

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

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

**ANNEXURE 'A'**

**SOR**

Material  
Tender Enquiry No  
Due Date  
Evaluation Criteria

TRIETHYLENE GLYCOL  
PROC-FA/CB/P&P-5271/2022  
FULL

**SCHEDULE OF REQUIREMENT**

Evaluation Criteria		SCHEDULE OF REQUIREMENT						
Sr 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
	TRI ETHYLENE GLYCOL. (TEG) DRUM PACKING, OTHER SPECIFICATION AS PER ATTACHMENT	Kilo	230000					
	TRI ETHYLENE GLYCOL. (TEG) DRUM PACKING, OTHER SPECIFICATION AS PER ATTACHMENT	Grams						
	TRI ETHYLENE GLYCOL. (TEG) DRUM PACKING, OTHER SPECIFICATION AS PER ATTACHMENT	Kilo	115000					
	TRI ETHYLENE GLYCOL. (TEG) DRUM PACKING, OTHER SPECIFICATION AS PER ATTACHMENT	Grams						
	TRI ETHYLENE GLYCOL. (TEG) DRUM PACKING, OTHER SPECIFICATION AS PER ATTACHMENT	Kilo	23000					
	TRI ETHYLENE GLYCOL. (TEG) DRUM PACKING, OTHER SPECIFICATION AS PER ATTACHMENT	Grams						
	TRI ETHYLENE GLYCOL. (TEG) DRUM PACKING, OTHER SPECIFICATION AS PER ATTACHMENT	Kilo	23000					
	TRI ETHYLENE GLYCOL. (TEG) DRUM PACKING, OTHER SPECIFICATION AS PER ATTACHMENT	Grams						
	TRI ETHYLENE GLYCOL. (TEG) DRUM PACKING, OTHER SPECIFICATION AS PER ATTACHMENT	Kilo	23000					
	TRI ETHYLENE GLYCOL. (TEG) DRUM PACKING, OTHER SPECIFICATION AS PER ATTACHMENT	Grams						
	TRI ETHYLENE GLYCOL. (TEG) DRUM PACKING, OTHER SPECIFICATION AS PER ATTACHMENT	Kilo	11500					
	TRI ETHYLENE GLYCOL. (TEG) DRUM PACKING, OTHER SPECIFICATION AS PER ATTACHMENT	Grams						
	TRI ETHYLENE GLYCOL. (TEG) DRUM PACKING, OTHER SPECIFICATION AS PER ATTACHMENT	Kilo	11500					
	TRI ETHYLENE GLYCOL. (TEG) DRUM PACKING, OTHER SPECIFICATION AS PER ATTACHMENT	Grams						
	TRI ETHYLENE GLYCOL. (TEG) DRUM PACKING, OTHER SPECIFICATION AS PER ATTACHMENT	Kilo	11500					
	TRI ETHYLENE GLYCOL. (TEG) DRUM PACKING, OTHER SPECIFICATION AS PER ATTACHMENT	Grams						
	TRI ETHYLENE GLYCOL. (TEG) DRUM PACKING, OTHER SPECIFICATION AS PER ATTACHMENT	Kilo	11500					
	TRI ETHYLENE GLYCOL. (TEG) DRUM PACKING, OTHER SPECIFICATION AS PER ATTACHMENT	Grams						

**Note:**

- Bid Bond Amount:** US \$ 18,400 (United State Dollar Eighteen Thousand Four Hundred only) or equivalent Pak Rupees valid up to 210 Days from the date of technical bid opening
- Mode of Bidding:** Single stage two Envelope basis.
- Evaluation Criteria:** Full Consignment wise C&F By Sea
- Delivery Period:** 90 days from establishment of LC. Partial shipment is acceptable only if 1<sup>st</sup> partial shipment delivered within 60 Days of L.C. opening and 3rd party inspection and lab analysis report should be submitted before each partial delivery.
- Bid Validity:** 180 Days
- Bidders are advised to carefully read all the terms and conditions of the MASTER SET OF FOREIGN TENDER DOCUMENT (PRESS-SINGLE STAGE TWO ENVELOP) available on OGDCL website which is an integral part of this Schedule of Requirement

**Triethylene Glycol (TEG)****A) Technical Specifications**

Purity	99.0% (Min)
Appearance	Clear Odorless Liquid
Color (APHA)	25 Max.
Specific Gravity at 20/20 °C	1.122 - 1.126
Water Contents by Wt.	0.1 - 0.2% Max.
Molecular Wt.	150.1
Boiling Point at 760 mmHg	287.4 °C
Vapor Pressure at 20 °C	0.01 mmHg
Viscosity at 20 °C	47 - 51 Centipoise
Flash Point (Open Cup)	165.5 °C
Freezing Point	- 7 °C
Distillation range 760 mmHg	275-300 °C

**B) Necessary Data / Attachments**

S.No	Description	
1	Name of Bidder	
2	Complete address, phone, fax numbers, email and website of bidder	
3	Name of local agent	
4	Complete address, phone, fax numbers, email and website of local agent	
5	Name of manufacturer	
6	Name of authorized signatory of manufacturer	
7	Complete address, phone, fax numbers, email and website of manufacturer	
8	Brand name of product	
9	Country of origin	
10	Port of shipment	
11	Minimum shelf life of product not less than 3 years	

**C) Client List**

Bidder/Manufacturer has to furnish two letter of recommendation/performance comments of the client/user from any reputed petrochemical company whom they have supplied not less than 11,5000 Kg of quoted TEG and one letter from Pakistan oil



and Gas Industry is mandatory while the Manufacturer/Bidder who supplied the same chemical to OGDCL through bidding procedure and subsequently having satisfactory performance is not required to submit letter of recommendation while attach the copy of PO with quantity supplied.

S.No	Name of clients (in Pakistan) with address and telephone Nos.	Contract / Purchase order Nos. with date	Qty. supplied

**D) Necessary Attachments for Technical Bid**

S.No	Description	Attached / Provided or Not
1	Product data sheet in original printed by manufacturer	Attached / Not attached
2	MSDS in original printed by manufacturer	Attached / Not attached
3	Valid ISO-9001-2008 certificate for manufacturing/production of quoted product i.e. TEG	Attached / Not attached
4	Original authority letter issued by manufacturer to bidder for quoting their product against subject tender enquiry	Attached / Not attached
5	Company profile with manufacturing capability and experience in original	Attached / Not attached
6	Lab evaluation report of the quoted product from any internationally reputed 3 <sup>rd</sup> party lab in the light of technical specifications at (A).	Attached / Not attached

**E) Packing & Marking**

- Chemical will be supplied in brand new drums as per manufacturer's specification. Packing should be of international standard (pelletized packing)
- Each drum should be clearly marked with contract no., chemical name, and name of manufacturer, net & gross weights, lot/batch No. and manufacturing and expiry date.

**F) Delivery Period / Shipment**

Delivery should be made within 90 days after confirm LC. Partial shipment is acceptable as per following conditions:

- 1<sup>st</sup> partial shipment delivered within 60 days
- 3<sup>rd</sup> party inspection and lab analysis report should be submitted before each partial delivery.

### **G) Instruction to Bidder / Terms & Conditions**

1. Only genuine manufacturers having manufacturing **experience of at least 05 years of** manufacturing quoted product will be considered for technical evaluation, trade houses and stockiest will not be treated as manufacturers.
2. Shelf life of the quoted TEG should not be **less than 03 years**.
3. All submitted bids will be evaluated strictly on the basis of previous performance / supply record, failing which will lead to disqualification.
4. All attachments as per Claus (D) must be submitted with technical bid.
5. Material must have to be lift back by the vendor if found not as per technical specification of this particular tender enquiry, even after its receipt at the base stores and have to replace with the material **confirming** to technical specifications with no cost to OGDCL.
6. Prior to shipment of the material, OGDCL will conduct 3<sup>rd</sup> party pre-shipment inspection at its own cost and the Bidder will responsible to facilitate 3<sup>rd</sup> party pre-shipment inspection.
7. The quantity of indented material can be increased or decreased at the time of finalization of case according to the requirement.
8. Supplied material will be accepted after physical inspection and lab analysis in OGDCL on-site laboratory.