



# OIL & GAS DEVELOPMENT COMPANY LTD.

SINJHORO GAS PLANT, DISTRICT SANGHAR

Phone: 0235-808200, Fax: 0235-566283, 0235-808293

No. TE/SGF/2018/01

Dated: 19-11-2018

Subject: Request for Web Posting of Tender No. TE/SGF/2018/01

1. Annual Turnaround of gas processing plant is extremely important for trouble-free operations throughout the year. In this regard, activities as per the details given in the SOR (Annexure-A), are required to be carried out in the upcoming ATA of Sinjhoru Gas Plant, that has been scheduled from the **15th of April 2019** to **30th of April 2019** tentatively.
2. Further, in order to ensure quality and reliability according to industrial standards and to carry out the ATA activities in the stipulated time period, services of experienced outsourced companies in this work capacity are to be hired.
3. The subject tender titled “Services for Annual Turnaround (Electrical) for Electrical equipment maintenance/overhauling Jobs at Sinjhoru Gas Plant” has to be issued and processed as per the following schedule:

Sr. #	Tender Enquiry No.	Description	Tender Sale Closing Date	Bids Submission Date & Time	Bids Opening Date & Time
1	TE/SGF/2018/01	Services for Annual Turnaround (Electrical) for Electrical equipment maintenance/overhauling Jobs at Sinjhoru Gas Plant		15-12-2018	15-12-2018
				1030 hrs.	1100 hrs.

3. The estimated cost of above services is less than two million rupees inclusive of all taxes. The tender may please be forwarded for onward processing for posting on the OGDCL website.

**I/C Electrical - SGF**

**Field Manager – SGF**

**Manager P&P, South–C, Iba**



# TENDER DOCUMENTS

TENDER ENQUIRY NO: TE/SGF/2018/01

**“SERVICES FOR ANNUAL TURNAROUND(ELECTRICAL)  
FOR ELECTRICAL EQUIPMENT/OVERHAULING  
MAINTENANCE JOBS AT SINJHORO GAS PLANT”**

**INCHARGE ELECTRICAL  
SINJHORO GAS PLANT  
OIL & GAS DEVELOPMENT COMPANY LIMITED**

**ISSUING DATE: 19<sup>th</sup> November, 2018**  
**BID SUBMISSION DATE: 15<sup>th</sup> December, 2018 (1030 Hrs.)**  
**BID OPENING DATE: 15<sup>th</sup> December, 2018 (1100 Hrs.)**

**OGDCL SALES TAX REGISTRATION**

**NO. 07-02-2802-001-55**

**INVITATION FOR BIDS**

**BIDDING DOCUMENT**

**TENDER NO. TE/SGF/2018/01**

## TABLE OF CONTENTS

CLAUSE N	SUBJECT	PAGE NO.
1.	INSTRUCTIONS TO BIDDERS	5
2.	BID PRICES	7
3.	SEALING AND MARKING OF BIDS	7
4.	DEADLINE FOR SUBMISSION OF BIDS	8
5.	LATE BIDS	8
6.	BID OPENING	9
7.	DETERMINATION OF RESPONSIVENESS	9
8.	ISSUANCE OF LOCAL PURCHASE ORDER (LPO)	10
9.	PERFORMANCE BOND	10
10.	PAYMENT	11
11.	DELIVERY SCHEDULE	11
12.	EXTENSION IN THE DELIVERY PERIOD	11
13.	PENALTY	12
14.	FORCE MAJEURE	12
15.	INSPECTION AND TEST	13
16.	WARRANTY	13
17.	QUALIFICATION OF SELECTED BIDDERS	14
18.	LITIGATION CLAUSE	14

**ANNEXURE:**

- A SCHEDULE OF REQUIREMENT**
- A-1 GENERAL TERMS & CONDITIONS**
- B BIDDING FORM & BID SUMMARY SHEET (TECHNICAL BID)**
- B-1 BIDDING FORM & BID SUMMARY SHEET (FINANCIAL BID)**
- C BANK GUARANTEE AS EARNEST MONEY (FORMAT)**
- D DECLARATION OF FEES, COMMISSION & BROKERAGE ETC(CERTIFICATE)**
- E LOCAL PURCHASE ORDER (FORMAT)**
- F BANK GUARANTEE AS PERFORMANCE BOND (FORMAT)**
- G BANK GUARANTEE FOR ADVANCE PAYMENT (FORMAT)**



# **OIL & GAS DEVELOPMENT COMPANY LTD.**

**SINJHORO GAS PLANT, DISTRICT SANGHAR**

**Phone: 0235-808200, Fax: 0235-566283, 0235-808293**

No: **TE/SGF/2018/01**

Dated: **19-11-2018**

Subject: **Hiring of Services for Annual Turnaround (Electrical) for Electrical equipment maintenance/overhauling Jobs at Sinjhora Gas Plant**

Oil & Gas Development Company Limited (herein after referred to as the Purchaser) invites sealed bids from eligible Bidders for supply and delivery of goods, materials, equipment and/or services described in the schedule of requirement as Annexure “A” hereof.

The technical bid will be opened first on the date mentioned in Tender Notice. The financial bids of the technically qualified bidders will be opened publicly. Technical evaluation report will be published on OGDCL’s website before financial bid opening.

## **1. INSTRUCTIONS TO BIDDERS:**

- 1.1. Only the Bids of bonafied buyers of Tender Document will be entertained. The Bidder shall bear all cost associated with the preparation and delivery of its Bid, and the Purchaser will in no case be responsible or liable for those costs.
- 1.2. In case of any doubt as to the meaning of any portion of the Specifications or other Terms and Conditions, Bidder may seek clarification of the same in writing, but not later than two weeks prior to deadline for submission of bid prescribed by the Purchaser.
- 1.3. At any time prior to the deadline for submission of Bids, a modification in bidding document in the form of an addendum may be issued in response to a clarification requested by a respective Bidder or even whenever the Purchaser considers it beneficial to issue such a clarification and/or amendment to all Bidders. Any clarification/amendment issued (in general) shall be addressed to all the prospective Bidder(s) who have purchased the Tender Document.
- 1.4. Bidders are required to submit their Bid, which will bear words “CONFIDENTIAL” and Tender # **TE/SGF/2018/01** “**Hiring of Services for Annual Turnaround**

**(Electrical) for electrical equipment maintenance/overhauling Jobs at Sinjhor Gas Plant”**

- 1.5. The Purchaser does not take any responsibility for collecting the Bids from any Agency.
- 1.6. The Purchaser reserves the right to increase or decrease the quantities or may cancel any or all items shown in the Schedule of Requirement, without assigning any reason thereof.
- 1.7. The Purchaser Reserve the right to have the material / services inspected by its own representative, or by 3<sup>rd</sup> party at its own cost (if required).
- 1.8. It must be indicated in the offer that the quotation fully conforms to Technical Specifications and Terms and Conditions of the Tender.
- 1.9. The Purchaser reserves the right to accept or reject any Bid and to annul the bidding process and reject all the Bids at any time without assigning any reason and without thereby incurring any liability to the affected bidder(s) or any obligation there under.
- 1.10. Unsolicited advice/clarifications and personal approaches by the Bidder at any stage of evaluation are strictly prohibited and shall lead to disqualification.
- 1.11. In the event that the Bidder submits an alternative Bid(s) whether in whole or against any of the items, a group or sub-group in addition to its Main Bid, the Bids must be marked as “Main Bid” and “Alternative Bid”. Alternative bid(s) which do not conform to the specifications, but meet the performance prescribed in, or the objectives of, the specifications may be submitted. However, only the Alternative Bid of the Bidder whose Main Bid is the lowest evaluated bid will be considered.
- 1.12. A Bidder, who wishes to have its Alternative Bid(s) considered on an equal basis with all other (Main) Bids, must submit a Bid Bond for each Alternative Bids, an Alternative Bid must be submitted in a sealed envelope clearly marked “Alternative Bid”, separate from the Main Bid.
- 1.13. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the

Bidding Documents or submission of a Bid not substantially responsive to Bidding Documents in every respect will result in the rejection of the Bid.

- 1.14. All prospective bidders are advised to read carefully all terms & conditions enunciated in the Tender Documents prior to filling / submission of their quotation.

## **2. BID PRICES:**

- 2.1. Firm Bid Prices must be quoted as per format of schedule of requirement (SOR).
- 2.2. Bidding form Annexure-B & B-1 must also be duly filled-in, stamped and signed by authorized representative of Bidder.
- 2.3. Prices must be quoted in Pakistani currency inclusive of all taxes and duties, indicating unit price and total Bid prices. SST / GST must be quoted separately along with copy of SST / GST Certificate. Bids offering prices in foreign currency will be rejected. Conditional bid / bid having any prices adjustment formula will also be rejected.
- 2.4. Prices must be quoted including all charges like handling, loading, transportation and un-loading, Octroi and Zila Tax etc. for delivery of material at Purchaser's stores located at **SINJHORO GAS PLANT, DISTRICT SANGHAR.**
- 2.5. Quoted price shall be **valid for 180 days** from the opening date of the Financial Bid.
- 2.6. Technical brochure/literature confirming Size, Brand & Country of Origin of quoted items/material must be attached with the Technical Bid (where deemed necessary).
- 2.7. Any quotation not confirming to Clause 2.1 to 2.6 shall be rejected without any right of appeal.

## **3. SEALING AND MARKING OF BIDS:**

- 3.1. The Bidder shall furnish Technical & Financial bids in two separate sealed envelopes.



- 3.2. Technical Bids will be opened first.
- 3.3. Only Financial Bid of Technically responsive bidders will be opened publicly.
- 3.4. Financial Bids of technically non responsive bidders will be returned after award of Local Purchase Order to successful bidder(s).
- 3.5. The bid shall be submitted in a sealed envelope marked as under:

**Incharge Electrical,  
Sinjhoru Gas Plant, OGDCL,  
Nawabshah Road, District Sanghar, Sindh.  
Phone No. 0235-808201 / 0235-808203  
Fax No. 0235-808293 & 0235-566283  
Email: [electrical.sgf@ogdcl.com](mailto:electrical.sgf@ogdcl.com), [fmsinjhoru@ogdcl.com](mailto:fmsinjhoru@ogdcl.com)**

- 3.6. The envelope shall also bear the word “CONFIDENTIAL” and following identifications:

**TENDER ENQUIRY NO: TE/SGF/2018/01**

**“SERVICES FOR ANNUAL TURNAROUND (ELECTRICAL) FOR ELECTRICAL  
EQUIPMENT MAINTENANCE/OVERHAULING JOBS”**

**TECHNICAL / FINANCIAL BID(s) (INDICATE ONE ON EACH ENVELOPE)**

- 3.7. If the envelope is not marked, as instructed above, the Purchaser will assume no responsibility for the misplacement or premature opening of Bid.

**4. DEADLINE FOR SUBMISSION OF BIDS:**

- 4.1. All Bids must be delivered / submitted in the Office of Incharge Electrical - Sinjhoru Gas Plant on or before the prescribed deadline of Bid Submission.

**5. LATE BIDS:**

- 5.1. Any bid received by the Purchaser after the prescribed deadline for submission of bids will be rejected and returned un-opened to the bidder.

**6. BID OPENING:**

7.1. OGDCL will open the Technical / Financial Bid(s), in the presence of bidder's representative(s) who may chose to attend on date, time & location mentioned above.

7.2. The bidder's names, bid prices (with or without discount) including bid price modification and bid withdrawals, if any, and the submission of requisite Earnest Money will be announced at the time of Financial bid opening.

7.3 OGDCL will examine the bids to determine whether they are complete, no computational errors have been made, the required sureties have been furnished, documents have been properly signed, and the bids are generally in order.

7.4 Arithmetical errors found will be corrected as follows:

7.4.1 Where there is a discrepancy between amount in figures and word, the amount in word will prevail.

7.4.2. Where there is a discrepancy between the unit price and the total amount derive from the multiplication of the unit price and the quantity, the unit price as quoted will govern, unless there is an obvious gross arithmetical error in unit price, in which event, the extended amount quoted would prevail.

7.4.3. In case the due date of bids opening falls on a holiday, the bids shall be opened on exact Bid Opening Date & Time (as mentioned).

**7. DETERMINATION OF RESPONSIVENESS:**

7.1. After opening of the bids, the purchaser will determine whether each bid is substantially responsive to the requirements of the bidding documents.

7.2. For the purpose of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviation. A material deviation is one which means in-consistent with the bidding document, affects in any substantial way the scope, quality or prescribed delivery schedule or

which limits in any substantial way, the purchaser's right or the bidder's obligation under the contract.

- 7.3. A bid determined to be a non-responsive will be rejected by the purchaser and shall not subsequently be made responsive by the bidder by correction of the non-conformity.
- 7.4. The purchaser may waive any minor deviation non-conformity or irregularity in a bid, which does not constitute a material deviation, provided that the waiver does not prejudice or affect the relative standing order of other bidder(s).
- 7.5. To assist in determining a bid's responsiveness the bidder may be asked for a clarification of his bid. The bidder is not permitted, however, to change bid price or substance of his bid.

#### **8. ISSUANCE OF LOCAL PURCHASE ORDER (LPO) / WORK ORDER:**

- 8.1. The purchaser will issue the local purchase order to the successful bidder whose bid is determined to be technically responsive and financially lowest evaluated.
- 8.2. Terms & Conditions (General) of LPO are available at Annexure-E.

#### **9. PERFORMANCE BOND:**

- 9.1. The successful bidder will have to submit a performance bond in the shape of bank guarantee equal to 10% of total value of order exclusive of GST, from any schedule bank in Pakistan as per format attached at Annexure-F within 15 days of the receipt of Purchase Order.
- 9.2. In case the successful bidder fails to furnish performance bond as per clause 10.1, the firm shall be debarred from participation in any future tender of the purchaser in addition to the action taken against such bidder as per clause 3.5(b).
- 9.3. The purchaser reserves the right to check the authenticity of performance bond from the concerned Bank.

**10. PAYMENT:**

10.1. Progressive Payments will be made as per following payment milestones on the completion of works:

10.1.1. 100 % after delivery of material & punch list clearance and provisional acceptance by OGDCL official / Engineering Consultant

**11. DELIVERY SCHEDULE:**

11.1. **“SERVICES FOR ANNUAL TURNAROUND (ELECTRICAL) FOR ELECTRICAL EQUIPMENT MAINTENANCE/OVERHAULING JOBS AT SINJHORO GAS PLANT”**

Contractor to provide services immediately or at a date mentioned by the client in their service order.

**12. EXTENSION IN THE DELIVERY / COMPLETION PERIOD:**

12.1. Providing of the services shall be made by the supplier in accordance with the given delivery schedule in purchase order.

12.2. The supplier may claim extension of the time limits as set forth in the purchase order in case of:

12.2.1. Changes in Scope of Work or in the specifications of goods, material & equipment by the OGDCL.

12.2.2. Delay in provision of clarifications regarding material, drawings and services by the OGDCL

12.2.3. Force Majeure pursuant to clause 15.

12.3. Justified reasons subject to a written request high-lighting the same within a period of seven working days prior to expiry of delivery period mentioned in Purchase Order.

- 12.4. It should be noted that a request for extension in delivery/ completion period shall be considered only if the supplier/ contractor agrees in writing to pay any increase in taxes or any other charges levied by the government during the extended delivery period. OGDCL shall not bear any additional price increase during the extended period.
- 12.5. In case of extension in delivery period, the supplier/ contractor will extend validity of Performance Bond accordingly at his cost.
- 12.6. If the supplier / contractor fails to supply / complete the ordered services for any reason, within stipulated time, his Performance Bond with the purchaser shall be forfeited and material / services shall be purchased / acquired from elsewhere at his risk and cost.

### **13. PENALTY.**

- 13.1. For failure to comply with delivery schedule of purchase order, penalty will be imposed on defaulting supplier as under:
  - 13.1.1. @ 1 % of the cost of entire order (excluding GST) or of such items / jobs as remains unsupplied / uncomplete for every day up to maximum of 15% for 10 days exceeding the delivery period.
  - 13.1.2. If the material / services are not supplied even after paying penalty for 10 (ten) consecutive days. OGDCL reserves the right to cancel supply order and to obtain the required items from elsewhere at your risk and cost.
  - 13.1.3. In case suppliers fails to deliver the goods against order, the purchaser reserves the right to claim interest/financial charges from the supplier on the amount of advance paid to him as per terms/conditions of order for such a period the supplier has detained the amount of advance.

### **14. FORCE MAJEURE:**

- 14.1. The supplier shall not be liable for penalty for delay in delivery of ordered goods, if, and to the extent delay in delivery or other failure to perform his obligation under

the purchase order, of being the result of occurrence of Force Majeure i.e. causes such as natural calamities, war, civil disturbance, military action, fire as well as other circumstance proved to the satisfaction of the purchaser to be beyond the reasonable control of the supplier, which may impede the fulfillment of the obligations under the purchase order.

- 14.2. The supplier shall notify the purchaser promptly of the occurrence of Force Majeure and submit his case in writing within 07 days of such occurrence.
- 14.3. If any of the party is prevented to fulfill its assumed obligations by Force Majeure of constant duration of at least one month, the party shall meet for negotiation. If no satisfactory agreement is reached within a period of two months from the commencement of the Force Majeure conditions, either party shall have the right to cancel the purchase order with immediate effect.

#### **15. INSPECTION AND TEST:**

- 15.1. The OGDCL's representative(s) shall have the right to inspect and/or test the goods / quality of services to confirm their conformity with respect to specifications mentioned in the Purchase Order. The representative of Field Manager Sinjhoru Gas Plant will witness the inspection (where so required).
- 15.2. Should any inspected or tested goods fail to conform to the specifications the purchaser shall reject them and supplier shall replace the rejected goods. All costs incurred on such replacement shall be entirely born by the supplier.
- 15.3. Rejected material / work shall be moved / replaced by the supplier within 07 days from the receipt of letter / fax issued by the Field Manager Sinjhoru Gas Field. The supplier shall be liable for the storage charges @ ½% (half percent) of the cost of rejected material on every day basis, if the same is not removed within seven days.
- 15.4. Acceptance/rejection of the material by 3<sup>rd</sup> party will be final and binding on both the parties.

#### **16. WARRANTY:**

- 16.1. The supplier/ contactor shall warrant that all supplied material/ Services under purchase order shall be according to specifications given in Purchase Order and

approved drawings/design etc. Any deviation in material, drawing/design (where applicable) will be replaced by the Supplier/ Contactor at his cost.

- 16.2. OGDCL shall promptly notify the supplier in writing, of any claims arising under this warranty.
- 16.3. The supplier/ contactor will invariably provide warranty/guarantees

#### **17. QUALIFICATION OF SELECTED BIDDERS:**

- 17.1. OGDCL will determine to its satisfaction whether the bidder selected as having submitted the lowest evaluated, technically responsive bid qualifies to satisfactorily perform the order.
- 17.2. The determination will take into account the bidders financial, technical & production capabilities, availability of items ordered for. The bidder shall provide necessary documents as proof along with the bid.
- 17.3. Any affirmative determination will be a pre-requisite for award of the purchase order to the bidder. A negative determination will result in rejection of the bid.
- 17.4. OGDCL reserves the right at the time of award of order to increase or decrease to a reasonable extent in the quantity of goods specified in the Tender Document without any change in price or other terms and conditions.

#### **18. LITIGATION CLAUSE:**

- 18.1. without prejudice to other right of the Company, tenderers, their subcontractors and other suppliers shall be disqualified from participating in the bidding process if:
  - 18.1.1. they are or have been at any time during the past five year, involve in litigation, arbitration or any other dispute or even that may in the opinion of the company, have material adverse effect on the Tender's ability to perform the Contract.
  - 18.1.2. Its involvement in litigation is chronic.

18.1.3. Its past conduct or execution of works under contract has been poor.

**19. You are encouraged to inform Managing Director & Head of Department on the following addresses/contacts, in case where any OGDCL employee ask for any type of favor whether monetary or in kind:**

DESIGNATION	ADDRESS	TEL #	FAX #	E. MAIL
Managing Director	OGDCL House	051-9209701	051-9209708	
General Manager (Supply Chain Management)	OGDCL House	051-920023540	051-9215090	
Field Manager - SGF	Sinjhorro Gas Field	0235-808201	0235-808293	fmsinjhorro@ogdcl.com
I/C Electrical - SGF	Sinjhorro Gas Plant	0235-808203	0235-808293	electrical.sgf@ogdcl.com

Yours faithfully,

For (Oil and Gas Development Company  
Limited)

**Incharge Electrical**  
**Sinjhorro Gas Plant, OGDCL,**  
 Nawabshah Road, District Sanghar, Sindh.  
 Phone No. 0235-808201 / 0235-808203  
 Fax No. 0235-808293 & 0235-566283  
 Email: [electrical.sgf@ogdcl.com](mailto:electrical.sgf@ogdcl.com),  
[fmsinjhorro@ogdcl.com](mailto:fmsinjhorro@ogdcl.com)



## **SCOPE OF WORK**

Following Maintenance/installations/commissioning jobs are being planned for ATA-2019 Sinjhoru Gas Condensate Field.

### **PRE-ATA ACTIVITY**

- 1. Arrangement for temporary area power & lighting connections for all plant areas.**
- 2. Arrangement/temporary installation of Explosion proof/non explosion proof Light fixtures/Blower for columns and confined spaces**

### **PROCESS AREA 7A<sub>1</sub>: Gas Dehydration unit**

1. Providing safe electrical power arrangements (Single Phase, Three Phase) in plant area for Service companies for job.
2. Inspection/servicing/overhauling and bearing replacement where necessary of Motors: EM-2701 A&B, EM-6501 A&B, KM-2721-A&B, GM-2721-A&B, EM-2721-A&B, KM-2601, GM-2601, and Refrigeration lube oil Pump GM-6502.
3. Inspection/servicing of MCUs of motors mentioned in point number 2.
4. Meggering of all motors of Area 7A1 as mentioned in point number 2.
5. Meggering of power cables of motors of Area 7A1 as mentioned in point number 2.
6. Earth resistance test of all skids of area 7A1.
7. All lighting fixtures inspection/cleaning/servicing/replacement of faulty components and Fixtures and re-installation.
8. Housekeeping of process area 7A1.

### **LPG AREA 7A<sub>2</sub> LPG Recovery**

1. Providing safe electrical power arrangements (Single Phase, Three Phase) in plant area for Service companies for job.
2. Inspection/servicing/overhauling and bearing replacement where necessary of Motors: Overhead De-butaniser condenser motor 30KW EM-3001 A&B, Overhead De-butaniser rundown cooler EM-3002 A,B, De-butaniser Reflex pump GM-3041 A&B, Turbo Expander comp. oil cooler EM-2801 A&B, Turbo Expander Lube Oil Pump GM-2801 A&B, GM5501 Closed drain pump and EM2901 A/B Sales Gas Cooler.
3. Inspection/servicing of MCUs of motors mentioned in point number 2.
4. Meggering of all motors of Area 7A2 as mentioned in point number 2.
5. Meggering of power cables of motors of Area 7A2 as mentioned in point number 2.
6. Earth resistance test of all skids of area 7A2.
7. All lighting fixtures inspection/cleaning/servicing/replacement of faulty components and re-installation.
8. Housekeeping of area 7A2.

### **HOT OIL SYSTEM: (AREA 7A<sub>3</sub>)**

1. Providing safe electrical power arrangements (Single Phase, Three Phase) in plant area for Service companies for job.

2. Inspection/servicing/overhauling and bearing replacement where necessary of Motors: Hot Oil circulation pump GM-6031 A, B and C, Hot Oil Heater Fan EM-6001 A&B, Flare Condenser Pump GM-6211 A&B.
3. Inspection/servicing of MCUs of motors mentioned in point number 2.
4. Meggering of all motors of Area 7A<sub>3</sub>.
5. Meggering (insulation testing) of power cables of motors of Area 7A<sub>3</sub>.
6. Earth resistance test of all skids of area 7A<sub>3</sub>.
7. All lighting fixtures inspection/cleaning/servicing/replacement of faulty components/Light fixtures new and re-installation.
8. Housekeeping of area 7A<sub>3</sub>.

### **SALES GAS AREA AND CONDENSATE STORAGE TANK AREA 5:**

1. Inspection/servicing/ bearing replacement of power and control panels, fan motors of Sale and Feed gas compressors (V-2910, V-2911, V-2912, V-2001, V-2002, V-2003).
2. Insulation testing of motors and power cables of Sale and Feed gas compressors.
3. Earth resistance test of all Sale gas and Feed gas compressor skids, motors and control panels.
4. Inspection/servicing of motors & their MCUs of GM-7221 A, B, C condensate dispatch pumps.
5. Meggering of the above electrical motors and power cables.
6. Housekeeping of process Sales gas and feed gas area.

### **LPG BULLET AREA 07:**

1. Inspection , servicing/ Bearings replacement of LPG Load Pumps & MCUs: GM 7101 A, B & C.
2. Insulation testing of Motors & Power/Control cables.
3. Earth resistance testing.

### **UTILITY AREA (AREA 12)**

1. Inspection, cleaning/ Testing /Overhauling of VZ-5711 A&B plant instrument air compressor, control panels and replacement of magnetic contactors, Thermal over load relays, HRC Fuses as required.
2. Inspection of instrument air dryer panels, fire water jockey pump motors and control panels.

### **SWITCHGEAR ROOM, MCC AND POWER HOUSE**

1. Plant critical motors MCC modules, inspection/servicing and replacement of faulty components and testing shall be carried out, Total 60 Nos mcc modules
2. Inspection, cleaning and servicing of main switchgear panels PS-8000, PS-8001, PS 8002, PS 8005, PS 8006 in switchgear room.
3. Inspection, cleaning, Tightening of All Switchgear BUS Bar & Bus Tie Ducts system.
4. Inspection of cable trenches, power and control cable arrangement, cleaning & dressing in MCC and power house.
5. Inspection and servicing of alternator and control components of CAT gas genset PG-8001B, PG-8001C, Jenbacher JGS-320, Diesel Generators 01MW & 650KW.
6. Inspection, cleaning, servicing and Tripp unit testing of generator main and auxiliary ACBs=10 nos of different rating installed in Switchgear rooms
7. Inspection/cleaning , servicing of UPS Systems installed at switchgear room & CCR

8. Batteries replacement of back up bank of DC 24 volt & 110 volt Rectifier rectifier systems installed in CCR and Switchgear room

#### **PLANT AREA/ BUILDING LIGHTINGS MAINTENANCE /INSTALLATION**

- 1- General inspection/cleaning/servicing and replacement of new light fixtures at Plant area, CCR, LAB, Offices buildings, Stores& Workshops.

#### **POST ATA ACTIVITY**

Dismantling and shifting of electrical material from area and housekeeping of plant area.

**Incharge Electrical,  
Sinjhoru Gas Plant, OGDCL,  
Nawabshah Road, District Sanghar, Sindh.  
Phone No. 0235-808200/ 0235-808203**



**OIL AND GAS DEVELOPMENT COMPANY LIMITED**  
**SINJHORO GAS CONDENSATE FIELD**  
**Phone 0235-808201; Fax 0235-808293 & 0235-566283**

Dated: 19-11-2018

**SCHEDULE OF REQUIREMENT**

**TENDER ENQUIRY # TE/SGF/2018/01**

**“HIRING OF SERVICES FOR ELECTRICAL JOB – ELECTRICAL EQUIPMENT MAINTENANCE/OVERHAULING JOBS (AS PER ATTACHED SCOPE OF WORK) IN ANNUAL TURNAROUND (ATA-2018-19) OF SINJHORO GAS PLANT”**

<b><u>Sr. No.</u></b>	<b><u>Description</u></b>	<b><u>Reference No.</u></b>	<b><u>Rate</u></b>	<b><u>Total Rate (inclusive of all Taxes)</u></b>	<b><u>Deviation</u></b>
1	As per scope of work given in Tender Documents				

**Note: Separate rate to be quoted for each activity as given in scope of work. Terms & conditions are attached.**

**TERMS OF REFERENCE (TORs) FOR SINJHORO GAS PLANT ATA-  
2018-19**

**Administrative:**

1. Management of Sinjhor Gas Plant reserves the right to terminate the services of any hired staff at any time without assigning any reason.
2. The contractor should ensure the police verification of all manpower direct and indirect and must have personnel bio-data file of each staff.
3. Contractor manpower must have CNIC and Contractor identity card.
4. Contractor shall provide adequate meals and laundry services to their employees. Local area contractor's may be introduced to provide such services.
5. Contractor will arrange transport for the pick and drop for their manpower. Vehicles deployed for said purpose will be inspected by OGDCL and will not be allowed to use if found unfit.
6. The contractors shall be responsible to provide clean drinking water to hired manpower at site, round the clock.
7. The contractor shall provide food at site for their manpower during lunch and dinner breaks
8. The ATA jobs will be carried out round the clock in day and night shifts (12 hours each shift). Sunday and any other gazette holiday will be considered as working day.
9. The contractors shall provide attendance sheet of manpower during start and end of day & night shift and will get it counter signed from the OGDCL official.
10. Site administration personnel with associated resources like computers, printers, photocopiers etc. will be arranged by the contractor.

**Security:**

11. Although the plant has a safe history, however adequate security umbrella as provided to the Company's employees will be extended for contractor's manpower only within the premises of Sinjhor Gas Plant.
12. Contractor should deploy his own fully equipped security to control the manpower's in/out movement at Sinjhor Gas Plant in coordination with the OGDCL Security Incharge.
13. Contractor should ensure his manpower has not any kind of ammunition and narcotics.

### **HSEQ:**

14. HSEQ Rules & Regulations of OGDCL will be strictly observed by the contractor.
15. Contractor will submit their HSE Policy manual for the implementation of safe execution of each activity with zero-injury target. In case of any accident, OGDCL will not be liable for any claim like insurance etc.
16. The contractor should arrange HSE Inspectors, Supervisors, standby man, rescuer, and fireman, as per the scope of work.
17. The contractor will provide PPE'S (safety shoes, safety helmet, safety glasses and coverall) to their manpower and each worker should display ID card.
18. The contractor will provide shock absorbing safety harness and live air mask for the contractor's employees as per the job requirement.
19. The contractor shall carry out safety orientation and daily tool box talk to hired manpower.
20. The contractor will get safe green scaffolding tag from OGDCL after erection of scaffolding.
21. The valid certification of welders, scaffolder etc. will be mandatory.
22. Mobiles and photo camera are prohibited in the plant premises and contractor should ensure compliance.
23. The contractors shall be responsible for housekeeping of area all the time.
24. Only Emergency/First Aid medical coverage for contractor staff will be the responsibility of OGDCL.
25. In case of any accident, medical treatment would be the responsibility of the contractor.

### **Technical Manpower:**

26. Skilled manpower should be well experienced in their respective crafts.
27. All the participating companies should have at least 3~5 years of similar experience of turnaround preferably of oil & gas / petrochemical / fertilizers plants.
28. The contractor shall provide a list of companies for reference where they had previously provided similar ATA services.
29. The contractor's skilled manpower will be interviewed by OGDCL professionals in respective disciplines, if deemed necessary and contractor should arrange the interview at OGDCL premises at least 30 days prior to the start of ATA. Only the manpower of contractor, approved

by OGDCL, will be allowed to work during ATA. The detailed CV's of supervisors will be provided.

30. Locals should be given preference while hiring of unskilled manpower by the contractor.

**Scope of Work:**

31. Tentative dates of ATA-2018-19 is mentioned in Tender Documents. However, contractor will be bound to provide services as per finalized dates (schedule) of ATA-2018-19 of Sinjhora Plant.

32. Management of Sinjhora Gas Plant reserves the right to curtail the job list

33. The work shall be done, complete in all respects in accordance with the requirements and Owner's instructions at site.

34. The quantities contained in the scope of work for each activity are estimated and liable to change (increase, decrease or omitted) when the work is actually executed. The payment to be made to Contractor shall be based on the actual quantity of work performed.

35. The Contractor shall be responsible for ventilation and getting the vessels fit for entry and working environment. All other works required for equipment / piping repair works, e.g. removal / installation of internals, temporary supports, lighting, ventilation etc., shall be the Contractor's responsibility.

36. Contractor shall share quantitative list of all resources (manpower, machine, material), consumables at least one week before the commencement of ATA. Contractor will be charged by owner's representative if any job delays due to lack of resources.

37. The contractor shall restore systems (to original) which will be removed during job.

38. OGDCL will arrange NDT/Third party inspection, if required and it is not included in contractor scope.

**Work Planning:**

39. The contractor shall develop and submit a detailed work schedule including mobilization and preparatory works prior to shut down.

40. The contractor should plan ATA activities (direct/associated) using latest version of Primavera / MS Project software and submit their planned schedule for OGDCL approval 20 days prior to the start of ATA, covering all the jobs as well as resources planning for carrying out ATA

of Sinjhoru Gas Field successfully with high level quality within stipulated time period. (Soft copy of Primavera / MS Excel Plan is mandatory)

41. Contractor should prepare and submit daily progress report, next day look ahead reports and percentage Gantt chart report (planned vs actual) at end of each day and night shift.
42. Schedule of manpower deployment, (loading and un-loading of manpower day wise) will be submitted by contractor to OGDCL for approval 20 days before the start of ATA.
43. The contractor will submit a list of total no's of deployed manpower (craft wise) against each job.

#### **Inspection and Quality of Work:**

44. Contractor shall proceed to box-up of equipment after inspection and go-ahead by OGDCL site team.
45. The contractor shall submit Field Test reports for ACB's dully signed within 02 days after execution of testing, for OGDCL review and record.
46. Contractor shall provide calibration certificates for Relays if case of relay testing.

#### **Equipment, tools and Materials:**

47. It is responsibility of contractor to arrange all necessary resources to complete the scope of work within stipulated time.
48. OGDCL will arrange Fork Lifter/Crane and it is not included in contractor's scope. The contractor will submit written requisition for the requirements of crane or fork lifter at least 24 hrs. before.
49. Electric Testing tools/ Equipment is responsibility of Contractor.
50. Contractor should arrange all necessary machines and consumables (cotton gloves, cotton rags, WD-40, masking tape, paint market, Steel wire Brush etc.) for the execution of each job. The contractor should submit list with quantity of machines, consumables and tools that they have analyzed and included in their bid for the execution of all activities.
51. If any tool / consumable is provided by OGDCL. It will be charged to contractor.
52. All gaskets and direct charge material / spare parts will be provided by OGDCL.
53. Painting job if any, as per the scope of work, will be carried out by the contractor using own tools/materials like brushers, roller, spray nozzles/guns, hosepipes etc.
54. OGDCL will provide paint if required for any job mentioned in Electrical work scope only.



**Financial:**

55. Quotation is required in PKR against each individual activity given in the scope of work for ATA
56. The contractor shall provide quotation, sales tax and commercial invoices mentioning NTN and sales tax registration number on it
57. Payment will be made as per actual work done through cross Cheque, after deduction of all applicable taxes. after the completion of the ATA.
58. Unit rates quoted by bidder shall be firm. No extra payments on account of escalation in prices due to any reason shall be admissible.
59. M/s OGDCL reserves the right to offset any losses incurred as a result of the contractor's actions against any unpaid payments.
60. M/s OGDCL reserves the right to impose penalty on contractor in case of delay at the end of contractor.

**GENERAL TERMS AND CONDITIONS:**

- A. BIDDING PROCEDURE IS COMPETITIVE **“SINGLE STAGE TWO ENVELOPE”** BIDDING SYSTEM
- B. BIDS MUST BE SUBMITTED UNDER TWO ENVELOPES BIDDING SYSTEM i.e. TECHNICAL & FINANCIAL BID SEPARATELY ON DUE DATE.
- C. FINANCIAL BIDS OF ONLY TECHNICALLY RESPONSIVE BIDDERS WILL BE OPENED PUBLICLY.
- D. AFTER TENDER OPENING "TECHNICAL BIDS" WILL BE REVIEWED. THE BIDS WILL BE BROUGHT TECHNICALLY AT PAR BY SEEKING CLARIFICATIONS. THE BIDDERS WILL **NOT** BE ASKED FOR ANY PRICE CHANGE IN THEIR FINANCIAL BIDS DUE TO CERTAIN CLARIFICATIONS AND SUBSEQUENT CHANGE IN THEIR TECHNICAL PROPOSALS. THE BIDDERS WILL **NOT** BE ALLOWED TO SUBMIT SUPPLEMENTARY PRICE PROPOSALS IN A SEPARATE SEALED ENVELOPE TO MAKE IT A PART OF THE ALREADY SUBMITTED UNOPENED FINANCIAL BIDS AND TO ADJUST THEIR QUOTED PRICE SUBSEQUENTLY AFFECTED DUE TO CHANGE IN TECHNICAL PROPOSALS.
- E. SEALED FINANCIAL BIDS OF TECHNICALLY NON-RESPONSIVE BIDDERS WILL BE RETURNED UN-OPENED.
- F. OGDCL RESERVES THE RIGHT TO REJECT ANY OR ALL THE BIDS WITHOUT ASSIGNING ANY REASON.
- G. QUOTED PRICES MUST BE FIRM (INCLUSIVE OF GST, OTHER TAXES, AND DUTIES).
- H. **OGDCL RESERVES THE RIGHT TO EVALUATE THE BID(S) EITHER ITEM-WISED OR FULL PASKAGE BASIS WITHOUT ASSIGNING ANY REASON. TO QOUTE COMPETITIVE PRICES FOR ALL OR ANY ITEMS ENABLE COMPANY TO DECIDE PURCHASE.**
- I. THE MAXIMUM DELIVERY TIME FOR SUPPLY ITEMS / SERVICES IS EIGHT (08) WEEKS FROM THE DATE OF RECEIPT OF FIRM PURCHASE
- J. BIDDERS TO SUBMIT THEIR COMPANY PROFILES, EXPERIENCE OF SIMILAR SUPPLIES IN PAKISTAN ALONG WITH TECHNICAL BIDS

**BIDDING FORM (TECHNICAL BID)**

**Oil & Gas Development Company Limited  
Sinjhor Gas Field,  
Nawabshah Road, District Sanghar**

Gentlemen,

1. Having examined the Bidding Documents including the specifications, the receipt of which is hereby acknowledged, we the undersigned, offer to supply & deliver «Description» in conformity with drawings, specifications of goods and conditions of Tender Document.
2. We undertake, if our bid is accepted, to commence delivery within \_\_\_\_\_ days (Please specify days) from the date of receipt of your firm Purchase Order.
3. If our bid is accepted, we will provide the Performance Bond equal to 10% of the Purchase Order excluding GST, for due performance of the purchase order.
4. We agree to abide by all the terms & conditions of the tender for the period of \_\_\_\_\_ days (*Please specify days*) from the date fixed for receiving the same & it shall remain binding upon us and may be accepted at any time before the expiry of that period or any extension thereof agreed by us.
5. Until a formal Purchase Order is placed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest priced or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_

(Signature)  
(In the capacity of)

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

(Signature of Witness)

Name: - \_\_\_\_\_

Address: - \_\_\_\_\_

\_\_\_\_\_

**BID SUMMARY SHEET**  
**TENDER NO. (TE/SGF/2018/01)**  
**(TO BE ATTACHED WITH TECHNICAL BID)**

1. Bidder Name \_\_\_\_\_
  - a. Address, Phone & Fax No \_\_\_\_\_
  - b. E-mail address \_\_\_\_\_
  
2. Manufacturer Name & \_\_\_\_\_
  - a. Country of Origin: \_\_\_\_\_
  - b. (Where required) \_\_\_\_\_
  
3. Items Quoted:(give serial no. only): \_\_\_\_\_
  
4. Price Validity: \_\_\_\_\_
  
5. Offered Delivery/ Completion Period: \_\_\_\_\_
  
6. GST Registration No. \_\_\_\_\_
  
7. Bidding Form (Annexure-B Attached with Technical Bid):      Yes      No
  
8. Bid Bond Attached with **TECHNICAL** Bid:                              Yes      No
  
9. Any Deviation: \_\_\_\_\_

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

**BIDDING FORM (FINANCIAL BID)**

**Oil & Gas Development Company Limited  
Sinjhorro Gas Field,  
Nawabshah Road, District Sanghar**

Gentlemen,

1. Having examined the Bidding Documents including the specifications, the receipt of which is hereby acknowledged, we the undersigned offer to supply & deliver «Description» in conformity with drawings, specifications of goods and conditions of Tender for the sum of Rs. \_\_\_\_\_ (Total bid amount in words) (inclusive of all taxes) or such other sum as may be ascertained in accordance with the said conditions.

2. Until a formal Purchase Order is placed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest priced or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_

(Signature)  
(In the capacity of)

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

(Signature of Witness)

Name: - \_\_\_\_\_

Address: - \_\_\_\_\_

\_\_\_\_\_

**BID SUMMARY SHEET**  
**TENDER NO. (TE/SGF/2018/01)**  
**(TO BE ATTACHED WITH FINANCIAL BID)**

1. Bidder Name \_\_\_\_\_  
Address, Phone & Fax No \_\_\_\_\_  
E-mail address \_\_\_\_\_
2. Manufacturer Name & \_\_\_\_\_  
Country of Origin: \_\_\_\_\_  
(Where required)
3. Items Quoted:(give serial no. only): \_\_\_\_\_  
\_\_\_\_\_
4. Price Validity: \_\_\_\_\_
5. Total FOR (Destination) Price (Without GST): Rs \_\_\_\_\_
6. Total FOR (Destination) Price (With GST): Rs \_\_\_\_\_
7. Amount of Bid Bond (without GST): Rs \_\_\_\_\_
8. Validity of Bid Bond (Expiry Date): \_\_\_\_\_
9. Offered Delivery Period: \_\_\_\_\_
10. Payment Terms: \_\_\_\_\_
11. GST Registration No. \_\_\_\_\_
12. Bidding Form (Annexure-B-1 attached with TECHNICAL bid): Yes No
13. Any Deviation: \_\_\_\_\_

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

**BANK GUARANTEE AS EARNEST MONEY**

Guarantee # : \_\_\_\_\_  
Date of Issue : \_\_\_\_\_  
Date of Expiry : \_\_\_\_\_  
Amount : \_\_\_\_\_

**Oil & Gas Development Company Limited  
Sinjhoru Gas Field,  
Nawabshah Road, District Sanghar**

In consideration of \_\_\_\_\_  
hereinafter called "THE BIDDER" HAVING SUBMITTED THE ACCOMPANYING Bid and in  
consideration of value received from (the bidder above), we hereby agree to undertake as follows:

1. To make unconditional payment of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_) up on your written  
demand without further recourse, question or reference to the BIDDER or any other person  
in the specified Bid after opening of the same for the validity thereof or if no such period be  
specified, within 120 days after the said opening or if the Bidder, having been notified of the  
acceptance of his bid by the Purchaser during the period of bid validity:
  - a) Fails or refuses to execute the Purchase Order in accordance with the instructions to  
the Bidders, or
  - b) Fails or refuses to furnish Performance Bond in accordance with the instructions to  
Bidders.
2. To accept written intimation(s) from you as conclusive and sufficient evidence of the  
existence of a default or non-compliance as aforesaid on the part of the BIDDER and to make  
payment accordingly within 03 (three) days of receipt of the written intimation.
3. No grant of time or other indulgence to or composition or arrangement with the Bidder in  
respect of aforesaid Bid with or without notice to us shall affect this Guarantee and our  
liabilities and commitments hereunder.
4. This guarantee shall be binding on us and our successors in interest and shall be irrevocable.

**(BANKER)**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.**  
**CERTIFICATE**

Submitted to OGDCL with the reference to Purchase Order No. \_\_\_\_\_

---

hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privileges or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any corrupt business practice.

Without limiting the generality of the foregoing, the Seller/ Supplier represents and warrants that it has fully declared the brokerage, commission, fees etc., paid or payable to anyone and not given or agreed to give and shall not be given or agree to give to any one within or outside Pakistan either directly or indirectly through any national or juridical person, including its affiliate, agent, associate, broker, consultant, briber, finder's fee or kickback, whether described as consultant fee or otherwise, with the object of obtaining or including the procurement of a contract right, interest, privilege or other obligation or benefit in whatsoever form from GOP except that privilege or other obligation or benefit in whatsoever form from GOP except that which has been expressly declared pursuant hereto.

The Seller/ Supplier certifies that it has made and will make full disclosure of all agreement and arrangements with all persons in respect of or related to the transaction with GOP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The Seller/ Supplier accepts full responsibility and strict liability for making any false declaration not making full disclosure, mis-representing facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest. Privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GOP under any law, contract or other instrument, be voidable at the option of GOP.

Notwithstanding any rights and remedies exercised by GOP in this regard, the Seller/ Supplier agrees to indemnify GOP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GOP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Seller/ Supplier as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP.

For & On Behalf of  
Seller/ Supplier





## OIL & GAS DEVELOPMENT COMPANY LTD

Oil & Gas Development Company Limited  
Sinhoro Gas Field,  
Nawabshah Road, District Sanghar,  
Sindh-Pakistan

TEL: : 0092-235-808203, 808201  
FAX: : 00920235-808293 & 0235-566283  
EMAIL: : [electrical.sgf@ogdcl.com](mailto:electrical.sgf@ogdcl.com),  
fmsinhoro@ogdcl.com  
Web Site: [www.ogdcl.com](http://www.ogdcl.com)  
GST No: 07-02-2802-001-55

LPO No : TE/ / \_\_\_\_\_  
M/s \_\_\_\_\_,  
\_\_\_\_\_  
\_\_\_\_\_.

ISSUED ON : \_\_\_\_\_

SUBJECT: **LOCAL PURCHASE ORDER.**

Dear Sir,

Ref your quotation dated \_\_\_\_\_ opened on \_\_\_\_\_ against our Press Tender/Tender Enquiry/Fax Enquiry # PROC-L ( ) \_\_\_\_\_ dated \_\_\_\_\_ regarding procurement of \_\_\_\_\_.

We feel pleasure in placing an order on you for the supply of stores given below. Terms and Conditions of supply are noted below and on reverse.

INDENT No. \_\_\_\_\_ A/C CODE: \_\_\_\_\_ DT. \_\_\_\_\_

FOR: (LOCATION \_\_\_\_\_) DEPARTMENT \_\_\_\_\_

S. NO.	DESCRIPTION	QTY	UNIT	INDEX NUMBER	UNIT RATE (RUPEES)		TOTAL (RUPEES)
					(EXCL OF GST)	(INCL OF GST)	
(RUPEES _____ ONLY)						GRAND TOTAL: (INCLUSIVE OF _____% GST)	

### **TERMS & CONDITIONS:**

- DELIVERY PLACE & PERIOD:** AT OUR \_\_\_\_\_ WITHIN \_\_\_\_\_ AFTER ISSUANCE OF LPO.
- PAYMENT CLAUSE:**
  - PAYMENT AFTER DELIVERY (OR)
  - PAYMENT AGAINST DELIVERY (OR)
  - \_\_\_\_\_ % ADVANCE PAYMENT AGAINST BANK GUARANTEE.
- PERFORMANCE BOND:** 10% PERFORMANCE BOND IN SHAPE OF BANK GUARANTEE AS PER CLAUSE # \_\_\_\_\_ OF TENDER DOCUMENTS MUST BE SUBMITTED WITHIN 10DAYS.
- INSPECTION:** .....
- PLEASE ACKNOWLEDGE RECEIPT OF THIS ORDER IMMEDIATELY ACKNOWLEDGEMENT AND/OR PERFORMANCE, PARTIAL OR COMPLETE, OF THIS PURCHASE ORDER SHALL CONSTITUTE THE SUPPLIER/SELLER'S ACCEPTANCE OF ALL TERMS AND CONDITIONS OF THIS PURCHASE ORDER WITHOUT REGARD TO AND IN SUPERCESSION OF ANY AND ALL PREVIOUS CORRESPONDENCE/ DOCUMENTATION BETWEEN THE PARTIES.

for **OIL & GAS DEVELOPMENT COMPANY LTD.**

**GENERAL TERMS AND CONDITIONS**

1. **GENERAL:** These terms and conditions shall form an integral part of this Local Purchase Order and both the Supplier/Seller and the Purchaser shall be bound by all the provisions contained hereunder.
2. **DELIVERY:**
  - a. The delivery must be made immediately or at a date mentioned by OGDCL on the issued Purchase order.
  - b. Time is of the essence of this order.
3. **EXTENSION IN SUPPLY PERIOD:** Supply period may be extended in exception cases provided that;
  - a. Force Majeure case is established by the Supplier.
4. **INSPECTION:** The **job** of this order will be subject to acceptance/rejection by the Inspection Committee/3<sup>rd</sup> Party Inspector (if required), who will give its decision within 07 days of receipt of Report
5. **PENALTY:** For failure to comply with Delivery Clause, penalty shall be imposed on the Supplier as under:
  - a. @1 % of cost of entire order for every day up to a maximum of 15% for 10 days exceeding the delivery period.
  - b. If the **job** is not executed even after paying penalty for 10 (ten) consecutive days. OGDCL reserves the right to cancel the supply order and to obtain the required services from elsewhere at your risk and cost.
6. **DOCUMENTATION FOR PAYMENT:** Following documents must be provided after receipt of Local Purchase Order (LPO) and payment will be processed only after receipt of said certificates:
  - a. National Tax Number (NTN), General Sales Tax (GST) and Professional Tax Paid Certificates must be provided by the firm immediately after receipt of Local Purchase Order (LPO) and payment will be processed only after receipt of said certificates.
  - b. Commercial Invoice having NTN/CNIC Numbers
  - c. Sales Tax Invoice
  - d. Professional Tax Paid Certificate
  - e. Copy of valid Tax Exemption Certificate (if any)
  - f. Delivery Challan
7. **You are encouraged to inform the M.D. and Head of Deptt(s) on the following addresses/ contacts, in case where any OGDCL employee asks for any type of favour whether monetary or in kind:**

DESIGNATION	ADDRESS	TEL #	FAX #	E. MAIL
Managing Director	OGDCL House	051-9209701	051-9209708	
General Manager (Supply Chain Management)	OGDCL House	051-920023540	051-9215090	
Field Manager - SGCF	Sinjhor Gas Field	0235-808201	0235-808293	fmsinjhor@ogdcl.com
I/C Electrical - SGCF	Sinjhor Gas Field	0235-808203	0235-808293	electrical.sgf@ogdcl.com

8. **GOVERNING LAW:** This Local Purchase Order and any matter relating thereto shall be governed by the laws of Pakistan.
9. **WARRANTIES:** Supplier/Seller warrants that all goods, material, equipment or services furnished hereinabove will conform strictly to the Purchaser's specifications.
10. **TITLE:** Supplier/seller warrants that the goods, material, equipment shall be delivered free from any and all security interests, liens, encumbrances and claims of any nature.
11. **COMPLIANCE WITH LAWS:** Supplier/seller agrees to indemnify the Purchase for any loss, damage or cost suffered by the Purchaser as a consequence of the Supplier/seller's failure, deliberate or otherwise, to comply with any applicable laws, rules, regulations or orders/directives of any public sector entity and/or Government.
12. **ARBITRATION:** Any dispute, difference or question arising out of or in respect of this Purchase Order shall be settled by arbitration in accordance with the Arbitration Act, 1940.
13. Acknowledge receipt of this order immediately.

**BANK GUARANTEE AS PERFORMANCE BOND**

**Guarantee #** \_\_\_\_\_  
**Date of issue: -** \_\_\_\_\_  
**Date of expiry:-** \_\_\_\_\_  
**Amount: -** \_\_\_\_\_

**Oil & Gas Development Company Limited**  
**Sinjhero Gas Field,**  
**Nawabshah Road, District Sanghar**

In consideration of your issuance of Local Purchase Order # / / \_\_\_\_\_ dated \_\_\_\_\_ to M/s. \_\_\_\_\_ called supplier and in consideration for value received from supplier we (Please mention name of Bank) at the request of M/s. (Please mention name of supplier) hereby agree and under take as:-

1. To make unconditional payments to you as called upon 5% of the value of the LPO (please mention amount of guarantee in words and figures) mentioned in the said LPO on your return demands without further recourse, question or reference to supplier or any other person in the event of default, non-performance or non-fulfillment by supplier of his obligations, liabilities, responsibilities under the said LPO which you shall be the soul judge.
2. to accept return intimation from you as conclusive and sufficient evidence of existence if a default or breach as aforesaid on the part of supplier and to make payment accordingly within 03 (Three) days of receipt thereof.
3. To keep this guarantee in full force from the date hereof until 120 days from the date of completion of job at given destination as per LPO.
4. To keep 50% amount of this guarantee, enforce from the date hereof until 12 months from the date of completion of job of at given destination as per LPO.
5. That no grant of time or other indulgence to, amendment in the terms of LPO by agreement between the parties or imposition or agreement with LPO in respect of the performance of this obligations under the said agreement, with or without notice to us shall in any manner discharged or otherwise affect this guarantee and our liabilities and commitments their under.
6. This guarantee shall be binding on us and our successor's interest and shall be irrevocable.
7. This guarantee shall not be affected by any change in the constitutions of the Guarantor Bank or the supplier.

(BANKER)

**BANK GUARANTEE AS ADVANCE PAYMENT**

**Guarantee #** \_\_\_\_\_  
**Date of issue: -** \_\_\_\_\_  
**Date of expiry:-** \_\_\_\_\_  
**Amount: -** \_\_\_\_\_

**Oil & Gas Development Company Limited**  
**Sinjhero Gas Field,**  
**Nawabshah Road, District Sanghar**

1. WHEREAS M/s \_\_\_\_\_ (hereinafter called the Supplier) have requested us to furnish a Bank Guarantee for Pak Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) being \_\_\_\_\_% advance of the ordered value of Pak Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) in respect or LPO # FM/\_\_\_\_\_ issued on \_\_\_\_\_.
2. AND IN CONSIDERATION of you're paying an advance of Pak Rs. \_\_\_\_\_ we, \_\_\_\_\_ hereby guarantee to pay on demand a sum of Pak Rs. \_\_\_\_\_.

**WE ALSO HEREBY AGREE:**

- a) To make unconditional payment of maximum amount of Pak Rs. \_\_\_\_\_ without any question and without referring to the Supplier.
- b) To keep the guarantee in force till \_\_\_\_\_.
- c) To extend the period of enforceability of this guarantee if it becomes necessary to you and agreed to by us.
- d) We further undertake not to revoke this guarantee during its specified duration as above state except with your consent.

(BANKER)