

OIL AND GAS DEVELOPMENT COMPANY LIMITED
Mela Oil Field

SCHEDULE OF REQUIREMENT

TENDER ENQUIRY # TE/MOF/ATA/03/2018

Technical services for Maintenance jobs of Dehydration, TEG Regeneration, HP Separator & off Gas Compressor Area at Mela Plant during ATA-2018.

S#	<u>Description</u>	<u>Reference #</u>	<u>Rate</u>	<u>Total rate (inclusive of all Taxes)</u>	<u>Deviation</u>
1	As per scope of work given in tender documents				

Note: Separate rate to be quoted for each and every activity as mentioned in scope of work.

TERMS & CONDITIONS FOR ATA-2018 OF MELA PLANT

GENERAL:

1. Technical services are required for maintenance jobs in Dehydration, TEG Regeneration, and HP Separator & off Gas Compressor Area at Mela Plant during Annual Turn Around (ATA-18) for an estimated period of 07 days tentatively scheduled from 01-08-2018 to 07-08-2018, however the schedule and duration of shut down may change.
2. **Bids are required in PKR against each activity as mentioned in the scope of work. Detail of jobs (scope of work) is elaborated in tender documents.**
3. Working hours for the day will be considered 10 hours/day excluding lunch break. Sunday/holiday will be considered as normal working day.
4. Most of the jobs will be carried out in the day shift however limited tasks will be carried during the night shift.
5. Payment will be made as per actual work done through cross cheque after completion of the job being verified by OGDCL rep. at site.
6. Skilled manpower should be well experienced in their respective crafts.
7. Management of the plant reserves the right to terminate the services of any hired staff at any time without any justification.
8. HSEQ Rules & Regulations will be strictly observed.
9. Scaffolding material will be provided by OGDCL.
10. All the participating companies should have experience of ATA jobs in Oil & Gas Processing Plants (reference must be provided).
11. Jobs will be carried out as per priority set by OGDCL supervisors and contractor will utilize all its resources to complete the jobs as per time frame given by OGDCL.
12. OGDCL may delete, add or change any type of activity given in the scope of work.
13. The technical manpower must be skilled having at least five years' experience in respective trade. Contractor skilled manpower may be interviewed by OGDCL professionals in all disciplines, if deemed necessary. Contractor should arrange the interview at their premises. The detailed CV's of direct manpower/supervisors must be submitted with Technical bid.
14. Use of mobile phone and camera is prohibited inside the plant premises.
15. Any technical clarification/detail regarding scope of work should be cleared before submission of bid. No change in substance of bid will be entertained after bid submission date.

CONTRACTOR RESPONSIBILITIES:

1. Site administration personnel with associated resources like computer, printers, photocopiers etc.
2. Provision of PPE (Safety helmet, Coverall, safety shoes, gloves, etc) of all kinds to hired crew.
3. Locals will be given preference while hiring services for ATA.
4. All kind of tools required for the job.
5. Scaffolding services, removal of Insulation/ Cladding & installing back by skilled insulators.
6. Security of all Hired Crew.
7. Drinking Water, Boarding/ Lodging, Refreshment to all the Crew.
8. Pick and drop from Plant to accommodation and back.
9. In case of any accident, medical treatment or compensation, whichever is applicable.
10. Electrical Supply Boards along with cables as per HSE standard.

OGDCL RESPONSIBILITIES:

1. Electricity for Lighting & Fan.
2. Spare parts & consumables.
3. Blinds & Spads for Isolation & Pressure Testing.
4. Logistic support i.e. Cranes, Lifters & Rigging Tools.
5. Nitrogen purging will be the responsibility of OGDCL but services for this job, will be provided by Contractor.

***Scope of Work for Mela ATA-18 Jobs of Dehydration, TEG
Regeneration, HP Separator & Off Gas Compressor Area.***

S. No.	Equipment	Activity Description
1.	GLYCOL CONTACTOR COLUMN (C-200)	Opening of Top & Bottom Manways for Inspection, Cleaning & replacement of damaged Paul rings.
2.		Internal cleaning, washing of Column with Soda Ash.
3.		Cleaning of absorber LGs, Dechocking of drain lines.
4.		Replacement of Inlet Separator drain line 2" Globe valve
5.	GLYCOL INJECTION PUMPS	Inspection and preventive maintenance of 04 Glycol injection pumps (Kimray) P-250 A/B/C/D
6.		Dismantling of top/bottom cover of gas/glycol exchanger (E-210) for internal cleaning.
7.	GAS/GLYCOL EXCHANGER	Exchanger E-210 shell & tube Internal/External Cleaning
8.		Replacement of LCV bypass valve 1" Globe type (V-220)
9.	SALE GAS SCRUBBER (V-220)	Internal inspection of Scrubber V-220 & Cleaning washing with Soda Ash/ Mechanical cleaning of Demister pads.
10.		Opening manways of glycol flash separator V-260 for internal inspection and cleaning.
11.		Flash vessel V-260 internal washing, flushing With soda ash.
12.	GLYCOL FLASH SEPARATOR (V-260)	Cleaning of V-260 LGs.
13.		Replacement of TEG Filters F-270A/B (cartridge type) and F-280 (charcoal type) & cleaning of vessels.
14.		Dismantling of main burner block for internal Inspection/ Cleaning and Deposits removal from burner.
15.	GLYCOL REGENERATOR/REBOILER (H-230)	Dismantling of reboiler top still column for internal cleaning/ washing.
16.		Replacement of S.S 316 1" Paul Rings (material to be arranged by OGDCL).
17.	FLAR KOV (V-900)	Opening manways of flare K.O drum V-900 & internal flushing with water.
18.		Flare KOV drain line has to be replaced by 4" line. (Fabrication Job), Once the CCR is received from Head Office.

19.	FLAR KOV (V-900)	Flare K.O vessel local drain points have to be dechoked and extended to safe Area (Fabrication job), Once the CCR is received from Head Office.
20.	PLANT CLOSED DRAIN	Local drain from D/H Plant, Off Gas Comp, Separators and Flare K.O Vessel to be upgraded with new 4" line (Fabrication Job), Once the CCR is received from Head Office. Proper anchoring is required to avoid choking and line dislocation problem (Civil Job).
21.	GLYCOL/GLYCOL EXCHANGER (E-235)	Opening/dismantling of glycol/glycol plate type exchanger for internal cleaning & washing.
22.		Washing & Fins cleaning of glycol exchanger E-240.
23.	FUEL GAS SEPARATOR (V-290)	Opening of Fuel Gas Scrubber for element inspection and cleaning.
24.		Opening manways of Fuel Gas Separator for internal Washing/ Cleaning and box-up
25.	FLARE STACK (ST-910)	Dismantling of flare stack Tip for inspection and cleaning.
26.		Flare stack bottom vessel cleaning & washing.
27.	EXCHANGER (E-109)	Dismantling Channel Heads of both Oil/Oil exchangers E-109 A/B for Shell & Tube cleaning.
28.		Dismantling of Water Bath Heater burner block for internal inspection and fire tube cleaning.
29.	WATER BATH HEATER (E-109 A/B)	Dismantling of heater stack for internal cleaning.
30.		Tie in jobs of various lines of Crude oil stripper unit (Fabrication Job).
31.		Repairing & fixing of plant local drain line towards pit (Fabrication job).
32.	OFF GAS COMPRESSOR MAINTENANCE	Off gas compressor Inspection and maintenance (Lube Oil, Filters replacement & General Cleaning).
33.		Replacement of K.O Vessels drain valve.
34.		Replacement of leaky union on local drain of KOV.
35.		Skid cleaning with soda ash to be done.
36.	HP SEPARATOR (V-501)	Opening manways of HP Separator for internal inspection and cleaning.
37.		Replacement of Oil LCV up stream isolating ball valve (4"# 900 RTJ).
38.		Replacement of three local drains 3/4" ball valve on HP separator.
39.		Separator internal washing, flushing with water and soda ash.

40.	HP SEPARATOR (V-501)	Dismantling of separator Oil & Water LCV and attached spool to remove any restriction /accumulated material from the line.
41.		Dismantling, Cleaning of separator all LGs/ LTs, Drain points/ Sampling points/ lines by removing sludge and solid material from the blocked drains.
42.	MP SEPARATOR (V-502)	Opening of manways of MP Separator for internal inspection and cleaning.
43.		Separator internal washing, flushing with soda ash.
44.		Dismantling of separator Crude Oil & Water LCV Spool to remove any restriction & dechok the line.
45.		Cleaning & Dechoking of Separator LG,s/LT,s/ Drain points & Sample Points
46.	LP SEPARATOR (V-503)	Opening manways of LP Separator for internal inspection and cleaning with soda ash.
47.		Dismantling of separator Crude Oil & Water LCV Spool to dechok flow line.
48.		Dismantling, Cleaning of separator all LGs/ LTs, Drain points/ Sampling points/ lines by removing sludge and solid material from the blocked drains.
49.		Opening of manways of the vessel for internal cleaning & washing.
50.		Drain valve of KOV to be replaced.
51.		Replacing leaky Ball Valve (6" # 600 RTJ) on main feed line of D/H plant.

Instrumentation & Electrical Jobs:

S. No.	Equipment	Activity Description
52.	GLYCOL CONTACTOR COLUMN (C-200)	Inspection, Rectification & Calibration of complete loop including dismantling & reinstallation. (LCV 200, PCV 200, PSV 200, LSH 200, LSH 201, PSH 001, SDV 001)
53.	SALE GAS SCRUBBER (V-220)	Inspection, Rectification & Calibration of complete loop including dismantling & reinstallation. (FSV 200, LCV 220, PSV 220, LSH 220, LSL 221, PSL 004, PSV 220)
54.	GLYCOL FLASH SEPARATOR (V-260)	Inspection, Rectification & Calibration of complete loop including dismantling & reinstallation. (LCV 261, LCV 260, PCV 260, LSH 261, LSL 260, PSV 260)
55.	GLYCOL REGENERATOR/REBOILER (H-230)	Inspection, Rectification & Calibration of complete loop including dismantling & reinstallation. (SDV-231, SDV-232, SDV-002, PSV-230, TCV-230, TC-230, TSH-231)

56.	FLARE KOV (V-900)	Inspection, Rectification & Calibration of complete loop including dismantling & reinstallation.(LC-900,LSH-901,LSL-900,PSV-920)
57.	FUEL GAS SCRUBBER/ FUEL GAS SEPARATOR	Inspection, Rectification & Calibration of complete loop including dismantling & reinstallation. (FCV-200, FRC-200, LSH-290, PSV-290, Pressure Regulators)
58.	WATER BATH HEATER AND OIL/OIL EXCHANGER (E-109 A/B)	Inspection, Rectification & Calibration of complete loop including dismantling & reinstallation. (LCV, PCV, TCV)
59.	MELA OFF GAS COMPRESSOR	Inspection, Rectification & Calibration of complete loop including dismantling & reinstallation. (ESDVS)
60.	HP SEPARATOR (V-501)	Inspection, Rectification & Calibration of complete loop including dismantling & reinstallation. (LCV-5100, LCV-5102, PSV-5100, PSV-5100, PcV-5100, FQI-5102, FQI-5103)
61.	MP SEPARATOR (V-502)	Inspection, Rectification & Calibration of complete loop including dismantling & reinstallation. (LCV-5200, LCV-5202,PSV-5200, PCV-5200, FQI-5202, FQI-5203)
62.	LP SEPARATOR (V-503)	Inspection, Rectification & Calibration of complete loop including dismantling & reinstallation. LCV-5300,LCV-5302, PSV 5300, PCV-5300 FQI-5302, FQI-5303
63.	CRUDE OIL LOADING MOTORS	Inspection/ Maintenance of 03 Crude Loading Pump motors (11KW-380V-3PH)
64.	PERIMETER FLOOD LIGHTS	Inspection/ Maintenance of Boundary wall lights (Philips Tango) 100 Nos.

Note

A separate commissioning team (for static and rotary equipment) is required at time of Plant commissioning after ATA, which will be released after completion of commissioning activities.