

**OIL & GAS DEVELOPMENT COMPANY LIMITED**  
**PROCUREMENT DEPARTMENT, ISLAMABAD**  
**FOREIGN SECTION A**

(To be completed, filled in, signed and stamped by the principal)

ANNEXURE 'A'

**Material** Mud Chemical (104,100 Liters (500 drums) of polyglycol)  
**Tender Enquiry No** PROC-FA/CB/WS-4538/2019  
**Due Date**  
**Evaluation Criteria** FULL

**SCHEDULE OF REQUIREMENT**

Sl No	Description	Unit	Quantity	Unit Price (FOB)	Total Price (FOB)	Unit Price C & F BY SEA	Total Price C & F BY SEA	Deviated From Tender Spec. If Any
1	POLY GLYCOL	Litre	104100					

Note:

**1. Bid Bond:** - Pursuant to tender clause # 2.2, 11.4, 13 & 35.3.2, bid(s) must be accompanied by an upfront bid bond in the form of pay order/ demand draft or bank guarantee issued by scheduled bank of Pakistan or a branch of foreign bank operating in Pakistan for an amount of US \$5,500/= (United States Dollar Five Thousand Five Hundred Only) or equivalent Pak Rupees, with technical bid and valid for 150 days from the date of opening of the bids. The bank guarantee must be issued in accordance with the format as per Annexure-C of the tender documents.

**2. Terms and Conditions:** -Bidders are advised to carefully read all the -terms and conditions of the Tender Document available at OGDCL web site in the master tender document.

**3- Shipment from ACU Member Countries:** In case of shipment from ACU member countries, the LC beneficiary should be of that particular country from where the consignment is being shipped.

**4. Summary Rejection Criteria:** - The summary rejection criteria at clause # 35 of the tender document may also be examined carefully. Any bid not meeting the criteria spelled in the clause # 35 shall be summarily rejected without any right of appeal.

**5. Foreign Procurement Payment Terms (also available at OGDCL website (Tenders Tab):**

**(i) Tender value less than or equal to US \$200,000:**

Payment to the Contractor/ bidder in foreign currency shall be made by establishing in favor of the Contractor an irrevocable Letter of Credit (hereinafter called the L/C). 70 % Payment (s) under the L/C will be made for the FOB/ CFR / CPT (as the case may be) price of material of each shipment upon submission of the shipping documents. Balance 30% Payment will be released after receipt, inspection and acceptance of material.

**(ii) Tender value more than US \$200,000:**

Payment to the Contractor/ bidder in foreign currency shall be made by establishing in favor of the Contractor an irrevocable Letter of Credit (hereinafter called the L/C). 80 % Payment (s) under the L/C will be made for the FOB/ CFR / CPT (as the case may be) price of material of each shipment upon submission of the shipping documents. Balance 20% Payment will be released after receipt, inspection (in addition of pre-shipment inspection) and acceptance of material.

**TECHNICAL SPECIFICATIONS SHEET OF**  
**POLY GLYCOL**

A medium cloud point additive for use in poly glycol systems against moderate salinity (30,000-90,000 mg/ltr Cl<sup>-</sup>). It is used for hole stability, lubricity, high temperature fluid loss control and reducing bit balling.

Each bidder should fill-in the tables given below with the properties of their quoted product. Only to write "conforming to" or "OK" will not be sufficient.

**A) TECHNICAL SPECIFICATIONS:**

SR. NO	PROPERTIES	REQUIRED SPECIFICATIONS	EXACT VALUE OF THE OFFERED PRODUCT
01.	Appearance	Pale Yellow to opaque, brown Liquid	
02.	Specific Gravity	1.0-1.015	
03.	Solubility in water	Miscible in fresh water to a salinity of min 90,000 mg/ltr Cl <sup>-</sup> .	
04.	Cloud Point	>150°F (66°C) @ 3% in 10% NaCl.	
05.	Flash Point	230°F (110°C) (PMCC)	

**B) NECESSARY DATA:**

Description		
01.	Name of Bidder	
02.	Name of authorized signatory of bidder	
03.	Complete address, telephone, e-mail and fax numbers of bidder	
04.	Name of Local agent	
05.	Name of authorized signatory of local agent	
06.	Complete address, telephone, e-mail and fax numbers of local agent	
07.	Name of manufacturer	
08.	Name of authorized signatory of manufacturer	
09.	Complete address, telephone, e-mail and fax numbers of manufacturer	
10.	Website of manufacturer	
11.	Brand Name of Product	
12.	Country of origin	
13.	Port of shipment	
14.	Minimum shelf life of product.	

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**C) SALES ACHIEVEMENTS:**

Names of at least 07 client's / sales achievement (E & P companies only) other than OGDCL to whom supplied the quoted product in bulk quantity (not less than 50 Drum) with contract numbers and quantities during the last Five (05) years commencing from year 2014 as a proof of Five years' experience.

SR. NO.	NAMES OF CLIENTS WITH ADDRESS AND TELEPHONE NOS.	CONTRACT / PURCHASE ORDER NOS. WITH DATE	QUANTITY SUPPLIED (M. TON)
01.			
02.			
03.			
04.			
05.			
06.			
07.			

**D) NECESSARY ATTACHMENTS:**

SR. NO.	DESCRIPTION	ATTACHED/ PROVIDED OR NOT.
01.	Product Data Memorandum in original printed by producer / manufacturer.	Attached/ Not attached
02.	Material Safety Data Sheets in original printed by producer / manufacturer.	Attached/ Not attached
03.	Valid authentic ISO 9001-2008 Certificate of producer/ processor/ manufacturer for production of quoted product / Mud Chemical.	Attached/ Not attached
04.	Original authority letter issued by producer/ processor/ manufacturer to the bidder for quoting their product.	Attached/ Not attached
05.	1 Ltr sample of offered product	Provided/ Not provided

*(Handwritten signatures and initials are present below the table)*



8. The quoted product or item from country of origin "INDIA" is not acceptable as per SRO-927(I)/2019 dated 09-08-2019.
9. Prior to shipment of the material, if desired by OGDCL, the supplier of the product will be responsible for carrying out the inspection & Lab analysis of the material from the OGDCL approved inspecting agency/Lab for confirmation of material as per tender specifications. The inspector will be hired by OGDCL. After physical inspection, one representative sample of the chemical will be dispatched by the inspectors directly to OGDCL. Later on its Lab Evaluation report will be submitted directly to OGDCL. After examination/scrutiny, OGDCL will inform about acceptance/rejection of material/report.
10. Shipment is required to be made in containers for minimizing damages to the costly Chemical.
11. The final acceptance of the requisite consignment will be made after physical inspection of shipment & Lab analysis of representative sample for conforming to technical specs of tender documents. The lab analysis will be undertaken at OGDCL own or any other reputable lab of OGDCL choice and acceptance of the results will be binding over the supplier.
12. Material must have to be lifted back by the vendor if not found as per technical specification of this particular tender enquiry even after its delivery at the base stores and have to replace with the material conforming to technical specifications with no cost to OGDCL.
13. If any of the information provided by the bidders proves wrong or any counterfeited/unlawful document is submitted to mislead department, OGDCL reserves the right to disqualify such bids without further assigning any reason. Such bidders will not be eligible to bid for any future procurement.

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