

OIL AND GAS DEVELOPMENT COMPANY LIMITED
Dakhni Gas Processing Plant

SCHEDULE OF REQUIREMENT

TENDER ENQUIRY # TE/DKN/ATA/01/2018

Technical services for ATA jobs of Separator Area.

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 activity as given in scope of work. Terms & conditions are attached.

Scope Of Work For “Separator Area”

Afore-mentioned technical services are required for Separator Area. The detailed scope of the work is as under;

1. Annual Maintenance-HP Separator-Sour, 100-FA-01
2. Annual Maintenance-HP Separator-Sour, 100-FA-02
3. Annual Maintenance-HP Test Separator-Sour, 100-FA-03
4. Annual Maintenance-LP Separator-Sour, 100-FA-04
5. Annual Maintenance-HP Separator-Soghri, 100-FA-05
6. Annual Maintenance-HP Test Separator-Sweet, 100-FA-06
7. Annual Maintenance Produced Sour Water Degasser, 903-FA-02
8. Annual Maintenance-HC Flare KnockOut Drum, 902-FA-01
9. Annual Maintenance-Acid Gas Flare KnockOut Drum, 902-FA-02
10. Annual Maintenance-HC Flare Knockout Pump, 902-GA-01A
11. Annual Maintenance-HC Flare Knockout Pump, 902-GA-02A
12. Annual Maintenance Acid Gas K.O pump, 902-GA-02B
13. Annual Maintenance-Hydrocarbon Flare Stack, 902-FA-04
14. Annual Maintenance-Acid Gas Flare Stack, 902-FA-05
15. Annual Maintenance-Sour Water Degasser, 903-FA-01
16. Annual Maintenance Sour Water Degasser, 903-FA-03
17. Servicing of Battery Limit Valves 8"/6"/4"x600
18. Annual Maintenance-New Sour Gas Cooler (Sweet), 21-EA-201A
19. Annual Maintenance-New Sour Gas Cooler (Sweet)21-EA-201B
20. Insert Blind at FC-201
21. Flushing of gathering lines
22. Repair of bottom seal plate of acid gas flare stack

TERMS OF REFERENCE (TOR) for Mini-ATA 2018
Dakhni Gas Processing Plant

General:

1. The manpower is required for annual turn around (ATA-2018) of Dakhni Gas Processing Plant for an estimated period of 10 days tentatively scheduled in the month of September 2018, however, the duration of shut down is not final and may be changed.
2. Quotation is required in PKR against each individual activity to execute the jobs given in the scope of work for ATA.
3. Working hours for the day will be considered 10x2 per shift excluding lunch breaks, Tea breaks and prayer times. Sunday and any other gazetted holiday will be considered as normal day. However, working hours will adjusted with mutual consent of Plant Manager.
4. Most of the jobs will be carried out in the day shift however limited tasks will be carried out in the night shift also.
5. Payment will be made as per actual work done through cross cheque after the completion of the ATA against verified invoices by Maintenance & Process section in all.
6. Skilled manpower should be well experienced in their respective crafts. CVS to be furnished emplacement after approval.
7. HSEQ Rules & Regulations will be strictly observed.
8. For complete compliance, contractor will get HSEQ system manual from OGDCL at the time of mobilization.
9. All the participating companies should have at least 3~5 years of similar experience.
10. Evidence of last ATA jobs in E & P, energy or petrochemical company to be provided.
11. Contractor will provide manpower for Leak Test at start up.
12. After completion of each activity, activity completion proforma will be duly signed from Maintenance, Process section and contractor's area supervisor.
13. OGDCL can exchange any activity with new activity of the same scope.

OGDCL RESPONSIBILITIES

1. Electricity will be provided for lightening purpose only at site by OGDCL. Contractor will have to arrange generator for all other utilities. No diesel will be issued by OGDCL for contractor's machinery.
2. Welding electrode, cutting disks, WD-40, cotton rags etc and spare parts like gaskets, bearings etc will be provided by OGDCL.
3. OGDCL will provide blind/ spades for isolation and pressure testing available in OGDCL store stock.
4. OGDCL will arrange NDT/third party inspection.
5. OGDCL will provide pumps, tanks and hose pipes for in-place chemical cleaning.
6. Nitrogen purging and leak test will be the responsibility of OGDCL.

CONTRACTOR RESPONSIBILITIES

1. The contractor should prepare detailed plan for ATA activities and submit the plan covering all the ATA activities for carrying out of Dakhni Plant ATA successfully with high quality within stipulated time frame. Contractor should provide soft copy of plan. Contractor must also provide man power deployment plan accordingly.
2. Contractor will provide daily progress report clearly mentioning the actual work carried out against the planned work.
3. Site administration personnel with associated resources like computer, printers, photocopiers etc
4. Provision of PPE's (Helmet, Coverall, safety shoes, gloves, goggles etc) of all kinds to hired crew.
5. The technical manpower must be qualified / skilled and have at least five years of experience in its trade in the field of Oil & Gas/Petrochemical plants. Contractor skilled manpower will be interviewed by OGDCL professionals
6. CV's of all the senior skilled Personnel will be provided well before ATA. Evaluation of all the short listed skilled persons will be carried out by OGDCL well before the ATA. Replacement of Skilled personnel will be done with approval of OGDCL. OGDCL reserves the right to replace any person at any time.

7. All welders must be well experienced and must pass the Welding Qualification Test (WQT).
8. Locals will be given preference while hiring of skilled/unskilled manpower.
9. Arrangement of engine driven welding machines along with prime movers, if required.
10. Provision of general/routine tool kit to the hired staff. (Tools like Combination spanner sets, striking/spud spanners (24mm to 65 mm), hammers, wrenches, adjustable, ratchet sets, shackles, slings, eye bolts etc as per attached list)
11. Skilled machinists to be provided by contractor for isolation valves repairing.
12. Skilled fitter to be provided by contractor for inspection and tightening trays of towers.
13. Contractor will submit company HSE policy manual for implementation of safe execution of each activity with zero-injury target. In case of any accident, OGDCL will not be liable for any claim.
14. Contractor should arrange HSE I/C, supervisors, inspectors, first aiders, and any other equipment for execution of work as per work plan activities.
15. Removal of Insulation/ cladding and install back by skilled insulators.
16. Scaffolding activities may be started 1-2 days prior to ATA.
17. Contractor should arrange their own photocopy machine/printer, computer.
18. Contractor should submit the daily progress report in the form of bar charts.
19. Security of all the hired crew will be carried out by the contractor.
20. Boarding/ Lodging to all the crew will be provided by the contractor.
21. Pick and drop from Plant to accommodation and back will be provided by the contractor.
22. In case of any accident, medical or compensation will be on contractor's scope.
23. Contractor manpower must have CNIC and contractor identity card, and will follow OGDCL security policy.

*Payment will be made as per actual.