSEQ Management System procedures to be attached.	Yes/No
3	HSEQ Responsibilities (CV's to be attached)	
3.1	Dedicated HSEQ personnel available to handle HSEQ matters. Please provide Job responsibilities and Quality Inspection Plan identifying 3rd party certificates for lifting equipment involved in job.	Yes/No
3.2	HSEQ Responsibilities given to Supervisor in addition to technical job responsibilities	Yes/No
4	Hazard Identification & Risk Assessment: Hazard Identification & Risk Assessment / Job Hazard Analysis are conducted before start of job and appropriate preventive measures are taken to address the hazards. Copies of previously conducted similar assessments to be attached	Yes/No
5	Environmental Aspect Impact Analysis	
5.1	Environmental Aspect Impact Analysis is carried out before start of job and accordingly mitigation measures are taken to prevent environmental damage. Copies of previously conducted similar assessments to be attached.	Yes/No

5.2	Use of National Environmental Quality Standards (NEQS) compliant of equipment e.g. generators at site. Recent emission reports (last Two (02) years) of equipment / vehicles through accredited environmental Lab. to be attached.	Yes/No
6	Equipment & Tools	
6.1	Maintenance records of all equipment / tools available	Yes/No
6.2	Third party validity certificates of equipment / tools available	Yes/No
7	Waste Management	
7.1	Procedures available for Environment Friendly Waste Disposal of hazardous and non-hazardous waste. Please provide copy.	Yes/No
7.2	Contractor shall arrange for environment friendly disposal of waste produced as result of its activities.	Yes/No
8	Emergency Response Procedure	
8.1	Approved Emergency Response Plan available with responsibilities shall be shared with OGDCL	Yes/No
8.2	All types of required emergency handling equipment is available in adequate numbers which include but not limited to appropriate number of fire extinguishers, first aid boxes, stretcher, SCBA, eye wash stations and multi-gas detectors. Please provide details of equipment.	Yes/No
9	Incident Reporting	
9.1	Incident Reporting Procedure available	Yes/No
9.2	Contractor shall report all incidents and dangerous occurrences to Company's Site Representative, concerned Government Authorities, CIM, District Management etc. as per legal and regulatory requirement.	Yes/No
10	Project HSEQ Performance Report	
10.1	Contractor to submit Project HSEQ performance report / statistics to OGDCL Site Representative at the end of project.	Yes/No
11	HSE Legal / Regulatory Compliance.	
11.1	Contractor shall comply with Health & Safety Regulations Mines Act 1923, The Oil & Gas (Safety In Drilling & Production Regulations 1974)	Yes/No
11.2	Contractor shall comply with Environmental Protection ACT 1997 and National Environmental Quality Standards	Yes/No
12	HSEQ Trainings	
12.1	All staff is trained is in basic HSEQ trainings i.e. Fire Fighting, First aid, H2S. Please provide details / records of the crew.	Yes/No
12.2	Staff receives specialized HSEQ trainings with respect to their jobs	Yes/No
13	Personal Protective Equipment	
13.1	All required personal protective equipment available to all its staff and subcontractors.	Yes/No
14	Permit to work	
14.2	PTW system available and strictly followed	Yes/No
15	Vehicle Management	
15.1	Travelling Policy / Procedure available	Yes/No
15.2	Cranes, Fork lifters must be third party certified. Certificates to be provided before the execution of job.	Yes/No