

**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** FILTERS FOR CATERPILLAR ENGINES  
**Tender Enquiry No** PROC-FA/CB/RM-4676/2020  
**Due Date**  
**Evaluation Criteria** FULL

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**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
1	FILTER "A". IP# 1R0716,2P4005, IASY ENGINE, DIESEL "CATERPILLER" MODEL 'G-3408 /G-3412'	Number	384					
2	FILTER, FUEL. IP# 1R0718,1R0756,8N9850, IASY ENGINE, DIESEL "CATERPILLER" MODEL '3508, TA'	Number	2580					
3	FILTER ASSY. (2W2134) IP# 1R0749, 2W2134, 1R0712 IASY ENGINE, DIESEL "CATERPILLER" MODEL 'D-3406' /G-3412'	Number	612					
4	FILTER AS WATER SEP & FUEL. IP # 3261643. I ASY ENGINE CATERPILLAR.	Number	12					
5	ELEMENT FILTER IP# 1335673, 5134490 IASY CAT 3406 ENGINE	Number	156					
6	FILTER, AIR PRIMARY. IP# 612509,6I2509, IASY ENGINE, "CATERPILLER" MODEL '3408/G-3412'	Number	12					
7	FILTER, AIR SECONDARY. IP# 612510,6I2510, IASY ENGINE, "CATERPILLER" MODEL '3408/G-3412'	Number	11					
8	ELEMENT AS. IP# 1517737 IASY SPARES FOR "C15 ENGINES" TRUCK "KENWORTH" C-500	Number	25					
9	ELEMENT. IP# 1890202 IASY ENGINE, GAS "CATERPILLER"	Number	24					
10	FILTER ELEMENT, AS-AIR, "PRIMARY" OUTER IP# 8N6309 IASY ENGINE, GAS "CATERPILLER" MODEL 'G-3516'	Number	180					

Note:

- Bid Bond Guarantee:** 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 \$3,600/= (United States Dollar Three Thousand Six Hundred Only) or equivalent Pak Rupees, with technical bid and valid for 150 days from the date of opening of the bids.
- Delivery period:** Delivery period of the quoted product should not be more than 120 days after opening of Letter of Credit (LC).

Procurement of Filters for Caterpillar Diesel Engines Installed at OGDCL Rigs.

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TERMS & CONDITIONS FOR BIDDERS

- 1- The required filters are to be supplied from OEM (M/s. Caterpillar) or their authorized dealer/distributor only.
- 2- For bidders other than OEM (M/s. Caterpillar), a hard copy of authority letter from OEM/ OEM authorized distributor must be provided with the bid. Such authority letter must have the following features.
  - i. Printed on the letterhead of OEM or authorized dealer/distributor of OEM.
  - ii. Submitted in original.
  - iii. Duly signed and stamped by the OEM or authorized dealer/distributor of OEM as the case may be.
  - iv. Bearing OGDCL tender enquiry number.
  - v. Stating that OEM/ OEM authorized distributor (name to be mentioned) has authorized the bidder (name to be mentioned) to offer the filters for Caterpillar diesel engines against this tender enquiry and that genuine, new and unused filters will be supplied free from any defect in material and workmanship.

Scanned authority letter or its photocopy will not be accepted. OGDCL reserves the right to confirm authenticity of the document from the issuer.

- 3- Bidder to offer the required filters with complete description, part number and quantity.
- 4- In case, the bidder offers the required filters with superseded/ replaced part numbers, these should be clearly mentioned in the technical bid and a certificate be provided to confirm that offered filters with new part numbers are 100% exact replacement (i.e.100% compatible in design, dimensions and function/performance) to the filters mentioned in the Schedule of Requirement.
- 5- Bidder to mention in financial bid the description, quantity, unit price (FOB), unit price (CFR Karachi) & extended price.
- 6- The offered filters to be covered by the OEM warranty/ guarantee for a period of one year from date of installation or 18 months from the date of shipment. Bidder/ Supplier will immediately replace any or all defective items free of cost during the warranty period at no additional cost to OGDCL, whatsoever.
- 7- Bidder/ Supplier will provide to OGDCL, the original "Certificate of Origin and Compliance" against the supplied material before shipment. OGDCL reserves the right to re-confirm the authenticity of provided certificates from the issuer/manufacturer.
- 8- OGDCL may carry out pre-shipment third party inspection (TPI) of the consignment at the bidder's/ supplier's premises/ warehouse through OGDCL designated inspection agency at OGDCL's own cost.
- 9- Post-delivery inspection of the consignment at OGDCL premises in Pakistan will be carried out jointly by OGDCL representative, TPI agency (if applicable) and bidder's/ supplier's representative. OGDCL will intimate the date and venue of post-delivery joint inspection to the bidder/ supplier in due course of time.
- 10- Scope of work for pre-shipment TPI and post-delivery joint inspection of the consignment is attached as "Annexure-1".
- 11- It will be the bidder's/ supplier's responsibility to intimate at least two weeks in advance the dates and venue of pre-shipment inspection when the material is ready for such inspection. The bidder will extend full cooperation to the inspector(s) in this regard. In case of partial inspection due to



non-availability of the material, cost of subsequent visits of third party inspector(s) will be on the account of bidder/ supplier.

- 12- In case of pre-shipment third party inspection, supplier shall provide to inspector, the original "Certificate of Origin and Compliance" and "OEM Warranty" for examination and onward submission to OGDCL. OGDCL reserves the right to re-confirm the authenticity of provided certificates from the issuer/manufacture.
- 13- For both inspections (pre-shipment and post-delivery inspection), third party inspector(s) will submit the flash report within one day of completion of the respective inspection and OGDCL will intimate acceptance/ rejection of the consignment to the supplier accordingly.
- 14- The material to be shipped by the bidder/ supplier only after acceptance of the pre-shipment third party inspector's report by OGDCL.
- 15- Immediately after completion of the third party pre-shipment inspection, the material should be boxed and packed as per OEM/ international standard to ensure safe handling and transportation during shipment. Third party inspector(s) will also examine the packing and will make it part of the final report.
- 16- Quantity of the required filters may be increased or decreased as per OGDCL requirement.
- 17- Delivery period: 120 days from the date of establishment of LC.

**NOTE:** The above terms and conditions are integral part of the tender enquiry.



# OIL & GAS DEVELOPMENT COMPANY LTD.

DRILLING OPERATIONS RIG MAINTENANCE DEPARTMENT

I-9, Islamabad.

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## SCOPE OF WORK (S.O.W) FOR THIRD PARTY PRE-SHIPMENT INSPECTION OF FILTERS FOR CATERPILLAR DIESEL ENGINES.

SUPPLIER	Complete Name & Business/ Warehouse address of the supplier to be inserted
Local Representative	Complete Name & Business address of the supplier's local representative to be inserted
PURCHASER	<b>Oil &amp; Gas Development Company Ltd.,</b> OGDCL Head Office, Blue Area, Islamabad, 44000, Pakistan. Ph. +92 51 920 022 144 Fax: +92 51 921 5090 E-mail: Irshad_muhammad@ogdcl.com

### 1. BACKGROUND:

Oil & Gas Development Company Limited (OGDCL), Pakistan is engaged in procurement of filters for Caterpillar diesel engines. OGDCL intends to carry out pre-shipment third party inspection (TPI) of these filters at the supplier's premises/ warehouse and post-delivery joint inspection at OGDCL premises in Pakistan by OGDCL representative, TPI agency and supplier's representative. OGDCL will accept these filters only after the third party inspection agency (TPIA) confirms that the filters standards of manufacture and documentation are as per tender/ contract specifications. Scope of work (SOW) for this inspection job is given below.

### 2. MANUFACTURER'S/ SUPPLIER'S SCOPE

Supplier of the required filters will intimate two weeks in advance (before packing for shipment) for the said inspection and will extend full cooperation to third party inspector(s). All arrangements for TPI will be supplier's responsibility. Skilled and un-skilled manpower required for inspection will be provided by the supplier. All the material in purchase order and relevant documents will be made available by the supplier for examination of the inspector(s). After completion of TPI and acceptance by OGDCL, the material should be boxed and packed in a compact manner to ensure safe handling and transportation during shipment.

### 3. SCOPE OF WORK.

TPIA will carry out the required inspection according to the scope of work including but not limited to the following terms of reference.

3.1 TPIA will certify that the filters to be supplied by the supplier are

3.1.1 Manufactured by the manufacturer mentioned in the purchase order.



- 3.1.2 As per technical specifications, quantity and part numbers given in the purchase order.
- 3.1.3 Newly manufactured, unused and free from defects in material and workmanship.
- 3.1.4 Boxed and packed in a compact manner to ensure safe handling and transportation during shipment.
- 3.2 TPIA will notify clear acceptance/ rejection of filters and will give clear remarks for rejection (if any).
- 3.3 TPIA will identify and record non-conformances against tender/ contract specifications and will assist in managing the corrective action to close out the subject.
- 3.4 Inspector(s) will examine for authenticity the original "Certificate of Origin and Compliance" and "Manufacturer's Warranty" to be provided by the supplier and will submit a snapshot of the same in flash report to OGDCL.
- 3.5 Original "Certificate of Origin and Compliance" and "Manufacturer's Warranty" will be retained by the inspector(s) and submitted to OGDCL along with the final inspection report.
- 3.6 Third Party Inspector(s) will at all times during the inspection, maintain a close coordination with OGDCL.
- 3.7 OGDCL will accept the filters only after the TPIA submits a clear acceptance of the filters to OGDCL.
- 3.8 Flash report of the pre-shipment inspection to be provided within one day of completion of inspection.
- 3.9 Original inspection report (pre-shipment and post-delivery) and a copy in hard format (01 set each) with Certificate of Origin and Compliance, Manufacturer's Warranty, associated pictures, lists, statements etc. placed in suitable document folder(s) are to be submitted by the Third Party Inspection Agency to Manager (SCM)-Foreign Procurement, OGDCL.
- 3.10 Payment shall be made to the inspection agency after comprehensive acceptance of Third Party Inspection Report by OGDCL.